

***GEORGE SEITZ
ELEMENTARY SCHOOL
PARENT-STUDENT HANDBOOK
2024-2025***



**GEORGE SEITZ
ELEMENTARY SCHOOL**

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Dear Parents:

Welcome to George Seitz Elementary School! It is a pleasure for the staff to partner with your family to facilitate your child's learning during the 2024-2025 school year. It is through that partnership that your child will be able to set their "Seitz" high and achieve tremendous growth.

We are so excited for this school year and we know it will be a great opportunity for all of us to partner together to help students grow and achieve at the highest levels. We are so fortunate here to have such great students and staff to work with and I know we will have a great year!

This handbook is a tool for your family to answer questions and provide some guidance for your child's first day and throughout the school year. Please take time to read through the entire document with your child. Our staff will also spend some class time teaching those expectations outlined within this document.

If you have a question, please don't hesitate to reach out! We are all in this together here on Kwajalein and please feel free to call or email if any needs arise. By staying in contact we can ensure everyone is receiving the best supports possible!

Kommol tata (Thank you very much),

HISTORY OF GEORGE SEITZ ELEMENTARY SCHOOL

The Kwajalein School System was organized as a Navy Overseas Dependent School in 1956. Instruction was originally offered in grades one through eight.

George Seitz Elementary School was named in memory of the first Commanding Officer of Kwajalein after World War II.

In 1959, the school was converted from a Navy Dependent School to the present contractor operated system. In 1961, the system was expanded to provide for a kindergarten and a high school program. Kwajalein School System is accredited by Cognia.



KWAJALEIN SCHOOL SYSTEM

VISION, MISSION AND PHILOSOPHY STATEMENTS

Vision

“Kwajalein School System develops productive, successful, and responsible students committed to academic excellence and lifelong learning.”

Mission

Kwajalein School System consist of active, involved learners. Through the support of school staff, families, and the community students engage in appropriate and relevant learning, appreciate cultural differences, think critically and creatively and make healthful decisions. Graduates will possess proficient literacy skills and technological competence which will prepare them for success in a rapidly changing world. They will be life-long learners, effective problem solvers, responsible citizens and caring contributors.

Philosophy

We believe in providing a school climate that maintains excellence in all facets of education, maximizes each child's potential, enhances each student's self-image, promotes awareness of the importance of education, fosters a sense of belonging, and inspires in each student a sense of responsibility to the school, to the environment, to self and to others.

We believe in providing an environment and experiences by which individuals can develop mentally, physically, emotionally, socially, creatively and morally.

We believe in imparting transferable skills, knowledge, and values that will help our students effectively meet the challenges they will face.

We believe in providing successful learning experiences for students of all ability levels, by using a variety of instructional materials, methods, technology, experiential opportunities and teaching styles.

We believe the educational community, as a reflection of society, should demonstrate concern and respect for others.

Colors and School Mascot

School Colors

Royal Blue and White

Mascot

Dolphin

GEORGE SEITZ ELEMENTARY SCHOOL
FACULTY AND STAFF
2022-2023

Position	Name	Email
KSS Superintendent	Dr. Amy Blakey	blakeya@kwajaleinschools.org
GSES Elementary Principal	Jerrold Gertsema	gertsema@kwajaleinschools.org
Counselor	Mindi Gerber	gerbermi@kwajaleinschools.org
Registrar	Carrie Aljure	aljurec@kwajaleinschools.org
Administrative Assistant	Brittany McGee	mcgreeb@kwajaleinschools.org
Special Education	Kristi Warwick	warwickk@kwajaleinschools.org
Speech/Language Pathologist	Christy Potter	johnsonc@kwajaleinschools.org
Reading Specialist	Jennifer Harper	harperj@kwajaleinschools.org
English Language Learner	Marisol Hilerio	hileriom@kwajaleinschools.org
Music	Ashley Wright	wrighta@kwajaleinschools.org
Art	Jane Christy	christyj@kwajaleinschools.org
Band	Kyle Miller	millerk@kwajaleinschools.org
Technology/Library	Anne Jahnke	jahnkea@kwajaleinschools.org
Physical Education/Health	Maria Lukawitz	lukawitzl@kwajaleinschools.org
Kindergarten	Morgan Reeves	reevesm@kwajaleinschools.org
1 st Grade	Breann Dray	drayb@kwajaleinschools.org
2 nd Grade	Carrie Corley	corleyc@kwajaleinschools.org
3rd Grade	Brooke Dean	deanb@kwajaleinschools.org
4th Grade	Jennifer Cossey	cosseyj@kwajaleinschools.org
5-6 Math & Science	Dr. Andrea Smith	smitha@kwajaleinschools.org
5-6 Lang. Arts & Soc. Studies	Krissy Behrends	behrendsk@kwajaleinschools.org
Rikatak Teacher Assistant	Rosita Sawej	sawejr@kwajalein-school.com
Teacher Assistant	Morina Joseph	josephm@kwajaleinschools.org
Teacher Assistant	Lisa Forester	foresterl@kwajalein-school.com

CHAIN OF COMMAND

QUESTIONS, CONCERNS AND SUGGESTIONS

It is our desire to maintain a rich, vibrant school culture that enhances your educational experience at GSES. If a student or parent has a suggestion that would improve the school, he/she should feel free to offer it. Verbal or written suggestions may be presented directly to the principal or to staff members.

When questions or concerns arise, the best way to resolve the issue is through direct communication (direct problem solving). No student will be harassed by any staff member or need to fear reprisal for proper expression of a legitimate concern.

The steps to take if you have a concern follow this chain of command. This chain of command is meant as a vehicle to resolve issues at the lowest possible level.

