

**POLICIES
OF THE
KWAJALEIN
SCHOOL SYSTEM**

2018-2019

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POLICIES OF THE KSS

FUNCTION OF POLICIES

Kwajalein School System (KSS) policies herein have been established to provide guidance to the school administration to facilitate the success of the Kwajalein School System.

1000 SERIES - ORGANIZATION

.01 Authority Creating School System

KSS was initially organized as a U.S. Navy Overseas Dependent School in 1956 offering instructional programs in grades Kindergarten through eight. In 1959 Kwajalein schools began to operate under a contractor system and in 1961 added grades nine through twelve.

The school system operates as one school on two campuses: George Seitz Elementary, named for the first Commanding Officer of Kwajalein following World War II, and Kwajalein Jr.-Sr. High School. KSS has been granted accreditation status by AdvancED. The elementary school has maintained accreditation since 1991; the high school has maintained accreditation since 1963.

Kwajalein Schools are operated under the terms of Contract DASG60-94-C-0067. The responsibilities of the Contractor are set forth by the Scope of Work in that contract.

.02 The School Advisory Committee

The School Advisory Committee has been created and granted authority and purpose by the Commander USAG-KA under the terms and conditions of USAG-KA Regulation 352-1.

.03 Changes in Policies or by-laws

All policy changes shall be proposed in writing and presented to the entire School Advisory Committee (SAC) for discussion. Unless it is deemed by the SAC that circumstances demand immediate action, changes may be proposed at the beginning of a school year or at the end of a prior school year. All changes will require recommended approval of the SAC and final approval of the Commander, USAG-KA.

.04 Communication Channels

Kwajalein Schools encourages open communication between staff and parents/guardians. If a concern arises, a parent/guardian should first discuss with appropriate staff member (usually the teacher, counselor, and support staff). If resolution is not obtained, the concern should be taken to the building principal. If satisfaction is not obtained at the building level, the proper avenue would then be the lead administrator, deputy program manager, the company president, and finally to the USAG-KA Commander.

2000 SERIES - INSTRUCTIONAL ORGANIZATION

.01 School Calendar

KSS will annually, prepare and submit to USAG-KA for review and comment a school calendar consisting of, at a minimum, school start and end dates, parent/teacher conferences, holiday closures, and early releases. This calendar will be widely disseminated to the USAG-KA residents. KSS Calendar Committee will recommend a school calendar consistent with the requirement established by USAG-KA to the School Advisory Committee no later than the month of January each year for the following school year.

.02 School Year

The school year for the KSS shall be not less than 180 days in length and include a limited number of non-student days for the express purpose of staff in-service training. In no event may the regular school term be reduced below 180 teacher-pupil contact days except for graduating seniors who may be released five to ten days early when they have met all of the requirements of the school.

.03 School Day

A school day is defined as any day, including a partial day, that children are in school for instructional purposes.

.04 Released Time

The school system makes no provision for released time from instruction on a regular basis. In no event will students be released from instruction without arrangements being made to make up the work missed.

Students may not be released for purposes of specialized instruction not provided by the school. Students will be released only by arrangement and with the approval of parents/guardians and only through the office of the principal.

.05 Emergency Closures and Drills

Schools or individual classrooms or school sections may be closed under emergency conditions because of hazards to students or staff, or power failures, or other conditions that cause physical discomfort for students and staff. In such extreme situations, approval will be obtained from the building principal or his/her designee. Every effort should be made to continue the instructional program in alternative locations in such situations.

Emergency Drills will be conducted for the schools by Fire and other USAG-KA directed personnel from time to time in the schools. Principals and staff are directed to cooperate in all such activities.

.06 Schools Operated

KSS will operate a total educational program, K-12 with primary locations at George Seitz Elementary School (grades K-6), and the Kwajalein Jr.-Sr. High School (grades 7-12).

.07 Enrollment

All prospective school-aged children entering Kwajalein School System or residing on Kwajalein must meet the minimum eligibility requirements for enrollment. An admissions panel, comprised of a school counselor and the building principal, will determine eligibility for enrollment. The composition of the panel may vary as circumstances warrant. Any student who exceeds the contractual limitations as outlined in series 2000 Instructional Organization, section .08 Special Needs/Special Education or in series 4000 Home School determined by the admissions panel shall not be admitted into the school system. Programs of students receiving services are reviewed annually to determine the student's continued school enrollment eligibility.

PRIOR to a PCS to Kwajalein, prospective employees must present school transcripts, standardized test scores, and documented special education needs of every student. KSS recognizes the Iowa Test of Basic Skills, Terra Nova, Northwest Evaluation Association assessments, and other state assessment tests.

.08 Special Needs/ Special Education

Due to resource and personnel limitations, KSS is unable to provide services for students who have serious physical, mental, learning, emotional, or behavioral disabilities. In addition, the KSS is unable to provide remedial instruction for students who perform significantly below grade level or require extensive English as a Second Language services. Special education services may be provided to students in Kindergarten through 12th grade with:

- a) Mild to moderate learning disabilities (LD)
- b) Mild to moderate other health impairments (OHI)
- c) Speech-language disorders

In addition, speech-language services may be provided to students enrolled in the Child Development Center; however, assessment services are only available for students aged three to eighteen. For students under age three and enrolled in the CDC with qualifying assessment data from an off-island source, an Individualized Education Plan team will consider the option of speech-language services.

It is the responsibility of site managers to notify all current and prospective employees of the:

- a) Resource and personnel limitations of special education in KSS.
- b) Contractual limits set by USAG-KA which specifies special education services of any kind cannot exceed 35% of the regular school day.
- c) Occupational therapy and physical therapy are not available through KSS.

Students may be deemed out of scope for services in KSS on the basis of their diagnosis and/or percentage of school day spent receiving special services. In addition, students may be deemed out of scope if their performance on the reading or mathematics subtests of standardized assessments is below the 20th percentile or they are achieving more than two grade levels below the current grade level in reading and/or mathematics.

Special education documentation includes a current Individual Education Plan (IEP) and speech-language and/or psycho-educational test data to support the IEP. This information must be received and reviewed by the admissions panel of KSS before approval and entry into KSS can be determined. Notification of eligibility will be sent by prospective employer.

The special education admissions panel will be comprised of a special education faculty member, a school counselor, and the building principal. The composition of the panel may vary as circumstances warrant. Any student who exceeds the contractual limitations for special services as determined by the admissions panel shall not be admitted into the school system. Programs of students receiving services are reviewed annually to determine the student's continued school enrollment eligibility. The following criteria will be used during the review process:

1. In scope and within serviceability.
2. Out of scope, but currently within serviceability and no immediate concerns.
3. Out of scope, but currently within serviceability but with concerns.
4. Out of scope and out of serviceability.
5. Students falling within Categories 1, 2, or 3 will maintain enrollment in KSS. Category 4 students will require further consultation and action. DOD sponsored students will be addressed separately using Non DoD Schools Program (NDSP) criteria.

.09 Teaching Controversial Topics

Students have a right to study controversial issues that have political, social, or economic significance, on which at their level, they begin to have an opinion. That right is to study under competent instruction in an atmosphere free from bias and prejudice. All such instruction will be on an informative basis. Students will be provided an opportunity to find, collect, and assemble factual data on the issues; to interpret the issue without prejudices; and to reconsider assumptions and claims and reach their own conclusions. In any cases where outside speakers are provided, their appearance shall be cleared with the principal.

.10 Non Curricular Programs

School extra class activities are considered to be a part of the total school program and may be scheduled during the school day or beyond regular school hours. Efforts will be made to avoid conflict with the regularly scheduled curriculum whenever possible. Extra class activities are for the purpose of promoting academic, civic, vocational and cultural interests of students. They include opportunities to share talents with others, to perform before audiences and to develop special talents not readily addressed by the school class offerings. Recreational intramural programs will be actively sponsored by the schools with direct support by Community Activities.

