Kadena Elementary School Student/Parent Handbook School Year 2008-2009

DoDDS-PACIFIC/DDESS-GUAM
2008-2009 SCHOOL YEAR CALENDAR

First Semester- 92 Instructional Days

2008

Monday, August 25	Begin First Quarter & First Semester
Monday, September 1	Federal Holiday- Labor Day
Monday, October 13	Federal Holiday- Columbus Day
Thursday, October 30	End of First Quarter (47 instructional days)
Friday, October 31	No School for students- Teacher Workday
Monday, November 3	Begin Second Quarter
Tuesday, November 11	Federal Holiday- Veteran's Day
Thursday, November 27	Federal Holiday- Thanksgiving
Friday, November 28	Recess Day
Wednesday, December 10	**Accelerated Withdrawal Date (Fall Semester)**
Monday, December 22	Begin Winter Recess
Thursday, December 25	Federal Holiday- Christmas

2009

Thursday, January 1	Federal Holiday- New Year's Day
Monday, January 5	Instruction Resumes
Monday, January 19	Federal Holiday- Martin Luther King, Jr. Day
Thursday, January 22	End of Second Quarter & First Semester (45 instructional days)
Friday, January 23	No school for students- Teacher Workday

Second Semester- 91 Instructional Days

Monday, January 26	Begin Third Quarter & Second Semester
Monday, February 16	Federal Holiday- Presidents' Day
Thursday, April 2	End of Third Quarter (48 instructional days)
Friday, April 3	No school for students- Teacher Workday
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction resumes- Begin fourth quarter
Wednesday, May 13	**Accelerated withdrawal date (Spring Semester)**
Monday, May 25	Federal Holiday- Memorial Day
Thursday, June 11	End of Fourth Quarter & Second Semester (43 instructional days)
Friday, June 12	No School for students – Teacher work day **Last day for non-administrative educator personnel**

School Year 2008-2009	**Instructional Days- 183** **Work Days- 190**

Sushi has been with us for a number of years now. The idea of choosing a mascot for K.E.S. originated with the administration we had at that time. The idea was put out to the student body as to what type of animal would make a good symbol for the school. Numerous ideas were given, most of which were the same as our sister schools. Someone suggested a fish since Okinawa depends on fishing. The idea was accepted as suitable, and I was asked to come up with a design. The result was Sushi, who has been with us ever since.

Mr. Sederquist, Former KES Art Specialist

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KADENA ELEMENTARY SCHOOL
"WHERE KIDS COME FIRST"

WELCOME TO SCHOOL YEAR 2008-2009

August 25, 2008

Dear Parents and Students,

We would like to welcome you to another exciting year at Kadena Elementary School. We hope that you will take full advantage of all the varied learning opportunities and activities available to you here. We encourage you to become familiar with all of our school programs and the academic curriculum. We have a strong School-Home-Community Partnership program and we welcome new members. Volunteer opportunities are continually available through the Parent Teacher Organization (PTO), the School Advisory Committee (SAC) and each classroom teacher. Let's work together to make this the best school experience for your child/children.

Stanley Hays
Principal

MISSION STATEMENTS

DODEA COMMUNITY 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.

DoDEA Community Strategic Plan

Department of Defense Education Activity Community Strategic Plan

GOAL 1: 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.

GOAL 2: Performance-Driven, Efficient Management Systems

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

GOAL 3: Motivated, High Performing, and 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.

GOAL 4: Network of Partnerships Promoting Achievement

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement

DoDDS-PACIFIC MISSION STATEMENT

The DoDDS-Pacific Area, in partnership with the student, family, and community, provides an environment as well as opportunities for students to realize their learning potential in all areas of growth and development. Our mission statement is influenced by our beliefs about learning and expected outcomes for students. ***WE BELIEVE THAT ALL STUDENTS CAN LEARN AND BECOME SELF-DIRECTED LEARNERS.***

KADENA ELEMENTARY BELIEF STATEMENT

WE BELIEVE THAT ALL STUDENTS CAN LEARN AND BECOME SELF-DIRECTED LEARNERS.

KADENA ELEMENTARY SCHOOL MISSION STATEMENT

As a community of educators at Kadena Elementary School, we provide opportunities and guidance for all students to develop:

- **Communication and interpersonal skills**
- **Problem solving strategies**
- **Comprehension of both oral and printed material**
- **Competence in technology**
- **Ability to apply their academic knowledge**

With the ultimate goal of becoming life-long learners who are productive citizens.

Okinawa District Mission Statement

Student centered
Unmatched customer service
Professional development
Partnerships
Oversee assessments
Resource allocation
Technology infusion

School improvement
Unique opportunities
Curriculum/Instructional support
Communications
Educational leadership
Special Education services
Safety and security

School Hours

School Office	**0700-1600**
Sure Start	**0850-1500**
Kindergarten	**0850-1500**
Grades 1 through 5	**0850-1500**

Students should arrive no earlier than 0840. Thank you!

School Address

Department of Defense Dependents Schools
Kadena Elementary School
Unit 5166
APO AP 96368-5166

School Motto – "Where Kids Come First"
School Colors – Blue & White
School Mascot – Sushi, the angel fish

Contacts

The following contacts are provided for your convenience. Please feel free to contact Kadena Elementary School's Main Office at any time. You may also write the school at:
mail to:Principal_*kadenaes@pac.dodea.edu

Phone Contacts:
Principal - 634-1550
Office Secretary - 634-1550/3441
School Nurse - 634-0722
Child Study Committee Office - 634-1550

Information Center- 634-0778
Counselor - 634-1550
School Psychologist - 634-1550
Calling KES from CONUS - 011-81-611-734-1550/3441

ACCREDITATION - KES is accredited by the North Central Association and Commission on Accreditation and School Improvement. Accreditation by NCA/CASI ensures that quality standards of education are maintained. In addition to an annual report, once every five years KES undergoes an on-site visitation to validate all aspects of the school. Kadena Elementary School received an on-site NCA visitation in February 2006 and was accredited.

AFTER-SCHOOL STUDENT ACTIVITIES - There are a variety of after-school student activities available for KES students. They include: The KES School Band, Computer Club, Taiko Drummers, KES School Choir, Chess Club, Student Safety Patrol, Student Council, Reading Club, Math Club, TV Production and more. Most activities are held directly after school. If your child is interested in participating in one of these clubs, please consider the time commitment and other outside activities. Further information and details will be published in our newsletter.

ARRIVAL AT AND DEPARTURE FROM SCHOOL - For safety reasons, students are not to arrive on the school grounds before 0840 (10 minutes before the start of school).

BEFORE SCHOOL - Students in K-5th grade are to line up and wait quietly against the wall adjacent to their classroom door.

AFTER SCHOOL - Students are to leave the school grounds (walk, ride bike, parent pick-up, bus, etc.) immediately upon dismissal at the end of the school day. Students should be off the school grounds by 1515, unless they are involved in after school activities. Parents of Kindergartners (in POV's) dropping off and picking up their children are asked to use the POV loop on Moore Avenue. Parents of 1st to 5th grades, may use the loop directly in front of the school. Please refer to the map at the end of this handbook. Students may remain on campus only to attend after school clubs, to visit the IC or to meet with a teacher. On as-needed basis, students may be asked to remain after school to complete projects, school work or for tutoring.

For safety reasons, students are not permitted to play on the school playground equipment before or immediately after the school day. Students will not ride bikes, scooters, roller blade or skateboard on campus. Bikes and scooters are to be locked in the bike racks.

ASSEMBLY PROTOCOL –
Teachers will sit with their students during assemblies to monitor student behavior.
Students will be reminded of the quiet signal and of proper audience behavior.
School assemblies will begin with the Pledge of Allegiance.