- Step one: Teacher and student discuss the problem and attempt to resolve it.
- Step two: Teacher and parent discuss the problem and attempt to resolve it.
- Step three: Parent, principal, and teacher discuss the problem and work to resolve it.
- Step four: Parent will take the request to the Contractor Director of Community Activities. (Scott Hill)
- Step five: Parent writes a letter to the School Advisory Council (SAC) stating the specific problem and asks to address in the next closed SAC meeting. (Co-Chair: Mike Makovec)
- Step six: Parent requests to bring the request to the Commander.

GENERAL INFORMATION

Daily Schedule

Grades K-6

8:20 am Students begin to arrive on campus (no supervision before 8:20 am).

8:30 am Classes begin.

Lunch

11:25 am Kindergartners and 1st graders are dismissed for lunch.

11:30 am – 2nd-6th grade students and staff living on Kwajalein go home for lunch. Rikatak students and monitors eat in the lunchroom in building 368.

12:20 pm *Students begin to arrive back on campus (no supervision before 12:20 pm).*

3:25 pm K – 1st grade dismissal

3:30 pm 2nd - 6th grade dismissal

Arrival and Dismissal

Students should arrive no sooner than 8:20 am each morning, as there is no playground supervision until that time. The morning bell rings at 8:30 am for students to line up and go inside with their teachers. Arriving early may result in an after-school detention.

Students should arrive no sooner than 12:20 pm after lunch, as there is no playground supervision until that time. The afternoon bell rings at 12:30 pm. Arriving early may result in an after-school detention.

Dismissal is at 3:25pm for kindergartners and 1st graders. Second graders through 6th graders are dismissed at 3:30 pm.

If students arrive later than 8:30 am, parents/guardians will sign them in at the office and the student will receive a tardy slip to give the teacher so that the teacher knows the child has checked in for school attendance accuracy.

If a student needs to leave prior to dismissal, parents will sign them out in the front office. The office staff will call the classroom to have students dismissed to the office for an early pick up. If a parent wants their child to ride their bike directly to an appointment or home prior to the dismissal bell without being picked up, the parent must call the office to give permission. We encourage parent pick-ups rather than self-release for students in kindergarten and first grade.

Early Release

The first Thursday of each month early release for students at both the elementary school and at the junior-senior high school. Kindergarten through 6 are dismissed at 2:15 pm. Teachers engage in professional development during the last hour of the school day. The goal of early release is to set aside time for teachers to work on continuous improvement goals and professional development to ensure the success of all students in the Kwajalein School System.

Communications

The staff at George Seitz Elementary School welcome parents to discuss ideas or concerns. Teachers are available to discuss classroom, playground, or curricula concerns. The principal and the counselor are also available to discuss ideas or concerns. It is our goal to work with parents/guardians to do what is best for students. A positive partnership is important for all students. Please refer to the Chain of Command section on page 9 if you are not satisfied with responses.

Drop-ins are welcome in the office, but it is usually best to call or email to make *appointments* to be sure the people you wish to talk with will be available.

Emails from a parent/guardian will be responded to within 2 working days.

Phone calls can be made to the office to relay messages to the classrooms when needed. Try to get messages to the office 30 minutes prior to dismissal in order to get the message to your student before dismissal. The office may not be able to deliver last minute messages. Classrooms do not have telephones.

Students may use the office phone for *school related matters only*. Please explain to your child that the office phone should not be used to schedule play dates after school.

The Portal Plus is a place that parents will receive announcements from the school. Resources such as the academic and administrative calendars can be found on the Portal. In addition, grades and report cards are posted on the Portal. (You may request a paper copy from the teacher if you prefer). If you are new to GSES, you will receive information on accessing the Portal. Please check with office staff if you need additional assistance.

The KSS website also provides information about the school. You will find information about both the elementary and junior-senior high school campuses, as well as links for the Portal and Child and Youth Services. <https://kwajaleinschools.org/>

Newsletters are sent out by most classroom teachers on a weekly basis. These emails give parents information about what is being taught in the classroom as well as news of upcoming events. Teachers will share their plan for communication at Back-to-School Night on August 17th.

The office also puts out a newsletter once a month with upcoming events and general school information.

School Office

Information Changes: Be sure to contact the school office when there is a change in address, home phone number, work phone number, emergency phone number, change of sponsoring contractor, medical information, or other important updates. The school always needs to have current contact information for your child(ren) .

Visitors: Because of the disruption to the educational process, school-aged visitors are not allowed on campus during the school day.

All other visitors (volunteers, workers, parents) must sign in at the office before proceeding to the classrooms or any other part of the school building. There are badges near the sign-in log that must be worn while on campus. The badges are returned when the visitor signs out in the office at the end of their visit.

Registration and Withdrawals: The registrar handles the registration and withdrawals for all K-12 students. They are located at the elementary school (#5-1083) in the morning from 7:30 am – 11:30 am. She is located at the junior-senior high school (#5-2015) in the afternoons from 12:30 pm – 4:30 pm. You may also contact the registrar through email found on page 7.

Lost and Found

Lost and found is in the office. Items found will be placed under the check-in desk. All rainwear should be clearly marked and taken home on the day it is brought to school. Students should be cautioned not to leave money or other personal property of value lying around openly. The school is not responsible for such losses.

Items left in the lost and found and unclaimed at the end of each semester are donated to the Bargain Bazaar.

Parent –Teacher Conferences

Parent-teacher conferences are scheduled in late October and February. First quarter report cards will be available for parents at the October conferences. Mid-Term progress reports will be available for parents at the February conferences.

Parent-Teacher conferences are scheduled using Sign-Up Genius. A link will be sent out a week prior to conferences for you to select times that work for you. You may contact the office if you are having difficulty signing up.