The school system will develop and maintain a broad program of athletic activities designed to ensure maximum participation by the student body.

.11 Community Resources

The Kwajalein Community contains a population with a variety of talents and extensive backgrounds of training and experience. Often individual members of the community can bring special competencies to the classrooms by participating in the educational program under the direction of the classroom teacher.

Teachers are encouraged to use such volunteers but should be guided by high professional standards of scholarship and an appropriate sensitivity to the community's educational needs and the expressed views of its citizens.

Should parent/guardians as individuals, or parent/guardian or community groups question the suitability of such resource people, or express concern about the maturity level, morality, patriotism or merit of any presentations to be made, the decision as to its acceptability shall be vested in the school principal.

.12 Class Size

Class size will be determined by the enrollment and governed by the school system budget. KSS principals will determine the staff allocations to buildings and programs and present those allocations to the School Advisory Committee. Attempts will be made to balance class sizes in the elementary school whenever possible and to establish secondary class sizes that will equalize teacher workloads and will consider the subject matter being taught.

.13 Field Trips

The KSS is cognizant of the beneficial educational experiences gained by means of visits to certain facilities and areas away from the school grounds. Field trips are undertaken to augment classroom and extracurricular activities, and/or provide learning experiences in a more general category.

KSS principals are given authorization to arrange field trips consistent with best educational practices within the following geographical areas: (1) Kwajalein Island; (2) Kwajalein Atoll outer islands. Adequate supervision by certified personnel shall be provided for all field trips. This applies to all trips taken during non-school hours as well as those scheduled during the regular hours of operation.

Trips that result in the curtailment of classes for the entire student body shall be approved in advance by the school principal.

.14 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. Homework should encourage critical thinking, teach responsibility, and provide independent practice of materials learned during the regular school day.

Each teacher will develop homework guidelines for his/her grade or subject. These guidelines will be shared and explained to the students and the parents/guardians at the beginning of the semester or the beginning of the school year. A copy of the guidelines will be submitted to the school principal for discussion and approval before the guidelines are shared with the students or the parents/guardians. Concerns about the guidelines will be discussed and resolved between the teacher and the principal before distribution to students or parents/guardians.

If a concern arises, a parent/guardian should first discuss with appropriate staff member (usually the teacher, counselor, and support staff). If resolution is not obtained, the concern should be taken to the school principal. If satisfaction is not obtained at the building level, the proper avenue would then be the lead administrator, deputy program manager, the company president, and finally to the USAG-KA Commander.

.15 Instructional Materials

The selection of instructional materials is a continuing process and the responsibility and authority for such selection is delegated to the professional staff of KSS. The SAC will be informed on an annual basis of new adoptions or revisions in basic texts.

.16 Testing Program

A comprehensive testing program shall be established and maintained to evaluate the education program of the school system and to assist in providing guidance or counseling services to students and their families. These tests assist the student, parent/guardian, and educators to identify instructional needs of our students as well as the student's progress, abilities, and interests and are used to assess the curriculum and performance of the school system to meet those needs. Public release of test data will always be presented in group form to the School Advisory Committee.

Confidentiality of individual results will be maintained.

Testing Plan: School Year 2017—2018

The Testing Plan shall be included in each year's Parent-Student Handbook. The Testing Plan for the following year shall be provided to the SAC no later than March of each year. The SAC will review the plan and make recommendation to the USAG-KA Commander to approve the plan for the following school year. At a minimum, Kwajalein School will administer the tests listed in the table below:

TEST	MEASURES	GRADE	REMARKS
Northwest Evaluation Association (NWEA)	Student Progress & Curriculum	K-10	Assess reading, language arts, & mathematics, grades K-10. For new students whose records may not contain sufficient information, testing may be requested by teachers or parents/guardians.
Advanced Placement (AP) tests	Student Progress & Curriculum	AP	Students will pay for each AP test taken
Armed Services Vocational Aptitude Battery (ASVAB)	Student Aptitudes & Interests	11	Career aptitudes and interests will be assessed. Administered to all 11 th grade students.
PSAT	Student Abilities	10-11	
ACT	Student Abilities	9-12	Offered twice per school year
SAT	Student Abilities	9-12	Offered 3 or 4 times each year
SAT II	Student Abilities	9-12	Offered 3 or 4 times each year

.17 Curriculum & Instruction Committee

The lead administrator will appoint committees of teaching staff, administration and community representatives as required to accomplish the Kwajalein Schools Curriculum Development Plan.

3000 SERIES - STUDENTS

.01 Attendance

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.

In grades 7-12, enrollment in at least six (6) classes, or five (5) classes and an approved work intern program, constitutes full-time attendance.

All resident children are required to register but not required to attend school, provided the parents/guardians are terminating and departing within two weeks after the semester begins, or the child has actually entered a stateside school. However, the child may attend school until they leave if the parents/guardians desire. Students who have satisfactorily completed the current semester prior to arrival on Kwajalein will not be required to attend school for the remainder of that semester. The child must, however, register on arrival and may attend if the parents/guardians so desire. (The only exception to this is Home School covered in Policy Series 4000.)

Students departing prior to the end of the school term may receive semester credit provided they demonstrate an adequate level of achievement as approved by team including teacher, counselor and principal. Plans for early departure should be made well in advance if semester credit is desired. Each case will be considered on its individual merits; however, departures earlier than twenty school days before the end of a semester will receive no credit from the Kwajalein Schools.

a) Excused Absences

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities. Absences will be excused if they are for student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy/parenting needs, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences. It is also excused to go to the airport as long as the legal guardians approve of that absence from school. Students will be given reasonable time to make up work missed due to an excused absence. This time will be set by the teacher.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the date and reason for the absence. Failure to clear this absence will result in a documented unexcused absence. These excuses become a part of the student's attendance record. School officials may request additional verification for an

absence if there is reasonable grounds to believe the reasons stated in an excuse are not legitimate or a pattern of chronic absenteeism exists. A doctor's note or other official documentation may be required. Failure to provide such documentation would result in an unexcused absence. A student must make arrangements for all make-up work following an absence. After a student has been absent for three (3) days, the school office may assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow at least 24 hours for teachers to prepare materials.

b) 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.

c) Pre-Arranged/Extended Absences

A parent/guardian may request a prearranged absence for a maximum of ten (10) school days for any reason. The due date for all make-up work, tests, and quizzes for all prearranged/extended absences will be determined by each teacher.

Students are to pick up a prearranged absence form in the office **at least one week in advance** and meet with each teacher to get assignments and due dates. The student will complete work in order to keep pace with peers.

Parents/guardians acknowledge that it is the student's responsibility to complete their schoolwork and to stay in touch with their teachers via email during their absence. Teachers will provide assignments and opportunity to complete quizzes and tests upon the student's return.

d) Acknowledgements

It is understood that during bereavement leave or student medical leave, the student and his/her family may be unable to give advance notice to the school of an extended absence. For these types of absences the school administration and staff will work with the parents/guardians and student to create a plan for make-up work and tests.

e) Excessive School Absences

There comes a time when excessive absences reach the point that credit cannot be given and/or when intervention on behalf of the student and the school is necessary. KSS may provide corrective steps and/or sanctions when a student misses more than ten (10) school days within the school year (excused or unexcused). In accordance with the Hawaii State Compulsory School Attendance Law (Hawaii Revised Statutes 302A-1135), KSS may notify Command for further corrective action when a student misses fifteen (15) or more school days in a school year (excused or unexcused).

- a) All prearranged/planned absences in excess of ten (10) school days during a school year shall be considered unexcused.
- b) Students who exceed ten (10) unexcused absences in any course during the semester may receive a failing semester grade, may not earn semester credit for that course and may be retained in the current grade.