ATTENDANCE – Punctual daily attendance of students is vital for educational growth and development. When a student is absent, the parent or guardian is requested to notify the school and give the reason for the student's absence. Excused absences are granted for:

a. **Student illness**
b. **Family emergency (Emergency Leave)**
c. **Medical Care, which cannot be taken care of during non-school hours.**
d. **Pre-planned absence**

An unexcused absence occurs when we are not notified by telephone the day of the absence or written notice is not received on the student's first day back from his/her absence.

To achieve 100% accountability and security for all of our students we ask that you telephone our office NLT 0900 the day your child is absent. In the event 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.

When a student has three unexcused absences, a letter of inquiry will be mailed to the parents. Subsequent absences may result in notification of the sponsor's Command.

- **Daily make-up work will be saved for your child's return. In the event of absences due to leave, teachers should be notified 5 days in advance. It is strongly recommended that parents consider taking leave during school holidays, rather than during school.**

BELLS - A warning bell rings at 0845. Students should be ready to begin school when the 0850 bell sounds. A dismissal bell rings at 1500.
*** Late Check-In- Students arriving late to school are required to be checked in by a parent**

PEDESTRIAN SAFETY DEPENDS ON YOU!

It is best if drivers and walkers cooperate, for everyone's safety. However, since pedestrians cannot control how others drive, pedestrians must take steps for safety! Some basics of "Pedestrian Safety."

- **BE ALERT.**
  Concentrate on what is happening around you and what will happen next.

- **BE COURTEOUS.**
  Treat drivers and walkers with respect. A little cooperation can go a long way toward making your walk safer and more pleasant.

- **BE REALISTIC.**
  Know your physical limitations and walk accordingly. Give yourself enough time to get to and from school safely.

- **WATCH FOR TRAFFIC.**
  Look carefully in every direction. You cannot avoid an injury if you do not see it coming.

- **OBEY SIGNS AND SIGNALS.**
  Traffic lights, signs, and pedestrian rules let drivers know what to expect. You are courting danger by ignoring signs and signals or breaking the rules.

TAKE SPECIAL PRECAUTIONS WHENEVER NECESSARY.
Rain, fog, emergency vehicles and road construction all demand special attention. Everyone needs to be careful in traffic.

BOMB THREAT (CODE RED) EMERGENCY EVACUATION PROCEDURES
Mission: To safely evacuate all students and personnel in the event that an evacuation of the school complex is directed.

From the initiation of the school complex evacuation, until all students and school personnel have exited the building and proceeded to a "Safe Area", the students' care and well being rest with school personnel (teachers and administration), the KAB Fire Department, and security forces personnel.

During an emergency evacuation, the announcement "Teachers, We are having a fire drill with alternate destinations. Code Red" will be made over the PA system.

In the event of a BOMB THREAT the students will be evacuated according to the BOMB THREAT EVACUATION PLAN. The office will announce that, "We are having a fire drill with alternate destinations. Code Red" Everyone will follow the Emergency Evacuation plan. Specialists will escort their students to the baseball field behind Chapel 3 where they will then turn the students over to the regular classroom teacher. If it is deemed unsafe to re-enter the Kadena Elementary School students may walk to NCO Club, Bldg. 621 or an alternate location at the Medical Center, Bldg. 626.

EMERGENCY LOCK-DOWN PROCEDURES

Mission: To safely lock in all students and personnel in the event that a lock-down of the school complex is directed.

This plan will be used in the event a violent person, shooter or sniper is on the school premises and an evacuation of the building may result in serious injury.

Notification Procedures: The first person to notice someone on campus with a gun or other deadly weapon will, by way of safest route, go to the nearest room or area with telephone access and notify

the front office of the situation. Give the following information: location of person with weapon and direction he/she is walking, type of weapon (pistol, rifle, knife, etc.), and quick description of subject.

The person receiving information: Make the lock-down announcement "Teachers, Sushi fish tank cleaning today, I repeat, Sushi fish tank cleaning today." Dial 911 and give details to the SP/PMO officer. Lock office doors and fully close window blinds.

SECURITY ACTION PLAN
SY 08-09

When notified by the DSO the school is in FPCON ALPHA, the office will post appropriate signs at the office, cafeteria, supply room, Information Center, and Teacher's lounge indicating this condition.

During FPCON BRAVO the school will establish a 25 - meter buffer zone with guidance from the DSO and base officials for parking POV's at least 85 feet from school buildings. FPCON SIGNS WILL BE CHANGED.

During FPCON CHARLIE the school will establish entry control points and maintain a sign-in/out log. Parking 85 feet away from school buildings will be enforced. Educational aides and supply personnel will assist with ID checks of individuals who request entrance to the school campus. FPCON SIGNS WILL BE CHANGED.

During FPCON DELTA the previous measures of BRAVO and CHARLIE will be enforced. In addition, Access to the school will be controlled and positive identification for all personnel will be implemented. Checks of exterior buildings and parking areas will be increased. FPCON SIGNS WILL BE CHANGED.

Bus Transportation

The goal of the Okinawa Student Transportation Office is to serve the community in the best way possible. Suggestions are always welcomed.

BUS MONITOR POLICY - Although KES is a "neighborhood school," we have bus riders from Chibana Family Housing Area. We have included highlights of the island-wide bus monitor policy for your information:

a. **Kindergarten students riding the bus will be met by a paraprofessional and escorted to class. In accordance with installation directives regarding child supervision, parents of kindergarten age students must meet their child at the bus stop.**
b. **Children (grades Preschool-5) without bus passes or an authorization letter will be allowed to ride to and from school for that day only.**
c. **Parents and children should be aware of the penalties, which will be imposed for various violations of good order and safety. Each parent will receive a copy of this instruction when they sign their children up for bus passes.**
d. **Complaints against other children must be in writing or called into the Bus Registration Office at 645-7820/2036.**
e. **If your child is no longer riding the bus, you must go to the Bus Registration Office in person to deregister the child off the bus.**

SPONSORS SHOULD READ THE COMPLETE BASE REGULATION SO THEY WILL KNOW AND UNDERSTAND THE RULES THAT THEY AND THEIR CHILDREN NEED TO FOLLOW.

BUS SAFETY - 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, traffic laws overseas 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.

PACTMO School Bus Safety/Behavior Standards

ON OR AROUND SCHOOL BUSES STUDENTS WILL:

Parents are to instruct their children in the following School Bus Safety Practice and expected behaviors:

- **Board and exit the bus in an orderly, safe manner.**
- **Present bus pass 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, hair spray, perfume, or deodorant.**
- **Run, jump, and swing on ceiling or seat rails.**
- **Throw or shoot objects in any way.**
- **Ride unauthorized bus, loan bus pass to another person.**
- **Litter in or outside of the bus.**
- **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, ethic, sexual remarks, or obscene gestures or speech.**
- **Harass or create an intimidating environment.**
- **Burn material including cigarettes or pipes.**
- **Possess or use knives or guns.**
- **Possess pornography 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.**

News from the Student Transportation Office (School Bus Evacuation Drills)

Dear Parents:

Just as your children participate in fire and typhoon drills at school, if your children ride the school bus they will participate in two evacuation drills throughout the year (K-5th). These drills are generally scheduled in September or October and again in February or March. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature.

The guidelines for conducting evacuation drills are as follows:

- **The drills are to be held at the school destination.**
- **The drills are to be supervised and verified by the school principal or his/her representative.**
- **Both the service door and the emergency exits are to be used.**

Specific procedures to be followed in School Bus evacuation drills are:

1. **Students need to remain quiet and listen for instructions from the bus driver.**
2. **If the driver orders an evacuation of the bus and the exit is to be by the way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move out first, followed by those in the seat to the right of the aisle (in the seat behind the driver), and such alternation shall continue toward the back of the bus until all seats are emptied.**
3. **If the driver orders an evacuation by the way of the rear emergency door, students shall move out in the same sequence as above, emptying the bus from the back to front.**
4. **Should it be necessary to make a rapid evacuation from the bus and neither door is obstructed, students shall make their exit by way of both the front and back doors. The students in the rear half should move out the back door, while the students in the front half should move out the front door.**
5. **Upon deboarding, students are to move immediately off the roadway to a safe distance from the traffic. Under no conditions should they cross the road, unless specifically instructed by the driver. The driver should always account for all the students.**

It is extremely important that drills be conducted so students know what to do in an emergency situation. Ask your children about their school bus evacuation drill!