Parental attendance at conferences is very important. It gives the school staff an opportunity to discuss a child's progress and to find out about parent concerns. Students may be involved in the conference if the parent and/or teacher so desires.

Informal conferences can be scheduled by contacting your child's teacher during other times of the school year.

Child Abuse and Neglect

All school employees are mandated reporters. An employee of the Kwajalein School System who has knowledge of or has a reasonable suspicion of child abuse, neglect, or sexual harassment must report this information to the PMO's office at 5-3530.

SCHOOL PROCEDURES

Enrollment

New students start the enrollment process once the employer dependent screening has been completed with the registrar and school staff.

Children must be five years old on or before September 1 to be eligible for enrollment in Kindergarten. A birth certificate and proof of current physical is required at the time of registration.

The school follows the Chief Medical Officer's (CMO's) recommendations for required immunizations. The Center for Disease Control (CDC) Immunization schedule is available at the following link and provides information on required vaccines:
https://www.cdc.gov/vaccines/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fdefault.htm

Proof of immunizations for kindergarten students and students new to the Kwajalein School System must be provided before the start of the school year. An extension of time may be granted by the CMO for all immunizations except the TB skin test. The hospital may advise that only a survey for TB is needed, but that determination is made by hospital staff.

Any student who has successfully completed a recognized kindergarten program during the prior school year shall be eligible for enrollment in first grade.

All other new students (grades 1-6) or transfers should bring the name and address of their previous school for registration so that records can be requested.

Withdrawal

If a student is withdrawing from school, the office and homeroom teacher should be informed well in advance to prepare records and collect materials.

Official student records will be forwarded to other school agencies upon written request by the receiving school *and* a signed parental consent form. A signed parental consent form is necessary for the forwarding of general and special education records.

Unofficial copies of records may be released to parents to hand-carry to the next school when leaving island. Be advised that most schools also request official transcripts directly from the sending school even if unofficial copies are provided by parents.

Attendance

All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. Regular school attendance correlates with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

KJSHS considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

- 1) Personal illness
- 2) Medical, dental, or mental health appointment
- 3) Serious illness in the student's immediate family
- 4) A death in the student's family
- 5) Religious holiday
- 6) Emergency conditions such as fire, flood, or storm
- 7) Unique family circumstances warranting absence and coordinated with school administration
- 8) Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences will require the school administration to intervene.

Students are responsible to identify and make up all classroom activities and assignments missed as a result of an absence.

<p>Excused Absences and Tardy</p> <p>KSS considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. Tardy “excused” fall under the same guidelines. The principal has final authority to identify an absence as excused from school.</p> <ol style="list-style-type: none"> 1) Personal illness 2) For extended illness (more than 3 days) please provide documentation from care provider 3) Medical, dental or mental health appointment 4) Serious illness in the student’s immediate family 5) Religious holidays 6) Emergency conditions such as fire, flood, or storm 7) Unique family circumstances warranting absence and coordinated with school administration 8) Pandemic event 	<p>Request for Student Excused Absence</p> <p>School Administrator will consider the following factors prior to approving a pre- arranged absence.</p> <ol style="list-style-type: none"> 1) The student is in good academic standing. 2) The student has a record of consistent school attendance during the current school year. 3) Review impact of previous extended absences on student’s educational progress. 4) Administration shall confirm with the parent if dates of absence are mandatory or discretionary.
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Absences

a) Unexcused Absences

Absences not included in the above excused absences are considered unexcused. Work is expected to be made up, but the grade may be reduced due to an unexcused absence.

b) Excessive School Absences

1. Students who are not physically present in school because they are hospitalized or homebound are excluded from identification of excessive school absence.
2. Student attendance is calculated based upon the date of enrollment in school, which may occur anytime during the school year.
3. After 10 cumulative full day absences (excused or unexcused) in a school year, the school administrator shall review the student’s academic

- performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate an intervention plan will be developed by the school administration to support the student's advancement for the current school year (elementary and middle school) or, successful completion of course credit (secondary).
4. After 15 cumulative full day absences (excused or unexcused) in a school year, the principal may request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
 5. Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.
 6. Notification. The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused full day absences during a semester.
 7. Students may lose credit when they have accumulated 10 or more unexcused absences in a class or course during a semester. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.
 8. The school principal shall conference with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.

- **Notification of Leave:** An *extended absence form* should be picked up from the office, completed, and returned to your child's teacher *at least one week* in advance of the first missed day of school.

- **Procedures for Students leaving Kwajalein During the RMI Travel Ban**
 - Students leaving Kwajalein up to and including 20 school days are eligible for academic support via distance learning (*which may include: Google Classroom, emailed assignments, Google Meet, etc.*) if a formal request is made to the Superintendent of the Kwajalein School System. Students must actively participate daily in all lessons and submit work by the assigned due dates. Failure to participate on a daily basis will result in Unexcused Absences and possible Truancy Charges. Quarantine time on Kwajalein is not counted as part of the 20 school days of academic support as described in the paragraph above.
 - If a student will be off Kwajalein for more than 20 school days, the student must enroll in the district in which they are residing. Upon return to Kwajalein, re-enrollment will take place. All Exceptions to Policy requests must be made to the Superintendent of the Kwajalein School System.
 - **Once the RMI Travel Ban is no longer in effect, this procedure will no longer be in effect and the existing absence policy will be fully enforced for all absences. Please see the Excessive School Absences section found immediately above in this handbook.**

- **Responsibility of Parents:** The parent assumes responsibility for notifying the school of the upcoming absence and assures that the school is aware of any changes of plans affecting the dates of the student's absence. The parent will assume the role of the teacher during the time of the extended absence and will ensure that work is completed by the time the student returns to school. This will include text and literature reading selections. The parent is responsible for textbooks during the extended leave. The parent assumes responsibility for assisting the student in completing the assigned work during the absence. The parent will review the student's work to assure completion. Upon return, a meeting may be scheduled to discuss the completed work. The parent will assist the student with corrections and remediation at the teacher's direction. If a student has an individual education plan (IEP) for speech or resource services, the parent will also need to consult with the speech and/or resource teacher for their input.