- c) Up to five (5) school days will be considered exempt from this policy for bereavement related absences.
- d) Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from the identification of excessive school absence.
- e) School administration will 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 may be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave.

.02 Age Limits

The minimum age for entry into Kwajalein Schools will be that children must be five years old on or before 01 September to be eligible for enrollment in kindergarten. Proof of date of birth must be presented at the time of initial registration for kindergarten.

A grace period from 02 September through October 31 may be considered; however, parents/guardians who believe their child will be ready at this earlier age must appeal to the school administration for this special consideration. Upon appeal, a special admissions panel will be formed.

The admissions panel will generally be comprised of a classroom teacher, a school counselor, a special education faculty member, a preschool teacher, and the school principal. The composition of the panel may vary as circumstances warrant.

Kwajalein Schools is Non DoD school, students who qualify for admission under DoDEA criteria will be admitted under such criteria.

- a) Any student who has successfully completed a recognized Kindergarten program during the prior school year shall be eligible for enrollment in first grade.
- b) Any child over six (6) and less than eighteen (18) years of age must attend school regularly as a full time student unless graduated from a recognized high school or on suspension or expulsion.
- c) No one other than a qualified school age individual may be enrolled without specific approval of KSS lead administrator.

.03 Student Conduct, Discipline, General Philosophy

It is the position of KSS that the preservation of a climate within the schools that is conducive to learning is a prime responsibility of the school and the community. Each student is entitled to such protection as is necessary to insure that his or her access to learning is not hindered or limited by the actions of other students.

Attendance at Kwajalein Schools is a right accompanied by responsibility. Learning responsibility for individual actions and behavior is an important part of the learning process that leads to maturity.

KSS is committed to insuring learning experiences are helpful for students to develop skills, competencies, and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process. Each year, the schools shall develop and make available to all students, parents/guardians and teachers written statements pertaining to students' rights, conduct, corrective action, and consequences based on information outlined in Section .04-.12 below. These may be in the format of a handbook or other information piece. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards and present these procedures to the lead administrator for approval.

Corporal punishment will not be used by school employees. When students resist cooperation of teachers or principals the process in segment .07-Emergency Removal will be implemented.

Administrative due process will be provided through a hearing with the principal to ensure that students and parents/guardians are heard prior to final decisions or suspension. This step may be suspended when safety is critical.

.04 Student Misconduct Defined

The following conduct or activities may cause the student to be subjected to corrective action or consequence:

- a) Disruption of school. A student shall not disrupt the operation of the school by occupying buildings or grounds in order to deprive others of its use; blocking entrance or exit of any building, room or drive in order to deprive others of passage; setting fire or otherwise damaging school property; using or threatening to use weapons or explosives on the school properties; preventing students from attending a class or school activity; blocking normal pedestrian or vehicular traffic on campus; or otherwise interfering with the conduct of any class or activity
- b) A student shall not intentionally or with gross carelessness damage school or private property. Restitution shall be required from the students and/or parents/guardians when school property is damaged or stolen. Assessment will be handled through the contractor's Finance Office.
- c) A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person, while school is in session, while on school property and off school property at school activities, or when the behavior is a direct result of causes or events that occurred or originated on school grounds.
- d) A student shall not possess or transmit any object that can reasonably be used as a weapon on school grounds at any time and off school grounds at any school activity or while en route between home and school.

- e) A student shall not knowingly possess, use, transmit, purchase or sell, or attempt to purchase or sell, be under the influence of, or show evidence of having used tobacco, alcohol, or controlled substances of any kind on the school properties or off the school grounds at a school activity. Prescribed medication from a registered physician is an exception to this rule.
- f) A student may not smoke or use tobacco on school properties or off school properties at school activities. There is a non-smoking policy for all students, staff, visitors, and personnel providing services at the schools to include maintenance crews, and all other persons utilizing school facilities.
- g) A student shall not repeatedly fail to comply with system or school policies or rules or the authority of school personnel during any time he/she is properly under the authority of school personnel.
- h) A student shall not make any lewd, indecent, or obscene act or expression..
- i) A student will not forge any signature or make any false entry or alter any documents used or intended to be used in connection with the operation of the school.
- j) A student shall not be absent or tardy from classes unless excused under the rules of the school.
- k) Students may not be in school buildings while school is not in session and buildings are closed unless involved as a participant in a supervised student activity with the supervisor present.

.05 Bullying

KSS believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

KSS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully/cyberbully another student through words, actions, or technology. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation, including the use of social media to perpetrate such action.

KSS expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, KSS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully

are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each campus will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- a) Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- b) Students are expected to immediately report incidents of bullying to the principal or designee.
- c) Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- d) If the student or the parent/guardian of the student feel that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should follow the Communication Channels outlined in Series 1000 section .04.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- a) All staff, students and their parents/guardians will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, and as part of new student orientation.
- b) The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- c) Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target (victim) or witnesses in any way.

.06 Suspension and Expulsion

The school system exists to make individual student learning possible. The school administration will establish guidelines for student behavior and appearance based on information outlined in Section .04, .05, and .08 that will promote this basic work of the school.

In general, disciplinary action will be designed to reform unacceptable student behavior to acceptable. Appropriate disciplinary action (excluding corporal punishment) will be considered by the school administration when a student disrupts any portion of the school program, when the conduct of a student seriously interferes with another student's opportunity to learn and/or is in violation of student misconduct preceding. However, this does not preclude physical action by the staff member to restrain a student from harming others or protect self. In the event pupil behavior is violent, repeated, or a flagrant violation of established school rules and regulations the principal has the authority to suspend students from school. Subsequent violations will result in

an automatic suspension from school and all school activities. A recommendation for expulsion will be presented to the Department Program Manager and USAG-KA Commander. Suspension will be in effect until a school administrator, parent/guardian, and student conference can be arranged.

.07 Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator and sent to the principal or a designated school authority, without first attempting corrective action, provided that the teacher or administrator has sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or an immediate and continuing threat of disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- a) The danger or threat ceases, or
- b) The principal acts to impose discipline, impose a suspension or expulsion.

When a student refuses to remove self as requested, parent/guardian will be called to remove student, if parent/guardian is unable to respond in a timely manner the security and law enforcement contractor may be called to remove the student.

The principal will meet with the student as soon as reasonably possible following removal and will consider appropriate corrective action or punishment.

.08 Student Dress

Students should not wear clothing that might be offensive to others, either because of its length or its message. Examples might be: clothing advertising alcohol, tobacco, or rude/suggestive slogans. Short shirts, shorts, or skirts are also inappropriate. Shorts and skirts 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. ***Because of the danger of coral cuts, appropriate footwear must be worn at all times 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.

.09 Student Privacy

The right to privacy is a fundamental tenet of human liberty. KSS staff will take particular care to respect students' privacy, while also protecting the health and safety of all students and continue to promote the effective operation of the schools.

Therefore school principals or such other personnel shall have the authority to conduct student searches.

.10 Searches of Students and their Property

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or to other students. School officials shall first request the student to remove all items from pockets or other personal effects.

If the student refuses and there is no immediate danger, the school officials shall refrain from a search until the parents/guardians, or, in the case of possible criminal activity, security is available. In case of immediate danger, school personnel will secure the area, ensure the safety of others, and contact the proper authorities.

Locker Searches

Student lockers remain the property of the school, and school officials retain the authority to inspect lockers. However, school authorities shall inspect student lockers in the absence of students only when:

- a) It occurs as part of a general inspection of all lockers for the purpose of returning school property such as library books (In such cases the personal belongings of students within lockers shall not be searched.); or
- b) School authorities have reasonable suspicion to believe that conditions or circumstances exist, which threaten the health or safety of those in the school.