QUESTIONS AND CONCERNS SHOULD BE DIRECTED TO THE STUDENT TRANSPORATION OFFICE

CAFETERIA LUNCH SERVICE - The Okinawa Area Exchange (OWAX, 633-2675) is responsible for Kadena Elementary School's food service. AAFES has implemented an automated school meal payment system for use in the Okinawa school meal program. Meals will be provided to students using a computerized pin number. Parents should establish a school meal account for students at the cashier's cage.

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

LUNCH SCHEDULE- ***(Lunch schedule - subject to change!!!)**

Kindergarten	**10:20 – 11:00**
Grade 1	**11:00 – 11:40**
Grade 2	**11:20 – 12:00**
Grade 3	**11:40 – 12:20**
Grade 4	**12:00 – 12:40**
Grade 5	**12:20 – 1:00**

CASE STUDY COMMITTEE (CSC) - The CSC coordinates all special education services within the school. The authority for establishing this committee is contained in DS Regulation 2500.2, which is derived from Public Law 94-142. A teacher or parent may refer students to the CSC. Under project "Child Find," KES actively tries to locate any child in the community in need of special education services.

CHAIN OF COMMAND - It is important that we follow the following KES Chain of Command:

Classroom Teacher
Grade Level
Assistant Principal
Principal
District Superintendent

CHANGE OF ADDRESS/PHONE/E-MAIL - It is very important that the school be kept informed of any changes of local address, email address, duty or home telephone number, and/or emergency contact information. In the event of any such changes, please notify the school office (634-1550) immediately. KES E-mail address: Principal_*kadenaes@pac.dodea.edu

CHILD ABUSE/NEGLECT - DoDDS, the community and military regulations mandate the reporting of suspected child abuse and neglect. Our primary job is to be a child advocate when faced with issues of child abuse and/or neglect.

The DoDDS Administrative Instruction (DSAI 2050.3) defines child abuse/neglect as "the physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child under the age of 18 by a parent, guardian, employee of a residential facility, volunteer, or any other staff person providing out-of-home care or supervision, who is responsible for the child's welfare, under circumstances that indicate that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of the responsible person."

Our responsibility and legal mandate at Kadena Elementary School, as in other schools across the United States and in DoDDS, is to report suspected cases of child abuse/neglect to the Family Advocacy Program

(FAP). The FAP management team, composed of the installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and, if indicated, for making the necessary service plans which the child and family may need. A report to Family Advocacy of child suspected abuse/neglect might jeopardize home/school relations in some situations; however our primary responsibility and concern is for the welfare of the child.

CHILD FIND - Our school supports the DoDDS "Child Find" program. 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.

COMMUNICATION/CONFERENCES - The school believes that frequent communication between the teacher and parent(s) is essential to provide the best learning environment for your child. This communication must be "two-way" if it is to be effective. 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. Do not contact a school administrator unless you have first spoken with the teacher. You may contact the teacher directly with a note via your child, or leave a phone message for the teacher to return your call. Arrangements can then be made between you and the teacher for a conference. Conference appointments are made before or after school or during non-instructional time during the school day. In order to avoid interruptions during instruction, teachers are not available to hold parent conferences during instructional time with students.

In the Early Childhood programs of 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 home and the school as we work toward a positive transition into the world of school. Home visits help to build a strong foundation for early student success.

DRESS GUIDELINES - Students' dress and personal grooming are expected to be appropriate. Research indicates that there are many reasons why schools have found dress codes to have a positive effect.
***The same dress code has been adopted by both Kadena Middle and High Schools.**

GUIDANCE PROGRAM - The Kadena Elementary School Guidance Program is an integral part of our classroom education. Although we have three counselors who manage the guidance program, it is our teachers who assist students daily in the areas of self-understanding, respect, and social skills. Using the Competency Based Guidance model, the counselors write annual guidance goals for students in the education, careers and personal/social domains.

Counselor directed activities include:

Individual Counseling - The counselors assist students in resolving personal as well as academic concerns. Work with individual students is on a short-term basis.

Group Counseling - Our counselors facilitate small personal growth groups for students. Group members are provided with positive experiences in a safe, guarded environment. Parents are always consulted prior to children being placed into groups.

Parent Programs - Although our counselors focus primarily upon students, they are also a valuable resource for parents. Parenting classes, parent discussion groups and private consultations (i.e., developing child management strategies) are some guidance activities.

Please telephone if you have concerns regarding the Guidance Program or would like to make an appointment with a counselor.

GUIDANCE MISSION STATEMENT
The purpose of the guidance program at Kadena Elementary School, in partnership with the family and community, is to ensure that all students acquire the attitude, knowledge and skills to participate constructively and contribute in a multi-cultural and transient society, impacted by the unique demands of the Department of Defense environment and overseas living conditions.

HEALTH SERVICES - The function of the school health program is to assist parents, teachers, and appropriate medical personnel in the maintenance of student health. This is accomplished through such activities as: vision, audiometric and dental screening, communicable disease prevention and control, monitoring of immunizations (shots) and emergency care and teaching under the guidance of the school nurse.

An important aspect of the school health program is to give first aid care to students who become ill or injured at school. If it is necessary for a student to go home or be referred to the base clinic or hospital, the school nurse will phone the parents to pick up their child. The Nurse DOES NOT call parents for every visit to the nurse's office (ie: loose tooth, hungry, skinned knee, etc...). The school nurse must have up-to-date information (current home/duty/and emergency phone numbers are vital). Call 634-0722 or send a note to the school nurse when you have a change of phone numbers and/or emergency contact.

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.

The school nurse is not a substitute for seeing a physician for health problems arising at home. When in doubt, keep your child at home if he/she displays symptoms of an illness (i.e. vomiting, diarrhea, uncontrollable coughing, fever T-100.0 or greater, stomachache or headache not controlled by analgesics) BEFORE school. If the previous day's fever is 100.0 F or higher, the student must be KEPT home an additional day. If you do send your child to school, chances are you will be called to pickup your sick child. The following conditions will exclude students from school: vomiting 2 or more times in the previous 24 hours, diarrhea that is not contained by toilet use, purulent conjunctivitis (pink-eye) until examined by a physician and approved for readmission, strep-throat until 24 hours after treatment has been initiated, head lice until the morning after the first treatment, and ringworm of the scalp until after treatment has been initiated. 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.

HOMEWORK - When homework is assigned, it is based on previous classroom instruction. Homework which has no specific educational purpose is not given. It is assigned for reinforcement and enrichment.

INSTRUCTIONAL PROGRAM - KES has special subject and resource educators in addition to our regular K-5 classroom teachers. The special subject-area teachers include: two full time art teachers, two music teachers, two

physical education teachers, and two Japanese culture teachers as well as an information specialist and a technology specialist. All students in grades K-5 are scheduled to have at least one special-subject class daily.

The resource educators include:

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.

INTERNET - Kadena Elementary School teachers and students have access to the Internet in the school library, computer labs and every classroom. Student access is limited to the library and computer lab and is only available during teacher-supervised time. Students must abide by and agree with the statements in ATTACHMENT #2 in the Parent-Student handbook.

***PLEASE NOTE CONSEQUENCES FOR INAPPROPRIATE USE OF A COMPUTER:**

First offense: Student will be asked to leave the workstation.
Internet privileges will be suspended for one week.
Student will write an essay based on an assigned reading assignment.