- **Responsibility of Students:** The student will collect work from the teacher and complete the assigned work during the extended absence. The student will read the assigned reading material. It is the student's responsibility to ask for help from the parent when they have trouble with the work. The student may be expected to complete substitute work in lieu of activities that cannot be completed outside the classroom. In some cases, the student may need to redo work done incorrectly. Upon return to school, the student and/or the parent will make arrangements to schedule testing missed during the absence.
- **Responsibility of Teachers:** The teacher will prepare work planned for the time of the absence. The teacher will be available via e-mail to correspond with the parent during the extended absence. The teacher will be available before school and/or after school upon the student's return to school to administer tests. The teacher will score the completed work and return the work to the student for any necessary corrections.

Acknowledgements: It should be understood by the parents and the teacher that there may be some assignments that cannot be completed during a time of extended absence. These assignments include such things as lab work, speeches, presentations, tests, and quizzes. These assignments will be completed before or after school with the teacher. The teacher will develop a schedule for their completion.

Safety Procedures for Emergencies, Drills, Evaluations & Closings

Emergency drills will be conducted for the school by fire and other USAKA-directed personnel. School personnel cooperate in all such activities and place appropriate high value on them. A copy of the emergency information is in each classroom and in the office. Each teacher must post a map with the fire exit route clearly marked.

The school or individual classrooms/sections may be closed under emergency conditions because of hazards to students or staff, power failures, or other conditions that cause physical discomfort for students and staff. In such extreme situations, approval for the closure will come from the principal, the Community Activities Director, or the Commander. It is vital to keep your child's enrollment card updated with emergency contact/release information.

Inclement Weather

School cancellations come from the Garrison Commander. The message will be delivered via the Parent Portal and the AFN Roller.

Lightning warnings can be seen on the AFN Weather Channel. If there is a lightning warning while your child is ready to go to school in the morning or ready to return to school after lunch, parents may hold their children at home until they feel the trip to school is safe.

If a lightning warning occurs at lunch release time or at school dismissal time, students

will be held in their classrooms for 15 minutes and then taken to the school gym to wait until they are picked up or until the lightning warning ends, whichever comes first.

Students in grades K through 2 must be picked up by a parent, emergency contact, or older sibling with parent permission. Students in grades 3 through 12 may be self-released with parent permission. Please see Appendix A: Lightning Warning Release Permission Form.

Rain rarely causes any issues with traveling to and from school, but parent discretion is honored. Please call the school and let the office know if your child will be delayed in going to school. Make sure your child has a raincoat, wears waterproof shoes, or carries extra socks and shoes on those wet days.

High Winds: In extreme weather where the commander asks for people to take shelter, students will shelter in place in their classrooms with backs to the windows or be moved to the gym where windows are smaller.

Potential flooding/Evacuation: In extreme weather where the commander asks for people to take shelter on higher ground, students will walk to the high school with their teachers and shelter on the second floor of the two-story classroom building. They will be joined by students in grades 7-12 and staff. Attendance will be taken. Students may then be signed out and released to their parents only. No students will be released during transition from the Elementary School to the High School for accountability reasons. Staff will stay with all students remaining on site until the emergency order is lifted.

Flooding: If roadways are flooded and the water is deemed too deep to ride bikes safely, the Commander would be the one to issue a delayed start or cancellation of school. Messages go out through the Portal and/or the AFN Roller.

Medical and Health Procedures

The school office is equipped to handle simple first aid situations. These include but are not limited to cuts, scrapes, minor irritations, etc. There is no on-site nurse or sick room.

If an injury is beyond the realm of simple first aid, but there is no need for immediate medical treatment, the parent/guardian or designee will be contacted by the school.

If an accident/injury appears to require immediate medical attention, the school office will contact 911 for assistance as contact is being made with the parent/guardian or designee.

Medication is not dispensed by the office or the classroom teacher. Prescription and non-prescription medication should not be sent to school. If there needs to be an exception to this guideline, parents must contact the principal and the hospital.

The school reserves the right to require that a child be medically examined if it is suspected the following conditions exist:

- impetigo, head lice, scabies, ringworm, chicken pox, conjunctivitis (pink eye), or other contagious diseases. The school will defer to hospital medical staff in determining when re-admission to school is appropriate.

Children who appear to be ill may be sent home or denied school admission when the following conditions are identified (the hospital may be contacted to help in evaluation if needed):

- Temperature in excess of 101 degrees F.
- Special contagious illnesses such as the following:
 - Skin infections (oozing, weeping)
 - Scabies - crusty wavy ridges and tunnels in the webs of fingers, hand, wrist and trunk
 - Ringworm - flat, spreading, ring-shaped lesions
 - Chicken pox - crops of small blisters on a red base that become cloudy and crusted in two to four days
 - Head lice or nits - whitish-gray clot attached to hair shafts
 - Conjunctivitis (pinkeye) - red, watery eyes with thick yellow discharge
 - Severe diarrhea or vomiting
 - Pinworm infestation
 - Symptoms of other contagious diseases such as measles, mumps, hepatitis and TB

Children may return to school only if they are well enough to participate in the regular school routine and the following conditions have been met (the hospital may be contacted when there are questions regarding returning to school):

- Fever, nausea, vomiting, or diarrhea has been absent for 24 hours
- Skin infections are covered by a dressing or are no longer moist or weeping
- Scabies is under treatment
- After lice treatment – confirmed absence of nits and lice by a designated representative from the hospital
- Pinworm treatment has occurred 24 hours before readmission
- Conjunctivitis has diminished to the point that the eyes are no longer discharging
- Chicken pox lesions are crusted, usually five to six days after the onset
- The child is cleared for return to school by note from hospital/clinic after possible infectious disease

The school does not carry medical or accident insurance. This insurance coverage is assumed by the parent/guardian.