When school authorities have reasonable suspicion or believe that items which violate school rules or the law are concealed in a school locker, the principal/designee and a witness shall inspect a locker, but only with the affected student present or with notification of the parents/guardians.

.11 Student Publications

Student publications produced as part of the school's curriculum or with the support of student body or government funds are intended to serve both as vehicles for instruction and student communication.

Material appearing in such publications may reflect any areas of student interest, including topics about which there may be controversy and dissent.

Controversial issues may be presented provided that the issues are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor cause a disruption of the school, invade the privacy of others, demean any race, religion, sex, or ethnic group, advocate the violation of the law or advertise cigarettes, liquor, illicit drugs, or drug paraphernalia.

The school principal shall develop and publish guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards. This review will be implemented prior to publication.

.12 Distribution of Materials

Publications and other materials not sponsored by the school may be distributed on school premises after receiving the approval of the school principal. Distribution of partisan political literature on school property is not permitted.

.13 Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Student verbal and written expression of opinion on school premises is to be

encouraged so long as it does not disrupt the operation of the school.

The school principal shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression can be considered for corrective action or punishment.

.14 Release of Records

Students' records will be forwarded to other school agencies upon request. Parent/guardian consent shall be required before the school system may release student records other than to a school agency or organization.

When a student has attained the age of eighteen (18) years, the rights accorded to and the consent required of the parents/guardians under this policy shall thereafter only be accorded to and required of the student.

Unofficial copies of records may be released to parents/guardians to hand carry to the next school when leaving island pending request of the new school for official records.

Pursuant to this policy, the school counselor shall recommend to the principal regulations and procedures governing the content, management and control of student records. These procedures will assure compliance with the privacy act.

.15 Student Activities, General Philosophy

The schools will strive to develop programs of student activities that will be open to all students, that will contribute to the same basic educational goals as does the regular curriculum, and that will foster the physical, mental, social and emotional growth of the student.

.16 Clubs and Societies

Clubs and societies that provide for the common interests of students may be formed and function as an important part of the activities program sponsored by the schools. Any such organizations must be approved by the principal, who will examine their statement of purpose, criteria for members, rules and regulations, and current list of members and officers. The principal will assign a staff sponsor and may establish such rules and regulations as are deemed necessary and appropriate. No club or organization may be sponsored or use school facilities as a part of the activities program that is secret or discriminatory on the basis of race, religion, sex, or ethnic group.

.17 Sports Programs

Participation in individual and team sports is an important part of the secondary campus activities program. On Kwajalein, most opportunities for such participation are provided for all island residents through the efforts of Community Activities, which organizes leagues, schedules, etc. and provides personnel and material support.

KSS will promote opportunities for students to participate in team and individual sports through Community Activities or other innovative programs, provided such participation takes place outside of the school day. The school system may provide coaches where possible and practical from either within the staff or outside of the staff.

The schools will cooperate with Community Activities in the interest of maintaining opportunities for students.

.18 Incentive Awards

Purchase of incentive awards as listed below for use in school sponsored programs and activities is authorized.

- a) Athletic letters.
- b) National and Junior National Honor Society pins and parchment scrolls.
- c) National Honor Society gold cap tassels or shoulder cords worn at commencement.
- d) Unspecified, but similar awards.

.19 Accident, Injury, and Illness

At the time of initial enrollment the school will complete an emergency reference card on each child. This card will contain the necessary information to enable rapid notification of parent/guardian in an emergency as well as any medical information which may be appropriate.

Annually, the school will furnish written information to the parent/guardian concerning the action which, absent written instruction from parent/guardian, will be taken by the school in the event of injury or illness. Normal school procedure for injuries and illnesses is as follows:

- a) Injuries judged by school personnel as requiring minor first aid treatment (e.g. minor abrasion requiring washing and bandage) may be treated using school resources. Parents/Guardians will be notified if there are any questions concerning desirability of treatment or if the injury is obscure, hidden, or might produce delayed effects.
- b) When school personnel judge that an injury requires treatment beyond minor first aid, they will immediately attempt to contact the parent/guardian concerning action to be taken.
- c) School personnel may also begin concurrent action to transport the student to the Kwajalein Hospital for treatment.
- d) When a student becomes ill while under school control, school personnel will contact the parent/guardian concerning action to be taken. In the event of a severe, acute illness, school personnel may also begin concurrent action to transport the student to the Kwajalein Hospital for treatment.
- e) All student accidents requiring any first aid beyond a band-aid, medical treatment, or resulting in damage to school property shall be reported on the appropriate form by the principal.

.20 Medication in School

The school personnel will not administer medication of any kind. Immunizations, directed by the Chief Medical Officer (CMO), may take place on school campus.

.21 Reporting to Parents/Guardians

Uniform system of reporting to parents/guardians on the progress of students is an important responsibility of the school staff. Administration and staff will provide appropriate documentation and procedures including but not limited to periodic report cards, individual conferences when needed and other timely communications with the home that are designed to keep parents/guardians informed of school requirements and of the progress of their children or wards.

ELEMENTARY SCHOOL

The progress of each student will be reported to the parents/guardians in the following matter:

- a) A parent/guardian-teacher conference near the end of the first nine weeks period.
- b) A report card at the end of each grading period.
- c) Parents/Guardians will be kept advised of unsatisfactory progress at any other time deemed necessary by the teacher.
- d) Grading is based upon the premise that parents/guardians want to know how their child is doing in school work in relation to a standard grade level.
- e) Normally, each child will be evaluated by his classroom teacher according to his own level of ability within these standards. The symbols used on the report cards are to be:

A	90-100	Superior (Means that the pupil is doing more and better work than is usually expected at any given level).
B	80-89	Above Average (Means that the pupil is doing work better than the average expected at any given grade level).
C	70-79	Average (Means that the pupil is doing work as well as the majority of pupils at any given level).
D	60-69	Below Average (Means that the pupil is having difficulty in learning at any given level).
F	0-59	Much Below Average (Means that the pupil is showing little or no progress in the work at any given level).
X		Indicates not graded during this period
/		Indicates problem area
[]		No mark in space means satisfactory
+		indicates upper range of a letter grade level
-		indicates lower range of a letter grade level

The following effort grades may be used in grading:

E Excellent Progress

S Satisfactory Progress

U Unsatisfactory Progress

The following marks are used in Kindergarten

M Mastered

S Satisfactory Progress

N Needs to Improve

- a) Progress reports will be sent to the parents/guardians of those students that are doing unsatisfactory work. Progress reports at a minimum will be sent at the midpoint of the grading period.
- b) Positive progress reports are encouraged.
- c) Homework grades will be evaluated on the quality, quantity and timeliness of participation. Daily homework will be discussed, reviewed and/or graded on a regular basis.
- d) Students will be allowed a minimum of one day make-up for each day absent due to illness.
- e) Teachers will submit their grading policy to the principal for approval prior to the fall open house. A teacher's policy will reflect weighted balance between:
 - 1) Tests
 - 2) Major projects and/or book reports
 - 3) Quizzes
 - 4) Daily participation
 - 5) Homework

Jr.-Sr. HIGH SCHOOL

Achievement Grades

A Superior

B Very Good

C Average

D Below Average

F Failing, No credit granted

P A Pass/No Credit system will be used for teacher aides, office aides, work experience

+ indicates upper range of a letter grade

- indicates lower range of a letter grade

Adjustment to the above grades may be approved by the principal for English Language Learners or for students with Individualized Education Plans.

Letter Grade Computation

The recommended percentages are indicated for grade letter equivalents:

Grade	% of Achievement
A	100-90
B	89-80
C	79-70
D	69-60
F	59-Below

Progress reports will be posted in the Portal System at the midpoint of the grading period.

Homework grades will be evaluated on the quality, quantity and timeliness of participation. Daily homework will be discussed, reviewed and/or graded on a regular and timely basis.