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

LEAVING SCHOOL DURING THE SCHOOL DAY - The teacher must be notified in writing if your child:

a. **is to be picked up from school during the day.**
b. **is to go home with someone other than the parent or guardian.**
c. **is going to be picked up at the close of school rather than walk home.**
d. **is not going to ride the school bus as s/he ordinarily does.**
e. **is not going to remain after school for his/her regular clubs.**

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 via the office intercom.

***IMPORTANT: At no time is a parent or designated representative to pick up a student directly from the cafeteria, playground, or classroom without following the procedures noted above.**

LOST AND FOUND - All lost and found items are kept in the cafeteria where children can check to see if items that they have lost have been turned in. Parents are encouraged to check the lost and found items if their child has lost personal property. It is the responsibility of the parent to clearly label all personal property belonging to their child. The school is not responsible for any lost items. After the close of the school year, unclaimed lost and found items are donated to an approved charitable organization.

LOST/DAMAGED BOOKS – There are two methods to clear the account if you have a lost or damaged textbook:

- **The lost book may be replaced with an approved title of equal or greater value.**
- **A lost book may be paid for with a 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.**

LUNCHES - The cost of hot lunch is $2.05. There is no a la carte service. Menus are available at AAFES.com. AAFES has implemented an automated school meal payment system for use in the Okinawa school meal program. Parents may establish a school meal account for students at the BX's cashier cage.

An 8-oz. carton of milk may be purchased separately for $0.35 cents (subject to change). For the safety of all students, we ask that instant noodles requiring hot water not be sent. Hot water will not be made available.

To ensure that no student goes without a noontime meal, AAFES will supply a meal and charge the account. Sponsors will receive a written notice informing them if their child has a negative balance on their lunch account. If a child does not have a lunch account and needs to borrow for lunch, sponsors will also be notified and are responsible for the balance owed. Sponsors should pay the school cafeteria manager at their child's school. The cafeteria lunch program is run by AAFES. Please direct your questions and comments to AAFES.

PARENT NEWSLETTER – The Sushi News is published every two weeks and is sent home via email. Hard copies are available in the front office.

PARENT PLACEMENT REQUEST - We understand that some parents would like to have input concerning their child's placement for the new school year. While we are not accepting "name requests", we encourage parents to submit a brief written request stating their concerns, needs, and any special accommodations for consideration in their child's placement. All requests must be addressed to the KES principal.

PARENT/SCHOOL GROUPS - The parent/school organizations at KES are as follows:

- **School Advisory Committee (SAC) - The School Advisory Committee is composed of an equal number of elected parents and teachers. The SAC meets monthly throughout the school year. Parents are invited to attend meetings and lend their support to the SAC. The committee is responsible for advising the principal on educationally related matters affecting the school. The SAC will provide information about their committee at the beginning of the school year.**

- **Parent Teacher Organization (PTO) - The Parent Teacher Organization at Kadena Elementary School (KES PTO) is an organization dedicated to enhancing children's educational experience through the combined efforts of parents and teachers. PTO supports the KES mission statement and helps implement a wide variety of programs in order to serve our students. The executive board (president, vice president, secretary and treasurer) governs PTO but the pulse of the organization is the general membership. Membership is open to parents and guardians of children attending KES and also to the staff at KES. Though membership does not obligate you to volunteer with PTO, we welcome your time and efforts in whatever capacity you care to contribute. Look for updates, opportunities, and upcoming events in the PTO corner of the parent newsletter. Call the office at 634- 1550 for more information about becoming involved with KES PTO.**

PARTNERS IN EDUCATION - PIE is a program designated specifically for DoDDS parents to encourage the on-going involvement and participation of parents in their children's schooling process. Military organizations support the school by adopting and providing specific assistance.

SCHOOL IMPROVEMENT PROCESS (SIP) - The school has in place a School Improvement plan that addresses the areas of math and reading. The focus is on improved student achievement in all areas but specifically in those areas as identified. Working together, the teachers and parents selected the math problem-solving and reading comprehension areas. You are encouraged to become involved in your child's education and curriculum planning by being a member on any of the many SIP committees.

SCHOOL IMPROVEMENT GOALS

1. Reading Comprehension Goal: All students will improve their reading comprehension skills as applied across the curricula.

The Essence of Reading Comprehension
a. Apply phonetic and structural analysis strategies to decode letter combinations and words to develop a comprehensive reading vocabulary.
b. Apply a variety of strategies to comprehend printed material to obtain intended meaning.
c. Engage in self-initiated reading for a variety of purposes from a wide range of sources.

2. Math Problem Solving Goal: All students will improve their math problem solving skills as applied across the curricula.

The Essence of Math Problem Solving
a. Analyze and evaluate the problem, construct the most effective sequence of operations that will correctly solve the problem
b. Consistently use problem-solving operations in daily work

SCHOOL HOME COMMUNITY PARTNERSHIP (SHCP)

The focus of School Home Community Partnership is to involve school, staff, students, parents and members of the community in the implementation of strategies that ensure maximum possible educational benefits for every student.

Our purpose is to increase parent and community involvement in school activities, student learning activities, and in the decision-making process concerning students.

KES has a long standing partnership with the NCO Academy and the Airman Leadership School. Their volunteers provide assistance with special events and mentoring.

PARTIES - Classroom parties are generally held in October, December, February, and at the end of the school year at the discretion of each classroom teacher.

PLACEMENT COMMITTEE - KES has in place a student review and placement process. Parents are required to first meet with the classroom teacher to resolve concerns and to identify actions. The counselors may be asked to meet with the teacher and parent to assist with the process. A parent, teacher, counselor or administrator may convene a placement committee meeting. The focus of the committee is to address the actions that were taken and to assess student outcomes and parent concerns. Notes are taken and recommendation is made to the principal on possible changes in a student's educational program. The principal determines all matters concerning student placement.

PLAYGROUND AND SCHOOL USE - Each student's safe arrival to and departure from Kadena Elementary School is of primary concern. Supervision of student departure is from 1500-1510. To ensure their safety, all students are to report directly to their homes upon dismissal at 1500. Children may return to use the school playground under parental supervision at 1600. Restrooms are not accessible after 1515.

The school playgrounds and fields are open and available for neighborhood use with parental supervision after school, at 1600, on holidays, and on weekends. The KES facility is accessible to the public at all times. Even though we recommend that the sidewalks not be used during non-school hours, it is understood that the "USE AT YOUR OWN RISK" rule be imposed due to the lack of 24 hour supervised security. We ask all members of the KES Community to help in keeping our campus safe at all times. Video Surveillance is used on campus for the safety and security of all. Any violations will be reported to Security Forces. Thank you for helping us ensure the safety of your children.

Bicycles, scooters, and skateboards used for transportation to and from school will be locked up by the student in the bicycle racks provided around the perimeter of the school. The school is NOT responsible for stolen property. Parents should follow up with security forces.

KES Campus and Playgrounds are off limits after 8:00 pm by order of Kadena Base Commander unless a scheduled, supervised event is taking place.

SKATEBOARDS, SCOOTERS, SKATES, ROLLER BLADES, HEELYS, AND BICYCLES ARE NOT PERMITTED ON SCHOOL GROUNDS.

PROGRESS REPORT CARDS - Progress report cards are a tool to help students, parents and teachers understand and evaluate educational objectives. Progress report cards are issued in grades K-6 on a quarterly basis. Parents are to review the report card with their child, keep the report card, sign the report card envelope, and return just the envelope to school. Parents may request a Parent/Teacher Conference by checking the box on the envelope.

DoDDS GRADING SCALE

Kindergarten-Grade 3

CD - Consistently Displayed
This student CONSISTENTLY DISPLAYS skills in this area.

P - Developing/Progressing
This student is DEVELOPING the skill or PROGRESSING in this area.

N - Not Yet Evident
This student needs MORE DEVELOPMENTAL growth or experience to display this skill.