If a student needs to be excused from class because of an illness or injury, a phone call to the office or a written note from the parent and/or guardian is required. For consecutive excused absences, due to an illness or injury, written documentation from a

physician is required.

Promotion and Retention

The first consideration is always what is best for the student. Most of the student's progress through the school at the rate of one grade per year. Exceptional cases demand scrutiny, and decisions will take place only after careful consideration by parents, teachers, counselor, and the principal. Many factors such as mental, emotional, and physical characteristics of the child will be reviewed before a decision is made. An enriched program is recommended for gifted children rather than grade acceleration. In situations where retention of a child may be considered a good option, teachers will work closely with the parents. Possible retention will be brought to the early attention of the parents. The final decision on retention rests with the school principal.

Trial promotions/retentions are not approved. Evidence available at promotion time should enable the school and the parents to make the best decision on whether a pupil should be advanced or retained.

Class Assignments

Students will be assigned to classes by the principal with professional input from the teaching staff. The principal shall consider the welfare of the child, the needs of the school program, class size, and teacher input in determining the assignment of students. The final decision on the assignment of a student is the responsibility of the administration.

Beginning in the 2019-2020 school year, If a parent/guardian wants to share what *teaching style* their child would thrive under, they may complete a class placement information form that may be picked up in the office. This is appropriate only if there is more than one teacher per grade level. This form must be turned into the principal by the end of May of that school year.

School Dress

Students should not wear clothing that might be offensive to others, either because of its length or its message. Examples may include clothing advertising alcohol, tobacco, or rude/suggestive slogans. Short shirts, shorts, or skirts are also inappropriate. Shorts should not be shorter than a student's longest finger held to the side of their leg. Students may not wear caps or hats in the buildings. It is, however, up to the teacher's discretion to allow hats in the classroom. Because of the danger of coral cuts, appropriate footwear must always be worn while at school.

Good personal hygiene and grooming are strongly encouraged as not to distract from the learning process or to deter from social and interpersonal growth.

On PE day's appropriate footwear is required by the instructor.

CURRICULUM AND INSTRUCTION

Standards

The Kwajalein School System uses, as a guide, the DoDEA Curriculum Standards found at this link: <https://www.dodea.edu/curriculum/index.cfm>.

Curriculum, Programs and Resources: Curriculum for Grades K-6

English Language Arts

Our English Language Arts program follows the College and Career Ready ELA Standards. Reading, writing, listening and speaking are the four domains of the ELA curriculum. Students at GSES engage in these domains at each grade level with increasing complexity as they progress through the grades. Students develop skills in reading literature and informational text, researching, writing for a variety of purposes, and expanding their listening and speaking skills.

Mathematics

Mathematics at George Seitz Elementary School follows the College and Career Ready Mathematics Standards. Students learn to reason and think mathematically. Early number sense skills are built upon in logical progression to develop math thinkers who problem solve and apply mathematic concepts using mathematical practices.

Science

Science curriculum follows the DoDEA College and Career Ready Standards for Science based off the Next Generation Science Standards. Our program is designed to teach students to become critical thinkers and to deepen their understanding of the world around them through physical, life, and earth science. Using observation skills, hands on exploration, and the scientific process, student develop a foundation for science and engineering further study.

Social Studies

George Seitz Elementary School follows the College and Career Ready Standards for Social Studies. Students develop a sense of their place in the world through time and space. History and geography help students develop a sense of self, family, community, and civic principles.

Technology

Technology standards align with the ISTE (International Society for Technical Education) Technology Standards enhance learning in all areas of the curriculum. Using technology to access information is a lifelong skill that students need to use in the world today. Technology standards include helping students identify their virtual footprint in the world, as well as, making safe and wise choices in accessing information that promotes their learning. Technology class is offered a minimum of 40 minutes weekly for grades K-6. Additionally, the technology teacher works closely with all grade levels to assist in projects that can be enhanced through technology.

Physical Education

National Physical Education standards from Shape America provide a basis for a program that promotes healthy growth and development of elementary children. Through the practice of basic movement skills and the movement toward more complex games and sports, students work on fitness and contribute toward lifelong patterns of an active lifestyle. Students in grades K-2 receive 80 minutes a week of PE instruction. Students in grades 3-6 receive 40 minutes of PE instruction.

Music

College and Career Ready Standards for Music are adapted from the National Coalition for Core Arts Standards and are what the K-6 GSES music program bases its curriculum. The standards guide students to create, plan, make, evaluate, refine, and present music. Students in grades K-4 receive 80 minutes a week of music instruction. Students in grades 5 and 6 receive 40 minutes of music instruction, with an option to add instrumental music to their weekly specials. A band instructor meets with band students 80 minutes a week with additional time for sectional lessons.

Art

Visual arts at GSES follow the College and Career Standards for Fine Arts, adopted from the National Coalition for Core Art Standards, which, guides students to create, present, and respond to their art. Students in grades K-6 receive 80 minutes of art instruction weekly.

Programs and Resources

A **Special Education** teacher shares time between the Elementary and the Jr.-Sr. High school campuses to support students with individual education plans. Due to our remote location and limited resources, KSS can provide services for students needing a mild amount of support. See the Special Education Policy 2000.08 in the KSS policy document. The Special Education Resource Program is aligned with the DoDEA Special Education Procedural Guide. Our program provides services for students requiring support for 20% of the school day or less in the areas of mild learning or mild behavioral needs.