- a) Teachers will submit their grading policy to the principal for approval prior to the fall open house of the school year. A teacher's policy will reflect weighted balance between: Tests
- b) Major projects and/or book reports
- c) Quizzes
- d) Daily participation
- e) Homework

.22 Honor Roll

Grade Point Average Computation		<u>HONOR ROLL</u>	<u>GRADE POINT AVERAGE</u>
A+	4.00	High Honor Roll	3.67 or higher
A	4.00	Honor Roll	3.50 to 3.66
A-	3.67	Merit Roll	3.00 to 3.49
B+	3.33		
B	3.00		
B-	2.67	Honor roll list will be published at the end of the:	
C+	2.33	a) First and third quarters	
C	2.00	b) Each semester	
C-	1.67		
D+	1.33		
D	1.00		
D-	.67		
F	0.00		

.23 Graduation Requirements

KSS is operated on the assumption that a student needs various experiences, both academic and social, to attain the maximum preparation for the future. Much of the training is of a chronological nature and should be experienced with some degree of order. Students are required to attend eight (8) semesters of secondary school in grades 9-12 to be eligible for graduation from Kwajalein Jr.-Sr. High School, regardless of the number of extra credits attained, except as provided for under provisions stated in Section .26 following.

Credit by examination may be given for demonstrated proficiency in course content ordinarily included in a regular school course on the subject.

The high school counselor shall evaluate secondary credits and grades earned elsewhere.

There shall be an established written set of operations guiding the evaluation of credits. Previous credits must be earned through a regionally or state accredited school. Exceptions must be recommended by the school counselor and approved by the school administration.

Kwajalein Jr.-Sr. High School will award a weighted grade (quality point value) for all students who complete the course(s) and take the requisite exam(s) for each AP and/or IB (second year, higher level course) course credit. Incoming students with weighted grades that are not in an AP or IB course (e.g., honors course, pre-AP course, etc.) will be assigned the point-value of the letter grade based on Kwajalein Jr.-Sr. High School's un-weighted scale used in calculating the GPA. Transcripts for all students enrolled as of the adoption of this policy will reflect this weighting.

Students, and their parents/guardians, should realize that graduation requirements are the minimum requirements and, depending on their individual ability, students are encouraged to expand their background and to exceed these minimum requirements.

Requirements:

ENGLISH	4	Credits
SCIENCE	2	Credits
MATH	2	Credits
SOCIAL STUDIES	4	Credits
PHYSICAL EDUCATION	1.5	Credits
HEALTH	.5	Credit
COMPUTERS	.5	Credit
Total Required Course Credits	14.5	Credits
Total Elective Course Credits	9.5	Credits

Total Credits Needed for Graduation: 24 Credits

Electives may not include more than 4 credits work experience and 2 credits teacher aide, subject to approval of the principal.

Transfer Students

To graduate from Kwajalein Jr.-Sr. High School, a student must have been enrolled as a full-time student for the entire last semester at Kwajalein Jr.-Sr. High School. Waiver of some course requirements may be granted to senior transfer students who are unable to schedule the required courses.

Recommendation for waiver of the last semester requirement or of any course requirements must be made by the counselor and approved by the school administration.

.24 Exception to 8 Semester Attendance Requirement

It is the purpose of this policy to establish a procedure by which a student may request graduation at the end of seven (7) semesters' attendance. To qualify for graduation, a student must have successfully completed all of the academic course work required for regular graduation and must have earned the minimum number of units or credits required for graduation under the policy in effect. The procedure by which early graduation may be granted is as follows:

- a) Upon inquiry by the parents/guardians concerning early graduation, a conference will be held between the school administration and the parents/guardians for the purpose of orientation and information.
- b) A written request from the parents/guardians to the school authorities requesting early graduation shall be submitted to the school principal and lead administrator.
- c) The request for early graduation shall be submitted in ample time so that a full and complete evaluation may be made. The request shall be submitted no later than the end of the first semester of the junior year.
- d) If all provisions of this section of policy have been met by the parents/guardians and the student, the high school principal may certify that the student has met the graduation requirements and may graduate.

.25 Credits from Alternate Sources

Kwajalein Jr.-Sr. High School accepts graded credit from accredited schools with prior approval from the school principal. Kwajalein Jr.-Sr. High will accept graded credit from correspondence programs that are accredited by agencies that are recognized by the U.S. Department of Education. Exams are supervised by the Kwajalein Jr.-Sr. High School counselor. Grades and credit are determined by the correspondence school and entered on the student's transcript.

In all cases it is the student's responsibility to seek pre-approval from the principal for each course and to obtain the necessary paperwork for registration, grades, and credits. All expenses will be the responsibility of the student.

.26 Honors

Graduation honors shall be determined based upon all semesters of academic accomplishment in grades 9-12. Graduating seniors with a G.P.A. of 3.85 or higher will be recognized as honor students at commencement.

.27 Assignment to Classes

Students will be assigned to classes by the principal and counselor. No discrimination in such assignment is permitted. The principal may discuss parental requests with the staff and then develop a recommendation to determine whether parental requests will be honored.

If such requests are reviewed from one parent/guardian, they will be from all parents/guardians under equal circumstances. 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 principal may change the assignment of the student or allow the student to drop, transfer, or add classes under rules and

regulations developed by the principal and made known to students and parents/guardians.

.28 Student Immunizations

Documentation of immunizations and tuberculosis screening is a requirement for attending Kwajalein Schools. These requirements apply for all students enrolled in levels of K through 12th grade. Immunization guidelines shall be based on recommendations of the Center for Disease Control Advisory Committee on Immunization Practices and school health requirements of the Hawaii Department of Health. The CMO shall establish specific Kwajalein requirements.

Immunizations and TB screening shall be verified at time of school registration. Parents/guardians are responsible for providing proof of immunizations and TB screening at time of enrollment. Parents/guardians are also responsible for arranging administration of immunizations and TB screening tests that are needed. Principals in conjunction with Kwajalein Hospital personnel are responsible for verifying compliance with requirements. Children who fail to meet requirements shall be excluded from school attendance until requirements have been met.

The requirements for TB screening and immunizations must be completed by the first day of school.

Kindergarten enrollees and all newly enrolled students in other grades require satisfactory tuberculosis clearance before beginning classes. Children without a tuberculosis clearance shall not be admitted to the school.

Except for tuberculosis clearance as noted above, students with incomplete immunization requirements may be granted provisional entrance to classes. Children granted provisional entrance must meet all requirements within sixty (60) days of entrance to classes in order to stay in school. In the event of an outbreak or epidemic of any diseases against which a child is not fully immunized that child will be excluded from attending school until the outbreak is over or the child receives the required immunization.

Parents/guardians who wish to take exception to the immunization and screening requirements for religious or other reasons must obtain a written waiver from the Kwajalein (CMO). Only the CMO can grant the exception to policy when dealing with the immunization regulations regarding school entrance.

.29 Physical Examination

Documentation of physical examination is required for students entering Kindergarten and for all students who are enrolling for the first time in the KSS. The physical examination must be documented within six months prior to school entry date. If the physical examination is not documented by the first day of school the child may be granted provisional entrance. Children granted provisional entrance must meet the physical exam requirement within sixty (60) days of provisional entrance in order to stay

in school.

Principals in conjunction with Kwajalein Hospital personnel are responsible for verifying compliance with the physical exam requirement. Children who fail to meet the requirement shall be excluded from school attendance until requirements have been met. Any licensed medical provider can grant temporary permission to enroll in the Kwajalein School System.

.30 Interrogations of Students by Outside Agencies

If a requests from law enforcement officers and from persons other than parents/guardians, school officials, and employees to interview students is made; the interviewing party must follow all school established visitor accountably practices.

This policy does not preclude the school administration from calling authorities if there is reasonable suspicion to believe a crime has been/will be perpetrated on school premises.