X - Not Addressed
"X" indicates that this area has not been addressed at this time.
The use of "+" and "-" will not be used with the sub-content area marking code.

The special subject area marking code is "P" for Participates, "+" for Shows Strength, and "/" for More Participation Needed.

Awards

Awards assemblies are held quarterly for grades 4 and 5. The dates and times are announced in the Newsletter and parents are invited to attend. Students receive certificates for Honor Roll, High Honor Roll and Principal's Honor Roll.

Grades 4-5

A letter grade will be given for each major curriculum area. The marking code for the subject areas of Language Arts-Reading, Mathematics, Social Studies, Science, and Health are:

A	**Excellent**
B	**Very Good**
C	**Good**
D	**Minimal**
F	**Failing**

The use of the "+" and "-" may be used with the letter (A, B, etc.) grades at the discretion of the teacher.

A "P" meaning "Participates," a "+" meaning "Shows Strength," and a "/" meaning "More Effort Needed" will be used to mark the sub-content areas, the life skills/social development areas and the special subject areas.

RETENTION - The following resolution was passed by the National Association of Elementary School Principals (NAESP) in April of 1991:

> **"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."**

The policy at Kadena Elementary is to find alternatives to retention for at-risk children. If a staff member feels that a child is at risk, he/she should review the child's records. Then he/she should report this to the counselor immediately. Intervention strategies can then be addressed to find alternative methods to ensure the child's success.

A number of programs are in place to assist staff with developing strategies and interventions, the Case Study Committee, as well as our counseling and administrative teams. Grade-level members provide an additional resource in finding solutions.

In the event that all other alternatives have been exhausted and the child is still not successful, the staff member should then refer the child to the counselor for possible retention. At that time, a committee will be convened to study the case and make a recommendation to the school principal. The committee will be composed of an assistant principal chair, a counselor, the classroom teacher, specialist(s) as appropriate, and the parents. In accordance with DS regulation 200.3, this committee will design a plan to promote student success and assure that the student retains a positive self-image. The placement committee will review the student's progress for three successive grading periods to ensure that the placement is appropriate

Student Code of Conduct

School-Wide Expectations
Student Rights and Responsibilities
Incident Reports/Referrals
Classroom Conduct
Conduct in Common Areas
Discipline Procedures and Guidelines
Progressive, Logical Consequences

Management of student behavior is a responsibility shared by students, parents, the school and the community. It consists principally of teaching and reinforcing positive student attitudes and behaviors.

Discipline

Discipline is handled first by the classroom teachers/specialist/paraprofessional. For repeated offenses or more serious infractions, the student is referred to the administration. At times, the counselor(s) may be called upon to suggest intervention strategies and conflict resolution/peer mediation.

Infractions are categorized as minor and major and consequences follow a rubric established by each school. These consequences range from a verbal warning, conferences, "time out" rooms, school service programs, community service, counseling programs, lunch detention, work detail, after school detentions, and other behavior modification techniques to in-school suspension, out-of-school suspension, and, in extreme cases, expulsion. The above mentioned behavior modification techniques must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.
All students who are suspended from class or school must complete all assignments of work and exams during that period to earn credit. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (including deferment to the start of the next semester).

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.

In all cases, parental cooperation and support are essential in eliminating inappropriate behaviors and creating a positive learning experience for the student.

Discipline for Minor or First Offenses

A student may be disciplined for relatively minor or first offenses, with written or oral reprimands or notice to parents, suspension of school or extracurricular privileges, in-school suspensions, time outs, teacher/student/parent conferences, and by any other teacher intervention deemed by the teacher to be appropriate. These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to:

- **tardiness**
- **unexcused absence**
- **chewing gum or eating food in class**
- **being unprepared for class**
- **running or horseplay in the halls or classrooms**
- **cheating or lying**

- **possessing items in violation of school rules**
- **use of offensive language**
- **minor damage to rooms or materials or to the property of any other person on-or-about school grounds**
- **failing to follow instructions**
- **disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity**
- **engaging in inappropriate behavior on the school bus.**
- **bullying**

Nothing in this paragraph precludes the impositions of more serious discipline, such as suspension or expulsion, when a child engages in repeated or multiple acts of misconduct, which individually might not warrant suspension, or expulsion. The teacher or principal may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. In addition, the disciplinary authority must decide whether conduct described in this paragraph, which may also be described below, should be punished under one of the succeeding paragraphs.

Grounds for Suspension and Expulsion

A student may be suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
4. Committed or attempted to commit robbery or extortion,
5. Caused or attempted to cause damage to school, government, vendor, or private property.
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
7. Possessed or used tobacco or any product containing tobacco or nicotine
products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
8. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
9. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Gambling in any form.
12. Conduct, including fighting, that endangers the well-being of others.
13. Unauthorized presence in the school, 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.
14. Possession or control of a beeper of similar portable communications devices
unless authorized by the principal. Beepers or similar communications devices are subject to confiscation by school authorities.
15. Cursing, gesturing, or verbally abusing any person, including but not limited to
abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
16. Vandalism, arson, or any threat to bomb, bum, or destroy in any manner a school building or school property.
17. Forgery, cheating, or plagiarism
18. Use or possession of fireworks

19. Violation of attendance regulations
20. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
21. Violation of any law, regulation of the military installation or school, or policy of the DoDDS system
22. Complicity in the violation of any rule described above.

Particular Grounds for Expulsion

The principal or designee shall recommend a pupil's expulsion from the DoDDS for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any firearms, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance, as a second offense.
4. 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, including the suspension process.
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 or condoned in DoDDS. Permission to administer corporal punishment will not be sought by school officials nor accepted from any parent or guardian.

Discipline Committee

The discipline committee is comprised of school officials, parents, and community members that meet to decide disciplinary matters in which expulsion has been recommended. Principals shall appoint members to the committee. Additionally, this committee convenes to consider the principal's recommendation that a student be suspended for more than 10 days (cumulative) in the school year and add input to the school discipline policy. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal.

Other Misconduct Constituting Grounds for Disciplinary Action

In addition to the specific grounds for imposing discipline, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

Dress Code Expectations

- **Enhance the climate and tone of the school**
- **Create a focus on education, not on the clothes that children wear**
- **Improve student's behavior and achievement**
- **Increase student's self-esteem**
- **Clothes may not be worn in a manner that might indicate gang membership**
- **Hats, hoods, headgear, bandanas, head coverings, and dark (sun) glasses unless medically approved will not be worn inside the school complex**
- **Footwear will be worn at all times. Shower sandals or flip-flops are not appropriate footwear.**
- **No midriff baring or spaghetti strap shirts**
- **No Hellies, skateboards, skates or scooters will be ridden on campus**

Notice to Law Enforcement Authorities

Incidental to suspending any student, the principal of the school, or his/her designee, shall notify the installation commander, or his/her designee for law enforcement or legal affairs, or any acts, which may violate local laws.

STUDENT SERVICE PROJECTS - Service to the school and community is encouraged for all students. There are many class projects encouraging and helping others. It is through this outreach that we all learn to care.

STUDY TRIPS - Study field trips to local places of interest are of educational value and a very important part of the curriculum. Parents are required to give consent for their children to participate in field trips. Verbal consent by telephone is not sufficient. Parent chaperones are asked not to bring other children on these trips. Please note: There are occasions where parents are asked to accompany their child on a study trip for safety concerns.

SUPPLIES - Students are to bring their own school supplies (i.e. crayons, scissors, pencils, erasers, etc.) to school. A grade level supply list is available at the school office. Throughout the school year a student's consumable supplies will need to be replaced. The school provides textbooks and workbooks. Basic school supplies should be maintained at home, as well, for homework. **See Attachment # 3**

SURE START Sure Start is a preschool program for children who will be 4 years old by October 31st. Enrollment priority is given to applicants who have a sponsor in grades E-4/GS-4 or below.