A **Speech and Language Pathologist** also shares time between the CDC, Elementary and the Jr.-Sr. High School campuses to support students requiring mild speech and language support. The SLP also works with students identified at the pre-school. The SLP provides articulation support and mild to moderate language support to the extent in which we are able considering our remote location and limited resources.

An **English Lanuage Learner** teacher shares time between the Elementary and the Jr.-Sr. High School campuses to support students requiring English language acquisition support. The ELL program is guided by the DoDEA ESOL Procedural Guide (<https://www.dodea.edu/Curriculum/ESL/index.cfm>) for direction in meeting student needs.

Student Support Team meets as a team with teachers provide support with new strategies to help ensure success for all students. Response to Intervention (RTI) is the practice of providing high-quality instruction for all students and focused interventions as needed based on data indicating students' levels of performance and learning rates over time.

A **School Counselor** is available for students and consultation with parents. The counselor works regularly with students new to the school system and with students experiencing academic or behavior difficulties. If you would like your child to work with the counselor, you may call the counselor directly at #5-5903. You will be contacted if there is a serious concern with your child; however, academic, social, and playground concerns will be referred without parental notification.

The **Rikatak Program** was initiated by an agreement between the Republic of the Marshall Islands and the United States to take 3-5 students each year beginning in kindergarten from the neighboring island of Ebeye as students in the Kwajalein School System. Students arrive and depart each school day on the ferry and ride to school on a bus. Lunch is provided for them at school and parents are encouraged to participate in their child's educational experience.

Testing

Classroom formative and summative assessments are used by teachers to evaluate individual and class progress and understanding.

NWEA testing occurs in August/September, December/January, and April/May for grades K – 6. These are nationally normed tests in reading, language usage, math and science. These reports are sent home with students at the next mid-term or quarter grade report. Individual results of group tests are confidential. They are known only to the student, teacher, parent, and administrator.

Individual testing is available to students only after written permission is granted by the parent.

CLASSROOM PRACTICES

Grading

The development of a uniform system of reporting to parents/guardians on students' progress is an important responsibility of the school staff. To these ends, the administration and staff will provide appropriate documentation and procedures including but not limited to report cards at the end of each quarter, individual conferences when needed, and other timely communications with the home that are designed to keep parents and/or guardians informed of school requirements and their children's progress. We also have Plus Portals as well which will provide any school announcements, student attendance, progress reports and report cards.

Grades 3-6 and will record progress with the following marks

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
	+ Indicates upper range of a letter grade
	- Indicates lower range of a letter grade

Kindergarten through Second Grade and Specials will record progress with the following marks

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

Progress reports will be sent at the midpoint of each grading period to parents.

Classroom Management

Each teacher has a system for classroom management to promote a positive learning environment. Teachers share their classroom management system and expectations with students on the first day of school. This information is also shared with parents on Back-to-School Night.

Homework

The regular completion of homework is an important part of the learning experience for students. Teachers may assign homework to be completed outside of the school day for reinforcement and enrichment of fundamental skills, concepts, and knowledge.

Should a parent have a concern about a teacher's homework guidelines or the application of the guidelines, the parent should first discuss the concern with the teacher. If the teacher and the parent cannot resolve the issue, the parent should share the concern with the principal who will then meet with the teacher and parent.

The following guidelines are widely used for homework in elementary schools. If your child is consistently spending more time than this on homework, please talk to your child's teacher to help make adjustments.

Kindergarten:	0-10 minutes
1 st grade:	10 minutes
2 nd grade:	20 minutes
3 rd grade:	30 minutes
4 th grade:	40 minutes
5 th grade:	50 minutes
6 th grade:	60 minutes

Field Trips

Field trips may be taken throughout the school year. Transportation for field trips could be by bus, by bicycle, or by walking. Teachers will notify parents a week in advance. If parents DO NOT want their child(ren) to participate, they should contact the teacher with that message, otherwise, permission is given one time for the year to attend field trips on the annual enrollment form.

Supplies

A school supply list is made available at the end of each school year for the following year. The supply list can also be picked up in the Elementary School office or viewed on the portal.

SCHOOL WIDE BEHAVIOR EXPECTATION PLAN

Code of Conduct

It is important that a safe and orderly educational environment be maintained for the benefit of all students and staff. Accordingly, when behaviors are encountered which detract from a positive learning environment, school staff are charged with taking corrective action as necessary to maintain the best learning environment possible for all students.

George Seitz Elementary will ensure that all classrooms provide a safe, productive learning environment for all students. Teachers will maintain a positive classroom management system within his/her classroom and communicate expectations to students the first week of school and to parents at Back to School Night.

Primary and Intermediate Rules: George Seitz Elementary School believes in promoting a safe and positive environment where teachers can teach, and students can learn. The four primary rules are the following:

- I will RESPECT myself, others, and school property
- I will be HONEST
- I will play and work COOPERATIVELY
- I will take RESPONSIBILITY for my choices in learning and behavior

Student Responsibilities:

- Obeying classroom rules and procedures
- Appropriately using social skills
- Respecting others
- Making a personal investment in the school code of conduct

Parent Responsibilities:

- Reviewing and reinforcing the code of conduct, classroom rules and social skills
- Encouraging respectful behavior at school
- Signing and returning written communication

Teacher Responsibilities:

- Teaching classroom rules and social skills
- Educating students and parents as to the importance of the code of conduct to our learning environment
- Utilizing the management system
- Encouraging appropriate classroom behavior
- Correcting inappropriate behavior
- Equitably and consistently enforcing rules for all students

Student Behavior

The following list contains examples that do not support our code of conduct:

- Disruptive to the classroom routine
- Name calling
- Inappropriate physical contact with others
 - violent
 - sexual
 - taunting/bullying
- Inappropriate behavior in the halls, classroom or playground
- Being at school too early or staying too late
- Vandalism/Willful damage
- Eating candy at school except when teacher supplied
- Chewing gum except when approved by teacher.
- Cheating
- Profanity
- Use/possession of any illegal substance
- Theft
- Possession of a dangerous weapon/object
- Insubordination (not obeying an adult)
- False fire alarms, bomb threats or other similar illegal acts
- Misbehavior on bus (field trips or traveling to and from dock)
- Violating the terms of the Acceptable Use Policy for Technology
- Bullying
- Other behavior which interferes with a safe and orderly school environment and the learning process

***What is bullying? George Seitz Elementary School defines bullying in the following way:**



When someone says or does something
unintentionally hurtful
and they do it once, that's
RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's
MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*-
even when you tell them to stop or show
them that you're upset—that's
BULLYING.

Students who engage in bullying behavior or other serious offenses, will be referred to the office. Parents will be notified, and appropriate consequences will be given along with reteaching of appropriate behavior.

Due Process

Students are entitled to fair treatment when disciplinary actions are necessary. The due process available to students includes:

- Oral or written notice of the allegation(s) against the student
- An explanation of the evidence behind the allegation(s)
- The opportunity for the student to respond to the allegation(s)

Detention

Students may be required because of a discipline or homework concern to remain after the close of the regular school day. The parents will be notified before a student is expected to remain after school. Detentions are usually 30 minutes, but the time may vary according to the event or the need of the student. If students misbehave during detention time, they may be asked to serve additional time. A student who does not stay for an assigned detention may have his/her detention time increased.

Consequences for Inappropriate Behavior

All behavior incidents start with a cool down period as needed, and then a listening and talking time for each person involved. Each discipline incident is different and will be handled accordingly to include reteaching of appropriate behaviors. Consequences may need to vary depending upon what has occurred and the needs of the student and the school. Consequences will be appropriate and handled with consistency.

The following consequences may be used for major discipline concerns:

- Student is assigned after school time and the length of time and the number of days may vary according to the severity of the situation and the age of the student.
- Loss of recess or other privileges may occur.
- In-school suspension may be assigned and the length of time for the suspension will vary according to the severity of the situation.
- The student may be suspended from school.

Parents and student will meet with the principal before returning to the classroom at the conclusion of a suspension.

Playground Expectations

Playground supervision before school is from 8:20 a.m. until 8:30 a.m. At lunch time the supervision is from 12:20 p.m. to 12:30 p.m. There is no supervision after school except for a brief time to see that students leave the grounds safely.

- Students are expected to exercise caution and good judgment when on the playground. This means that pushing, shoving, or playing rough is not appropriate.
- Remember to always be courteous and careful on the playground.
- If you see someone sitting on the Buddy Bench, invite them to play.
- If you are sitting on the Buddy Bench and someone invites you to play, say, "Yes!"
- Do not hang out, rest, eat, or chat on the Buddy Bench.
- Be sure when you throw balls that you have a clear area to do so. Throwing balls in the equipment area could cause an accident and should be avoided. The playing field on the basketball court side of the playground is a good area for ball sports.
- You may play on all sidewalks during recess except in front of rooms 1-5 and the covered area outside the library, computer, and art room. It is dangerous to run on the sidewalks at any time.
- Balls may be bounced on the sidewalks if it does not interfere with people walking or jumping rope.
- Use the jump ropes for jumping rope only.
- Don't leave the playground without permission.
- When it rains, you may get wet. Take shelter. If you don't, you'll likely be cold when you go back to class. We may go inside if it is raining or the playground is flooded. Follow the directions of the duty teacher.

- Wait your turn in line for the slide. Sit down and slide feet first. Move away from the bottom of the slide as soon as your feet touch the ground.
- Stay back when others are swinging. When you swing, keep your hands on the swing chains. Swing forward and back only.
- Rocks and sand must stay on the ground.
- Put playground equipment away where it belongs after the whistle blows.

ORGANIZATIONS AND EXTRA CURRICULAR ACTIVITIES

School Advisory Committee (SAC)

The School Advisory Committee is comprised of representatives from Command and from the various contractors on Kwajalein and includes the Head of School, a teacher representative, a student representative, and a PTO representative. SAC meets three times a year on third Wednesday in September, January and April at 7:00pm. The school reports on what is happening at both campuses

The Parent Teacher Organization is a supportive private organization that works to better the school experience of all students through parent involvement and volunteerism. The PTO has sponsored many fun and educational opportunities throughout the school year to foster home and school relationships and a love of school. Look for information on how to join and get involved in the early part of the school year.

Student Council is a program for 4th, 5th, and 6th grade students to help develop leadership skills in students. Students run and vote for positions on the council at the beginning of the year and again in the middle of the year to provide opportunities for multiple students. Student Council is sponsored by teacher volunteers.

Sports and After School Activities are run by Child Youth Services (CYS). You may contact CYS for information on the many after school offerings for children on the island (#5-3606)

TECHNOLOGY AT GSES

GSES Technology Overview

Because technology is continuously changing, and changing rapidly, it is a challenge to prepare students for the world that will be waiting for them when they graduate. At GSES, we want to prepare students technologically and at the same time, keep them safe and balance those skills with the social emotional and academic skills that they will also need.

At GSES, we will have enough Chromebooks for every classroom. The Chromebooks will remain at school, be associated with a management license, and use Google Classroom APPs. The email app will be disabled. We will be focusing on appropriate use and digital citizenship.