4000 SERIES - HOME SCHOOL

.01 Purpose

The Commander, U.S. Army Garrison Kwajalein Atoll has a legitimate interest in and the responsibility for the appropriate education of all school age children at U.S. Army Garrison Kwajalein Atoll. It is the purpose of this policy to implement the home school exception of Article 298-9, Hawaii Revised Statutes. Implementing the compulsory attendance law is not intended to violate the rights and convictions of parents/guardians to home school or otherwise except their child from compulsory attendance. Finally, home schooling is not considered a school initiated educational alternative and is not to be used by a school as a means for releasing students with behavior or disciplinary problems or students lacking credits to graduate from the local public school.

.02 Definitions

As used in this chapter:

Home schooling: A viable educational option where a parent/guardian instructs the parent/guardian's own child.

Local school: The school the child would be enrolled in if the child was not except from compulsory school attendance.

Parent/Guardian: The natural or legal parent, guardian or other legal custodian of child.

School age child: Any child who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen on or before December 31 of any school year.

.03 Applicability

The provisions of this chapter apply to all school age children residing at U.S. Army Garrison Kwajalein Atoll.

.04 Notification of Intent to Home School

- a) Parents/Guardians will provide the local school principal with a notice of intent to home educate the child before initiating home schooling. The notice of intent will be submitted in a letter containing the following items:
 - 1) Name, address, and telephone number of the child.
 - 2) Birth date and grade level of the child.
 - 3) Signature of the parent/guardian.
- b) The notice of intent shall be acknowledged by the principal. The notice of intent is for record keeping purposes and to protect families from unfounded accusations of educational neglect or truancy.
- c) If a child's annual progress report has been submitted as stated in .09, notification of intent to home school need not be resubmitted annually, except in cases where the child is transferring from one local school to another, for example, transition from sixth grade to Kwajalein Jr.-Sr. High School.
- d) Parents/Guardians submitting a notice to home school a child shall be responsible for the child's educational program.
- e) Parents/Guardians of home schooled children will be required annually to sign a statement releasing the Kwajalein Schools, United States Army Garrison Kwajalein Atoll, and the United States of America of any liability or damages caused to their children as a result of home schooling. (Release of Liability is located in Addendum A of the KSS Policy document.

.05 Optional Services Provided

Normal community services provided through the school, by the hospital, will be made available at the USAG-KA school site such as speech, hearing, immunizations, dental, and vision checks. Students participating in the Non-DoDEA School Program (NDSP) for home school will not be allowed to participate according to NDSP rules. Other services such as use of library, special equipped classrooms (e.g. science and computer), and equipment will be provided on a space available, non-interference basis, upon approval by the principal. Participation in school-sponsored activities such as dances, clubs, activities, or athletics will normally be approved by the principal on a space-available, non-interference basis.

.06 Record of Curriculum

Parents/Guardians submitting a notice of intent to home school shall keep a record of the planned curriculum for the child. The curriculum shall be structured and based on educational objectives as well as the knowledge and needed skills, and take into account the interests, needs, and abilities of the child. The record of the planned curriculum should include the following:

- a) The commencement date and ending date of the program.
- b) A record of the number of hours per week the child spends in instruction.
- c) The subject areas to be covered in the planned curriculum.
- d) An elementary school curriculum may include the areas of language arts, mathematics, social studies, science, art, music, health and physical education to be offered at the appropriate development stage of the child.

- e) A secondary school curriculum may include the subject areas of social studies, English, mathematics, science, health, physical education, and guidance.
- f) The method used to determine mastery of materials and subjects in the curriculum.
- g) A list of textbooks or other instructional materials which will be used. The list shall be in standard bibliographical format. For books, the author, title, publisher and date of publication shall be indicated. For magazines, the author, article title, magazine, date, volume number and pages shall be indicated.

.07 Notification of Termination of Home Schooling

The parent/guardian shall notify the principal if home schooling is terminated. A child shall be re-enrolled in the local school, within five (5) school days after the termination of home schooling. KSS will assess the child's level at re-entry to determine correct placement.

.08 Educational Neglect

If there is reasonable cause for the principal or designee to believe that there is educational neglect, investigation and review procedures will be managed in accordance with USAG-KA Policy 27-2. The Ad Hoc committee, formed pursuant to policy, will include an education representative from the KSS.

.09 Testing and Progress Reports of Home Schooled Children

Test scores shall be required for grades three, six, eight, and ten. A child is eligible to participate in the testing program of the Kwajalein Schools. The parent/guardian is responsible for securing necessary details from the principal of the Kwajalein Schools. The parent/guardian may elect to arrange for private testing at the parent/guardian's own expense. The tests used shall be comparable to the appropriate criterion or norm-referenced tests used by the Kwajalein School in the grades concerned.

The parent/guardian shall submit to the principal an annual report of a child's progress. One of the following methods shall be used to demonstrate satisfactory progress:

- a) A score on a nationally-normed standardized achievement test which demonstrates grade level achievement appropriate to a child's age.
- b) Progress on a nationally-normed standardized achievement test that is equivalent to one grade level per calendar year, even if the overall achievement falls short of grade level standards.
- c) A written evaluation by a person with a current teaching certificate, certifying that the child demonstrates appropriate grade level achievement or significant annual advancement commensurate with a child's abilities.
- d) A written evaluation by the parent/guardian which shall include:
 - 1) A description of the child's progress in each subject area included in the child's curriculum.
 - 2) Representative samples of the child's work.
 - 3) Representative tests and assignments including grades for courses if grades are given.

- e) Parents/guardians may choose to have the tests administered under the Kwajalein School testing program for grades three, six, eight, and ten. The parent/guardian may choose to have the child participate in the school's testing program and have the results serve as the means of assessing annual progress for that year.
- f) The principal shall review the adequacy of a child's progress. If progress is not adequate, the principal shall meet with the parent/guardian to discuss the problems and help establish a plan for improvement. In this case, the principal may request and the parents/guardians shall share their record of the child's planned curriculum. When standardized test scores are used, adequate progress shall be considered to be scores/stanines in the upper two thirds of the scores/stanines. Unless progress is inadequate for two consecutive reporting periods, recommendations to enroll the child in the Kwajalein Schools or to take legal action for educational neglect shall be prohibited.

.10 Credits

KSS does not grant course credits (Carnegie units) for time spent while home schooled.

.11 High School Diploma for Home-Schooled Children

A home schooled child who wants to earn a high school diploma from the Kwajalein High School shall meet KSS requirements for graduation.

.12 College Entrance Examination and Home-Schooled Children

A child who is being home schooled may participate in any college entrance examination which is made available to all other students. The principal of the local high school shall, upon request, supply written acknowledgment that a child has been home schooled in compliance with the requirements of this policy.

.13 Parent/Guardian Assumption of Responsibility to Educate Child

By taking their child(ren) out of the local school system the parents/guardians do hereby accept full responsibility for their child's academic, physical, and social education. No additional costs will be borne by the U.S. Government, USAG-KA, its contractor or agents because of this decision. Children with any form of special educational needs may not be authorized to receive educational assistance due to school limitations.

5000 SERIES - MISCELLANEOUS POLICIES

.01 Community Relations

KSS is cognizant that parents/guardians and the public have a genuine interest about the operation of the school system. Every effort is made to keep the public informed about school operations and to provide opportunities for public input into the decision-making processes of KSS when appropriate.

KSS encourages efforts by teachers and administrators to keep parents/guardians and the public informed by whatever means are available.

Schools will provide a climate where parents/guardians and teachers can freely discuss instructional programs and the progress and performance of their dependents. Professional confidentiality is used when discussing individual students.

.02 Visits To The School

Community members are welcomed and encouraged to visit the school and discuss the instructional program with staff members. All visitors need to call the principal or his/her designee to schedule observation in classes. Discussions are to be held in conferences rather than during class time.