Other requirements include one or more of the following:
· Siblings with disabilities
· Primary language of the child is not English
· Single Parent
· Low birth weight

TARDINESS - School starts for all students at 0850 hours. Students are expected to reach school on time (0840 hours), move quietly between classes and be in their seats with books and materials ready to begin class work at 0850. Students who are tardy due to government transportation are "excused." A tardy student should report to the office for an admit slip. Punctuality should be encouraged and insisted upon. When a classroom teacher feels that he or she is not receiving communications from home, the office or the counselor will be contacted. Office staff will complete the child's name, arrival time, and will indicate whether

-parent accompanied child
-note attached
-appointment

TEACHER PROFESSIONAL DEVELOPMENT MEETINGS - Time is set-aside during the year for professional development training of the faculty. Topics for these meetings are determined by the needs of the staff to improve skills, proficiency, and to keep abreast of new trends in education. Parents are always welcome to attend these meetings. Usually on teacher training days, students attend school for a half-day session and the training is held during the remaining half day. There are a few occasions when full day trainings are scheduled. You will be notified in advance when these meetings are planned.

TELEPHONE FOR STUDENT USE - Students may use the phone in their classrooms with teacher supervision. Phone use should be kept to a minimum and used in urgent situations only. Please make after-school arrangements (i.e. clubs, walk, bus and pick-ups) before your child comes to school.

TYPHOON/TROPICAL CYCLONE PROCEDURES-SCHOOLS - Okinawa experiences typhoons or tropical storms annually. While the main typhoon season is July-November, storms have occurred during other periods of the year. (SEE ATTACHMENT #2)

1. **Conditions 4,3,2: All personnel will be at work during these conditions. This includes students and school staff members.**
2. **Condition 1: The declaration of Condition 1 means a cancellation of school for students; it is the 18th Wing Commander's decision/announcements during these conditions that will activate the closure of school and determine the work status of school employees. The 18th Wing Commander's announcements via AFN TV and radio will also include a statement regarding the work status of military and civilian government workers including the teaching staff.**

VISITORS - Parents of students at KES are welcome to visit during the school day. We require that each parent visitor stop by the office to get a "Parent Visitor" badge and the office will notify the teacher that you will be visiting the class. In the event that the teacher is testing students, we ask that you not visit the class at that time. It is advantageous to make advance arrangements with the teacher. To minimize any interruption to the instructional program, please cooperate by entering the class quietly and follow the teacher's request regarding your level of participation. Conferences with the teacher cannot be held during instructional time.

If you wish to visit with your child during lunch or recess, report to the office for a "Parent Visitor" badge before going to the cafeteria or playground. After your visit please return the badge to the office.

VOLUNTEERS - Parents are welcome and encouraged to participate in our educational programs. Classroom volunteer aides are needed in all grade levels, the health room, and all special subject/resource programs. Volunteers provide valuable assistance for teachers by allowing them to spend more instructional time with the students. The services performed by volunteers on a regular basis are varied and may include: clerical duties, assisting in student activities, preparing and locating materials, reading to and/or listening to students read,

tutoring and working with individual students or small groups of students, Japanese/English translators on field trips, and working in the school library. Volunteers are needed for special school/student activities and projects such as the book fair, field days, study trips, class parties and after-school student clubs. If you are interested in providing volunteer services at KES, please contact your child's teacher, or a school administrator at 634-1550. We will be able to match your volunteer interest and skill with a needed service at KES.

WEAPONS/ZERO TOLERANCE WEAPONS POLICY – See Attachment #4

WITHDRAWAL/TRANSFER/EXTENSION PROCEDURES - Whether you are making a PCS move, moving from one housing area to another or enrolling your child in another school, please notify the school office at least ten (10) days prior to your child's last day. We need this ADVANCE NOTICE in order to have all your child's school records finalized and ready.

***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**

***DODDS POLICY FOR EARLY DEPARTURE AT THE END OF THE SCHOOL YEAR - A student departing on or after Wednesday May 13 2009 will receive a completed report card indicating that he/she is promoted to the next grade if he/she is doing satisfactory work and is leaving on PCS orders. This policy is only for KES families with PCS orders. Families leaving early for summer vacations and returning to KES or another DoDDS school on Okinawa next school year will not have their report cards prepared early. They will be held at the school office until the family returns.**

A student who departs prior to 13 May 2009 will receive a transfer evaluation indicating grade and progress to date. The report card will not indicate promotion at this time. It is assumed the student will be enrolled at a school in the new location to finish out the school year and be promoted at that time.

The transfer evaluation issued prior to 13 May 2009 will indicate that the student, if making satisfactory progress, and if he/she had remained at our school until 14 May 2008 or later, would have been promoted to the next grade. Students must be present 20 days or more each quarter to receive grades.

For families PCS'ing, ten (10) school days advance notice is required for records to be completed for hand-carry by the sponsor. Please contact the school office at least ten (10) days prior to the date you would like to pick up records

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.**

***IMPORTANT** - **All textbooks and library books must be returned or paid for (if lost or damaged beyond repair) before a child departs the school. It is advisable to return books and clear your child's library and textbook record before you have your "pack out." Library books may be replaced with a book of equal value.**

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
He learns to condemn
If a child lives with hostility,
He learns to fight
If a child lives with ridicule,
He learns to be shy
If a child lives with shame,
He learns to feel guilty
If a child lives with tolerance,
He learns to be patient
If a child lives with encouragement,
He learns confidence
If a child lives with praise,
He learns to appreciate
If a child lives with fairness,
He learns justice
If a child lives with security,
He learns to have faith
If a child lives with approval,
He learns to like himself
If a child lives with acceptance and
Friendship,
He learns to find love in the world

Dorothy Law Nolte

E2. ENCLOSURE 2
DODEA FORM 6600.1-F2

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2164 and 20 U.S.C. 921-932, authorizing DoD Directive 1342.20, "DoD Education Activity" (1992), authorizing DoD Education Activity Administrative Instruction 6600.1 (2004).
PRINCIPAL PURPOSE(S): The information on this form is used to authorize an individual student to use government-owned computer resources in accordance with, and subject to enforcement provisions of, DoD and DoDEA policies governing computer and Internet usage.
ROUTINE USE(S): Disclosure of germane information contained in this form within the Department of Defense is authorized upon a demonstrated "need to know" to perform an official duty. Routine disclosure of relevant and necessary information is authorized to agencies outside of the DoD by DoD Privacy Act Systems Notices, which may be found at http://www.defenselink.mil/privacy/notices/osd/. Records are maintained at the school level in student records for the duration of the student's enrollment.
DISCLOSURE: Voluntary; however, no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use such equipment only in accordance with the DoDEA Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students.

1. STUDENT INFORMATION *(please print or type)*

a. NAME *(Last, first, middle initial)*	b. PARENT/GUARDIAN
c. SCHOOL	d. TEACHER/GRADE

2. STUDENT AGREEMENT

I, *(print name)* _____, have received instruction in the appropriate use of DoDEA information technology resources; I have read and understood the Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students (attachment 1) and I agree to abide by them. If I violate the Terms and Conditions, I understand that I may lose all access privileges on the DoDEA network, and, furthermore, may be subject to school disciplinary and/or appropriate legal actions.

a. STUDENT SIGNATURE	b. DATE *(YYYYMMDD)*

3. PARENT OR GUARDIAN *(If student is under the age of 18, a parent or guardian must also read and sign this agreement.)*

I, *(print name)* _____, have read the Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students (attachment 1). I understand that my child must abide by these Terms and Conditions. I understand that if my child violates these standards, he/she may lose all access privileges on the DoDEA network and may be subject to school disciplinary and/or appropriate legal actions. I understand that computer and network access is being provided for educational purposes.

a. PARENT OR GUARDIAN SIGNATURE	b. DATE *(YYYYMMDD)*

DoDEA FORM 6600.1-F2, JUN 2004 Reset

Attachment – 1
E2.A1. Appropriate Use of DoDEA Information Technology Resources Terms and Conditions for DoDEA Students

E2.A1. ENCLOSURE 2 (ATTACHMENT1)

APPROPRIATE USE OF DODEA INFORMATION TECHNOLOGY RESOURCES TERMS AND CONDITIONS FOR DODEA STUDENTS

E2.A1.1. USE OF INFORMATION TECHNOLOGY RESOURCES

E2.A1.1.1. Students will use DoDEA's IT resources, including computers, electronic mail, and Internet access, only in support of education and for research consistent with the educational objectives of DoDEA.