Students are discouraged from bringing any personal electronic devices to school, as there is no wi-fi capability for personal devices. If a student brings a device to school, it must be put away out of sight in his/her backpack and turned off. The first time a student is found to have a personal device in sight and/or in use, the device will be put in the office for the student to pick up at the end of the school day. The second time, the device will be put in the office and a parent/guardian must come to school to pick up the device. If there is a third violation, a parent/guardian must pick up the device and the student will not be allowed to bring any device to school for the remainder of the school year. The school will not be held accountable for loss or damage of any personal electronic devices brought to school.

Online Safety for Parents/Guardians and Students of George Seitz Elementary School



George Seitz Elementary School is pleased to have Internet service throughout the classrooms and in the computer lab. The Internet is a global network which will enable your child access to a wide range of information including thousands of libraries and databases. Your child will be able to gather information for education projects and prepare for success in life and work in the future.

Although we are now on a government network, and we have a good firewall, however it is possible that your child may find material on the Internet that you would consider objectionable. Although staff will supervise a student's use of the Internet, we cannot

guarantee that your child will not gain access to inappropriate material. There may be additional kinds of information on the Internet that are not in accord with your family's character beliefs. We would like to encourage you to use this as an opportunity to have a discussion with your child about how character matters and your expectations of how these beliefs guide your child's activities while they are on the Internet at home and at school.

Elementary students will *not* be issued email accounts. They will, however, have Google accounts to access Google Classroom. The Technology user agreement must be signed by both students and parents prior to being issued a Chromebook.

APPENDIX A1:
Lightning Warning
Permission to Release

Grade:

Print Student Name

Appendix A:

Grade 3, 4, 5 & 6

As the parent or legal guardian of the following Grades 3, 4, 5 and/or 6, I hereby give permission to the school to release my child(ren) to go home at lunch or at the end of the day when there is a lightning warning in effect.

Print Parent Name

Date:

Parent Signature

I do not give my permission for any of my children to leave school during a lightning warning.

Print Parent Name

Date:

Parent Signature

APPENDIX A2:
Lightning Warning
Permission to Release

Grade:

Print Student Name

Appendix B:
Grade K, 1 & 2

As the parent or legal guardian of the following **Grades K, 1 and/or 2**, I hereby give permission to my older child(ren) to accompany their younger sibling(s) home at lunch or at the end of the day when there is a lightning warning in effect.

Grade(s):

Print Older Student(s) Name

Grade(s):

Print Older Student(s) Name

Print Parent Name

Date:

Parent Signature

I do not give my permission for any of my children to leave school during a lightning warning.

Print Parent Name

Date:

Parent Signature

APPENDIX B:

GEORGE SEITZ ELEMENTARY Technology Use Agreement

Computer usage at George Seitz Elementary School:

- Access to the Internet is **not** a right, but a privilege.
- Use must be in support of education and research consistent with George Seitz Elementary Schools classroom assignments.
- Use must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Unacceptable usage will result in cancellation of privilege. Examples of unacceptable usage includes (but is not limited to) using profane or vulgar language on electronic devices, cyber bullying, retaliation, or intentionally hurting someone with words or pictures on a device, using someone else's device, visiting inappropriate or unauthorized internet sites, taking photos or videos of others without teacher permission, breaking copy right laws or plagiarizing.
- Bringing personal electronic devices to school is discouraged. Students will not have access to wi-fi on their personal devices.
- Students will keep personal electronic devices out of sight in their backpacks and turned off if brought to school and will only access them from public wi-fi spots off the school grounds.
- Students and staff will use the computer network service resources efficiently to minimize interference with others.
- Attempts to log in to the system using another user's account will result in disciplinary action.
- Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
- The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
- All communications and search history are subject to monitoring by teachers, administrators, and IT personnel.
- Any online conduct that is determined by the system administrator to constitute an inappropriate use of the schools' computer network service or to improperly restrict or inhibit other users from using and enjoying the schools' computer network service is strictly prohibited and may result in disciplinary action.

DISCIPLINE

Violation of this policy may result in the following disciplinary actions:

- A student may lose computer privileges/network access. The duration of loss will depend on the student's age and severity of the violation as determined by the system administrator
- A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitute

flagrant or persistent violations of this policy or could be considered illegal. Students age ten or older committing illegal acts may be referred to the local law enforcement agency.

- Each student is responsible for any damage he or she may cause to Kwajalein School System computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
- If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this agreement will be given an alternative assignment. Depending on the circumstances, a student may be allowed to participate under direct teacher supervision if the principal agrees to the request.

TERMINATION OF ACCOUNT

A user's access to, and use of, the computer network service may be terminated at any time by notifying a system administrator.

An administrator reserves the right, at his or her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy. Kwajalein School System administration and staff may request the system administrator to deny, revoke, or suspend specific user access.

Electronic Information Sources

Our school has the Plus Portals website by Rediker that can be logged on to. To view the website log on to your students' profile at www.plusportals.com/KwajaleinSchool. You can also gain information through our website by searching <https://kwajaleinschools.org/>.

I have read and agree to follow the technology user agreement.

Print Student Name

Grade

Print Parent Name

Student Signature

Date

Parent Signature

Date

APPENDIX C:
GEORGE SEITZ ELEMENTARY
Student Chromebook Sign Out Form

This form assigns primary responsibility for Kwajalein School System equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower will be held financially responsible for the repair or replacement of equipment.*

Inventory #	Date Signed Out
	Date Returned
Parent/Guardian	
Name	Phone Number
Student Name	
Item Description: <u>CHROMEBOOK</u>	

1. The borrower will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to Kwajalein School System by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment in any way without written approval of Kwajalein School System.
5. **The borrower will make the equipment available at any time as requested by Kwajalein School System. This equipment needs to be brought back to school when school returns to its normal schedule.**

I have read the above information and agree to the terms and conditions herein contained.
Parent/Guardian Signature
Date