.03 Identification of Self

All persons must identify themselves to school authorities inside school buildings, on school grounds, or at school-sponsored activities/events. Until properly identified, no one shall be allowed into such school buildings, grounds, activities or events unless by reason of USAG-KA Policy or school rule or regulation providing for inclusion under the circumstances present.

.04 Use of School Facilities

KSS will allow the use of school facilities for appropriate uses to the community provided such use does not interfere with regular school programs.

No alcoholic beverages, controlled substances, or smoking is allowed on school campus at any time.

All requests for school facilities will be coordinated through the school office and approved by school administration.

Users of school facilities must return the facilities in as good a condition or better to the system and to follow all requirements specific to that space. Failure to do so will constitute grounds for denial of use.

Groups or individuals wanting to use the facilities will be on a first come first serve basis when facilities are not being used by school activities or groups.

Groups having first priority over school facilities are as follows:

- a) Youth Services
- b) Girls and Boys Scout Organizations

- c) Religious Groups
- d) Other groups decided upon by school administration

.05 Gifts To Students

Items which are intended to promote the economic, religious, or political welfare of any individuals or groups are not to be given to students on the premises of the school while students are under the control of the school.

.06 Community Sponsored Activities

KSS will cooperate in community sponsored activities as long as those activities do not conflict with the aims and objectives of the school program.

.07 Student Funds

A set of books for the Kwajalein Student Activity Account shall be maintained by the principal or his/her designee. Each activity deemed to be school associated shall have monthly income, expenditures, and balance accounted for within this set of books. Deposits will be made directly to the Kwajalein High School Association Account at the local bank. Each student organization maintaining an account in the SGA Fund must have a faculty sponsor appointed by the principal. The sponsor, the principal or his designee, and the organization treasurer shall approve in writing all expenditures from the account.

All cash receipts shall be issued in duplicate and shall include the date, name of the person to whom issued, the amount and the account designation. Receipts shall be serially machine numbered and signed.

The principal or his/her designee shall have the authority to transfer money from one student account to another.

A monthly statement of the school accounts will be issued the last day of each month. A copy will be sent to the principal and each club sponsor.

All SGA account activity and audit report will be in accordance with the USAG-KA Private Organization Handbook for continued renewal of the association.

.08 Reporting Child Abuse

Any person who becomes aware of facts or circumstances which cause that person to have reason to believe that child abuse or neglect occurred or that there is substantial risk that abuse/neglect may occur in the reasonably foreseeable future, should immediately report the matter to the Reporting Point of Contact (RPOC) Department of Army Civilian Police (DACP) via the Police Department.

.09 Grade Acceleration

Grade acceleration is defined as placing a student one (1) grade level ahead of the child's current grade placement. This process applies to grades K-8 only. The decision to accelerate will be made by the school administration prior to the start of a new school

year. Students coming to KSS after the start of the school year will have thirty (30) calendar days to present the information and request the process to be started.

KSS does not provide a gifted and talented program for students, nor does it encourage grade acceleration. The school system adjusts programs of students as needed to meet the needs of advanced students.

Initiation

Consideration for grade acceleration will be initiated by the parents/guardians in writing to the building principal. The principal will hold a conference with the parents/guardians and appropriate staff to discuss the parent/guardian's request. The parent/guardian should provide specifics as to the rationale for the request.

If the request for grade acceleration is accepted for further consideration, the principal will convene an acceleration team of staff to collect the data needed to ascertain whether acceleration is appropriate or not.

Data Gathering

The Iowa Acceleration Scale, 3rd Edition (IAS3), will be used as the basis for discussion and recommendation by the acceleration team. Whenever possible the school will administer the recommended assessments as prescribed by the IAS3. In the case in which the school does not have appropriate staff to administer a crucial test, and such staff cannot be found on island, the parents/guardians will be responsible for having the test administered to their child, at their own expense, and will share the results with the acceleration team. Parents/Guardians may have to authorize the school to administer some of the assessments.

Data gathered will include assessments which evaluate the student's ability, aptitude, and achievement. Additional data will be given to the student's developmental and interpersonal skill levels, as well as the attitude towards grade acceleration. Parents/guardians and affected school staff will need to fully endorse a recommendation to accelerate. The ability of the school resources to accommodate the acceleration will also be a determining factor.

Data gathered will be entered into the IAS3 for a total score. Completion of the assessments does not guarantee acceptance of acceleration.

Recommendation and Grade Placement

Administration will make the final determination of grade placement. Parents/Guardians will be informed of the decision following the assessment and data gathering phase of the process.

.10 Technology Use

Internet access is a service provided for students and staff members by Kwajalein Schools. Use of the schools' computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this school

system. The school reserves the right to monitor all activity on the computer network service. Students do not have a reasonable expectation of privacy in their use of the computer or the computer network.

The system administrators of the computer network service are school or company employees who are responsible for monitoring use of the system (computer network service and related equipment) by staff and students. All students and parents/guardians are required to read and sign the KSS Technology Use Agreement annually to access the school network. This information can be found in the Student Handbook.

ADDENDUM A

Release from Liability

We, _____ and _____ do hereby acknowledge, swear, affirm and state that we are the parents or legal guardian(s) of the child(ren) listed below:

_____ (DOB) _____

_____ (DOB) _____

_____ (DOB) _____

_____ (DOB) _____

We realize that one of the potential consequences of any home schooling program is that the curriculum may or may not match the requirements of the Kwajalein Schools, or any public school. We understand that if we desire to re-enter our children into such programs at a later date, they may be required to undergo standardized testing, repeat coursework and/or repeat a grade due to the lack of prerequisite training or education.

We agree and covenant to hold harmless and release from liability, absolutely and forever, the United States Army, U.S. Army Garrison Kwajalein Atoll/Kwajalein Missile Range, the United States of America, and its authorized agents and contractors from any physical, emotional, or educational injury or harm, whatsoever, caused to our children as a result of their participating in ours or any other home school program.

Signature of Releaser (sponsor) Signature of Releaser (spouse)

Rank/Grade _____ Date _____ School Year _____

Branch of Service _____ Organization _____

Duty Phone _____ Home Phone _____

This form must be updated at the start of each school year.

**Kwajalein School
System
High School
Graduation and Policy
Administrative
Instruction**

2018-2019

Applicable to Students
Entering Ninth Grade During
School Year 2018-19
(Class of 2022) and Subsequent Years

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Introduction

Subject: High School Graduation Requirements and Policy

Purpose

This Administrative Instruction is an addendum to the Policies of the Kwajalein School System (KSS), High School Graduation Requirements (February 2018) to update the policy and responsibilities of KSS to provide uniform high school graduation requirements for receipt of the KSS diploma, applicable to students entering 9th grade during school year (SY) 2018-19 (Class of 2022) and subsequent years.

Applicability

This Administrative Instruction applies to the KSS Lead Administrator, School Principals, School Counselors, Teachers, Support Staff, Parents, Sponsors, and Students.

Definitions

See Glossary.

Policy

It is KSS policy that:

- a. KSS graduation requirements provide a consistent and rigorous high school program to challenge each student to achieve his or her potential academically, socially, emotionally, and physically for life, college and career readiness.
- b. KSS graduation requirements are designed to place students in a competitive position when seeking entrance into college or the workforce. Graduates will be prepared to realize their individual goals and aspirations; possess the attitudes, knowledge, and skills necessary to contribute positively; and compete in a global society.
- c. All students are expected to meet all graduation requirements in order to receive a KSS standard diploma or honors diploma.

Effective Date

This Administrative Instruction is effective for system-wide implementation for the students in the class of 2022; students entering the 9th grade in the school year 2018-19.