E2.A1.1.2. Students will respect and adhere to all of the rules governing access to and use of DoDEA's IT resources.

E2.A1.1.3. Students will be polite in all electronic communication. Students will use courteous and respectful language in their messages to others. Students will not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language.

E2.A1.1.4. Students will not use DoDEA's IT resources:

E2.A1.1.4.1. To deliberately disrupt network use by others. Therefore, students will not send "chain letters" or "broadcast" messages to individuals or to lists of individuals.

E2.A1.1.4.2. To gain or attempt to gain unauthorized access to other computer systems.

E2.A1.1.4.3. To attempt to harm or destroy data of another user, the Internet, or any other network. This includes creating or knowingly transmitting a computer virus or worm or attempting unauthorized access to files, computers, or networks (i.e., "hacking").

E2.A1.1.4.4. To attempt to disable any IT security or auditing system.

E2.A1.1.4.5. To pursue private commercial business activities, including those conducted on Internet sites such as eBay.

E2.A1.1.4.6. To create, access, download, view, store, copy, send, or knowingly receive material that is illegal or offensive to others, such as hate speech or any material that ridicules others based on race, creed, religion, color, sex, disability, national origin, or sexual orientation.

E2.A1.1.4.7. To create, access, download, view, store, copy, send, or knowingly receive material that is obscene, pornographic, or sexually suggestive.

E2.A1.1.4.8. To participate in illegal or prohibited activities, such as those related to gambling, illegal weapons, or terrorist activities.

E2.A1.2. SECURITY OF DODEA IT RESOURCES

E2.A1.2.1. Security on any computer system is a high priority. Students will notify a teacher if they notice a security problem.

E2.A1.2.2. Students will only use the computer accounts issued to them and will log off the system promptly when finished. Actions performed using a student's account will be considered to have been done by that student. It is the student's responsibility to protect their account and password. Students will not give their user passwords to other individuals.

E2.A1.3. PRIVILEGE OF USING IT RESOURCES

E2.A1.3.1. The use of the network is a privilege, not a right, and use which is inconsistent with these Terms and Conditions may result in the cancellation of student privileges.

E2.A1.3.2. Electronic transmissions, including electronic mail, are not private and individual communications and system access will be monitored.

E2.A1.3.3. Students who misuse DoDEA IT resources are subject to disciplinary measures such as those prescribed in DoDEA Regulation 2051.1, "Department of Defense Education Activity Disciplinary Rules and Procedures," August 16, 1996. At the discretion of the principal, the student may lose the privilege of using DoDEA IT resources permanently and may be suspended or expelled from school.

E2.A1.4. OTHER

If students have any questions about appropriate computer use, they will ask their teacher.

KADENA ELEMENTARY SCHOOL
SY 2008-2009 SCHOOL SUPPLY LIST

	Grade Level					
	PSCD	**SS**	**K**	**1**	**2**	**3**
Ball Point Pen (Black or Blue)						X
Ball Point Pen (1 Green, 1 Red)						X
Binder 3 ring (for Loose Leaf Paper)						
Book Bag or Back Pack	X		X	X	X	X
Cap Erasers (1 pack)					X3	
Color Pencil Set			X		X	X
Classic Color Markers	X	X	X	X	X	X
Compass & Protractor						
Crayon (8 Colors) 2 large and 1 Regular		X	X			
Crayon (8, 16, 24, 32 Colors) (24 Colors Crayola—1st Grade)			X	X3	X3	X
Erasers (Large Pink)				X2	X2	X2
Erasable Ink Pen						
Glue (Elmer's All Purpose-No Paste & No Blue Gel)		X	X	X	X	X
Glue Stick	X2	X	X8	X8	X8	
Highlighters (Set of 5 Light Colors) (4th Grade only 1 highlighter)				X		
Kleenex (Large Box)	X2	X2	X	X2	X2	X2
Liquid Soap (large refill size) (1st Grade only—liquid soap dispenser) Boys: Hand Sanitizer Girls: Soap	X2	X	X	X2	X	X
Loose Leaf Paper—Wide Rule					X	X2
Notebook, Assignment (Small)						X
Notebook, Spiral (8 ½ x 11)						X3
Black & White Mead Composition (hardback) Notebook				X	X4	X
Japanese Glue						
Pencil Box (4th Grade-zip pouch) hard plastic				X		
Pencils No. 2 (Primary)		X	X2			
Pencils No. 2				X30	X40	X20
Pencil Sharpener (hand held)						X
Plain Pocket Folders (**PSCD 1 plastic folder) (1st Grade solid colors)	X			X4	X4	X3
Ruler (Metric & Inch) *1st Grade - Wooden				X	X	X
Scissors			X	X	X	X
Water Color Paint Set with Brush	X	X	X		X	
Wet Ones Wipes (Disinfectant) Sure Start (flushable wipes)	X3	X	X3	X3	X2	X3
Writing Tablet (conforms with DeNealian Ruling) (2nd Grade Writing Tablet)				X4		
Ziploc Bags (Quart & Gallon Size) (2nd & 3rd Gr. Boys—Quart Size, 2nd Grade Girls—Gallon Size) 1st Gr. Easy zip			X	X	X	X
Headphones for Music Class/Computer Class					X	X
Paper Towel (Roll)	X3	X	X		X2	X
CD Disk With Case	X	X	X			
DVD-R						
Primary Composition Book *See below		X		X2		
Hand Sanitizer				X		
Ream of white copy paper (500 sheets)						X

NOTE: Individual teachers may have additional supply requirements and will notify parents during the first week of school.

***Sure Start Parents – Please don't purchase supplies until notification of selection into program and Mandatory Parent meeting**

SS, KINDERGARTEN, 1st and 2nd GRADE: Please do not label supplies. They are common supplies.

KADENA ELEMENTARY SCHOOL
SY 2008-2009 SCHOOL SUPPLY LIST

	Grade Level	
	4	**5**
Ball Point Pen (Black or Blue) and Red	X	X
Ball Point Pen (1 Green, 1 Red)	X	X
Binder 3 ring (for Loose Leaf Paper)	X	
Book Bag or Back Pack	X	X
Cap Erasers (1 pack)		
Color Pencil Set	X	X
Classic Color Markers		
Compass & Protractor (5th Grade Protractor only)		X
Crayon (8 Colors) 1 large and 1 Regular		
Crayon (8, 16, 24, 32 Colors) (24 Colors—1st Grade)	X	
Erasers (Large Pink) or Japanese (White)	X	X
Erasable Ink Pen	X	
Pen Drive *5th & 6th Grade Only (Min 512, Recommended 1G)		X
Glue (Elmer's All Purpose-No Paste & No Blue Gel)	X	
Glue Stick	X2	X
Highlighters (Set of 5 Light Colors) (4th Grade only 1 highlighter)	X	X
Kleenex (Large Box)	X2	X1
Liquid Soap (large refill size) (1st Grade only—liquid soap dispenser)		
Loose Leaf Paper—Wide Rule	X4	X8
Notebook, Assignment (Small)	X	
Notebook, Spiral (8 ½ x 11)		
Black & White Mead Composition (hardback) Notebook	X2	X4
Japanese Glue		
Pencil Box (4th Grade-zip pouch)	X	X
Pencils No. 2 (Primary)		
Pencils No. 2 (6th grade – no mechanical pencils)	X24	X24
Pencil Sharpener (hand held)	X	X
Pocket Folders	X6	X6
Ruler (Metric & Inch)	X	X
Scissors	X	
Water Color Paint Set with Brush		
Wet Ones Wipes		
Writing Tablet (conforms with DeNealian Ruling) (2nd Grade Writing Tablet)		
Ziplock Bags (Quart & Gallon Size) (2nd & 3rd Gr. Boys—Quart Size, 2nd Grade Girls—Gallon Size) (4th girls)	X	X
Headphones for Computer Class	X	X
Paper Towel (Roll) (4th boys)	X	

NOTE: Individual teachers may have additional supply requirements and will notify parents during the first week of school.

Attachment #3

DoDDS Okinawa Tropical Cyclone Guide

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 will go home at the normal time, 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.

DoDDS Tropical Cyclone School Closure Guide, updated 20 April 2004

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
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.

DoDEA Zero Tolerance Weapons Policy

ILLEGAL WEAPONS (Note: this is not a complete listing)

Firearms to include but not limited to:

- Machine Guns
- Shotguns
- Rifles
- Silencers or mufflers for any firearm

Any destructive devices

Switchblade knives

Club-type hand weapons (blackjacks, brass knuckles, nunchaks, etc).

Gas pistols and shooting pens

BB guns

Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:

- Straight razor, razor blades, or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument
- Clubs and any object that may be used as a clubbing device to inflict bodily harm (planks of wood, pipes, stones, bricks, etc)
- Authentic appearing replica of a firearm
- Blank cartridge pistols.

Any other object that might be used readily to inflict bodily harm (bicycle chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades, etc)

Locking blade knives, regardless of length, and other knives with blades 3 inches or longer

Any other object deemed by the Provost Marshal Office or Security Forces authority to be a potentially dangerous weapon

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade	Inherently Dangerous Weapons	Dangerous Weapons					Potentially Dangerous Weapons			
	First Offense	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

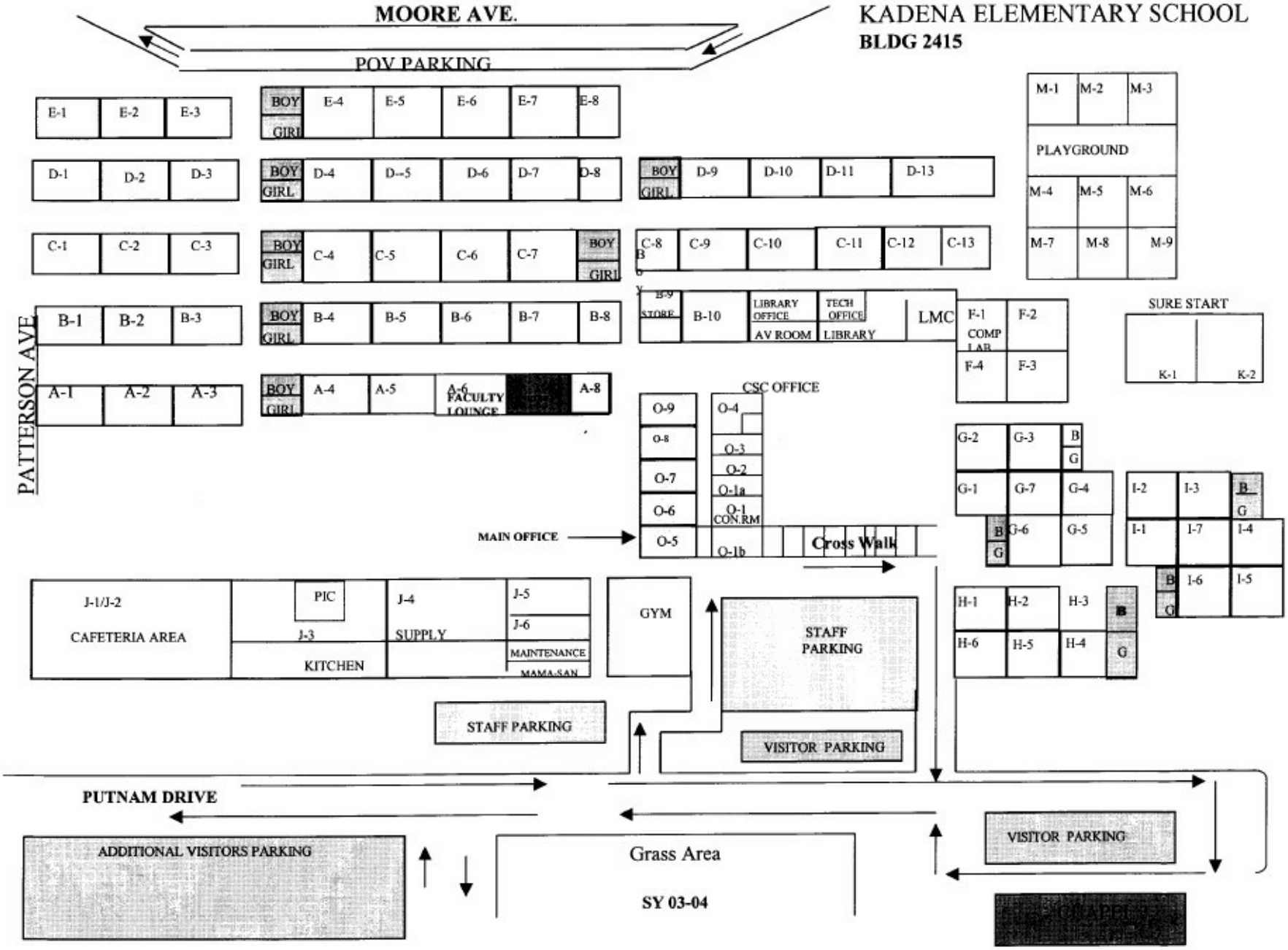
- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at school or at a school activity. It is not necessary to determine if the student was going to use the weapon.

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.


MOORE AVE.
POV PARKING
KADENA ELEMENTARY SCHOOL
BLDG 2415
PATTERSON AVE
E-1
E-2
E-3
BOY
GIRL
E-4
E-5
E-6
E-7
E-8
D-1
D-2
D-3
D-4
D--5
D-6
D-7
D-8
D-9
D-10
D-11
D-13
C-1
C-2
C-3
C-4
C-5
C-6
C-7
C-8
C-9
C-10
C-11
C-12
C-13
B-1
B-2
B-3
B-4
B-5
B-6
B-7
B-8
B-9
STORE
B-10
LIBRARY OFFICE
AV ROOM
TECH OFFICE
LIBRARY
LMC
A-1
A-2
A-3
A-4
A-5
A-6
FACULTY LOUNGE
A-8
M-1
M-2
M-3
PLAYGROUND
M-4
M-5
M-6
M-7
M-8
M-9
F-1
COMP LAB
F-2
F-4
F-3
SURE START
K-1
K-2
CSC OFFICE
O-9
O-8
O-7
O-6
O-5
O-4
O-3
O-2
O-1a
O-1
CON.RM
O-1b
MAIN OFFICE
Cross Walk
G-2
G-3
G-1
G-7
G-4
G-6
G-5
I-2
I-3
I-1
I-7
I-4
I-6
I-5
J-1/J-2
CAFETERIA AREA
PIC
J-3
KITCHEN
J-4
SUPPLY
J-5
J-6
MAINTENANCE
MAMA-SAN
GYM
STAFF PARKING
STAFF PARKING
VISITOR PARKING
H-1
H-2
H-3
H-6
H-5
H-4
PUTNAM DRIVE
ADDITIONAL VISITORS PARKING
Grass Area
SY 03-04
VISITOR PARKING