Enclosures in the Graduation Administrative Instruction

1. KSS High School Graduation Requirements and Policy
2. Requirements to Earn a KSS Diploma for Students in the Class of 2018, 2019, 2020, or 2021.
3. Requirements to Earn a KSS Diploma for Students Entering 9th Grade During School Year 2018-2019 (Class of 2022) and Subsequent School Years
4. Appellate Rights
5. Glossary

Enclosure 1: KSS High School Graduation Requirements and Policy

Section 1: Implementation Guidance

- a. Clarification of this Administrative Instruction is provided in the form of the published Policies of the Kwajalein School System. The policies are available on the KSS webpage at: <http://www.kwajaleinschools.org>

Section 2: High School Graduation Requirements

- a. The student transcript records individual student performance (e.g., courses completed, credits earned, and GPA).
- b. Students must meet the established minimum requirements to receive either the standard or honors diploma in order to graduate from the KSS high school. The honors diploma is distinguished by designation on the diploma.
- c. Graduation requirements are determined by the year in which a student enters ninth grade. (See Enclosures 2 & 3)
- d. Students who receive a high school diploma from a non-KSS school are not eligible to also receive a KSS diploma.

Section 3: Diploma Requirements

Standard Diploma

- a. A standard diploma is awarded upon completion of the following requirements:
 - (1) Minimum 2.0 GPA;
 - (2) Completion of 26.0 units of credit; and
 - (3) Completion of specific course requirements. (See Enclosure 3)

Honors Diploma

- b. An honors diploma is awarded upon completion of the following additional requirements:
 - (1) Completion of all requirements for a standard diploma and additional course requirements (See Enclosure 3);
 - (2) Minimum 3.8 GPA at the end of the second semester of the graduating year; and
 - (3) Earning a passing grade in the course and take the requisite exams in a minimum of four (4) Advanced Placement (AP) courses.

Section 4: Career Technical Education Endorsement

- a. Students are afforded the opportunity to earn a Career Technical Education (CTE) endorsement in addition to a diploma. (See Glossary, Part II: Definitions.) A CTE endorsement is an acknowledgement of a student's successful completion of the

required coursework in a specific CTE Pathway. The CTE endorsement is an indicator of career readiness and includes a variety of career areas referred to as Career Pathways.

- b. A CTE endorsement may be earned through the completion of four credits of required courses for a specific pathway.
- c. Official recognition of successful achievement of an endorsement will include:
 - (1) Specific notation on student's official transcript, and
 - (2) Acknowledgment during the commencement ceremony.
- d. An endorsement designation may be earned with either the standard or honors diploma.
- e. The principal, school counselor and faculty must publicize, promote, and encourage students to pursue an endorsement pathway as they prepare for college and/or postsecondary careers.

Section 5: Procedures for Students with Disabilities and English Language Learners (ELL)

- a. All KSS students, including students with an IEP, students with a Section 504 Accommodation Plan, and students with English as a second language services, are afforded equal access to, and participation in, the general education secondary school program.

Learners: Students on an IEP, Section 504 Plan, and ELL

Students with an Individual Education Program

- 1) Students with an Individual Education Program (See Glossary, Part II: Definitions)
 - a. All students with an IEP are afforded the opportunity to participate in general education courses and services. Students with any type of disability will be scheduled and expected to participate in the general education curriculum and classroom to the maximum extent possible. The Special Services Team may prescribe alternative or pull-out educational services and/or programs as appropriate and must take into consideration each student's unique educational needs. Students with an IEP may qualify for graduation by meeting the requirements of the standard or honors diploma. **Additionally:**
 - 1. The Special Services Team may identify, on a case-by-case basis, those students with disabilities (e.g., mild to moderate, moderate/severe, severe/profound) who necessitate a specific course requirement be satisfied through enrollment in a regular course and/or modified course which may be taught/co-taught by a regular education and/or special education teacher. Modified course must align with and follow the course content and curriculum standards of the regular course and be educationally appropriate.

2. Students with significant disabilities who have an IEP (e.g., moderate/severe and severe/profound) and receive the majority of their educational experience focusing on functional/community/life skills development may earn the standard diploma based upon an IEP graduation plan course of study prescribed by the Special Services Team (SST) rather than the general education graduation requirements for the standard or honors diploma. In this instance, the SST develops and documents an IEP graduation plan that must include:
 - a. Identification of annual goals;
 - b. Identification of specific courses to be taken throughout the student's secondary experience;
 - c. Credit and GPA requirements; and
 - d. Required progress toward mastery of specific goals. These students are not required to seek an exception of the requirements for the standard diploma.
- b. Students with an IEP are eligible for educational services through the age of 21, inclusive; terminating at 21 years and 12 months or at the conclusion of the school year in which the student is enrolled, whichever comes first. Refer to current KSS policy for annotating student grade level in the student information system.

Students with a Section 504 Accommodation Plan

- 2) Students with a Section 504 Accommodation Plan (See Glossary, Part II: Definitions)
 - a. Students with a Section 504 Accommodation Plan will receive the educational accommodations as prepared by the KSS School Section 504 Accommodation Team.
 - b. The Section 504 Accommodation Plan is designed to permit the student access to educational programs and activities to the same extent as a student without a disability, and therefore, students with a Section 504 Accommodation Plan will have accommodations that assist the student to meet the same requirements of all KSS students.

English Language Learners

- 3) English Language Learners
 - a. English language learners (ELLs) (See Glossary, Part II: Definitions) may apply up to two (2.0) English as a second language (ESL) course credits taken in grades 9-12 toward the four (4.0) English language arts credits required for graduation with prior approval of the school principal. Additional ESL course credits may be applied toward elective credits.

Section 6: Granting an Exception to Graduation Requirements

- a. In limited and compelling circumstances, the school principal may petition to the KSS Lead Administrator to grant an exception to a minimum graduation requirement (e.g., specific course, course credit, or minimum 2.0 GPA), provided that all reasonable alternatives have been considered and determined not feasible without requiring a substantially heavier-than-normal course load and/or creating an undue hardship (See Glossary, Part II: Definitions). The exceptions process is detailed in Appendix 2 of Enclosure 1. This provision does not apply to students identified with moderate/severe and severe/profound disabilities with an IEP graduation plan. (See Section 5.a.1, of this Enclosure.)

Section 7: Course Credit Earned in KSS

Minimum Criterion for Completion of Courses

- a. Units of credit shall be awarded when a student successfully completes courses of study based on the KSS adopted curriculum standards. The student must receive at least a course grade of 60 (a grade of D) or a grade of passing (P) for courses so designated in this Administrative Instruction, to be eligible to receive a course unit of credit (See Glossary, Part II: Definitions).

Grades and Course Credits

- b. Grades and Course Credits
 - 1) Grades (e.g., A, B, C, D, or F) earned in a KSS course are considered to constitute the grades that count toward earning course credit for graduation and the determination of graduation honors. Credit earned as pass/fail will not be used in determining the grade point average.
 - 2) Course grades or credit earned will not be granted for the same course(s) taken by a student enrolled in another school system or who is concurrently enrolled in a KSS approved distance learning school.
 - 3) Pass/Fail grades are allowed only as identified in this Administrative Instruction, the KSS Curriculum Course Catalog, or the KSS policy for Awarding Course Credit.

Credit Value of High School Courses

- c. Credit Value for High School Courses (See Glossary, Part II: Definitions)
 - 1) High school courses taken for a one semester or equivalent (minimum of 60.0 instructional hours) shall carry one-half (0.5) unit of credit.
 - 2) High school courses taken for a full school year or equivalent (two semesters or minimum 120.0 instructional hours) shall carry one (1.0) unit of credit.

Withdrawing and Adding Courses

d. Withdrawing and Adding Courses

- 1) If a student withdraws from a course on or before the 10th school day of the current semester (or its equivalent), no notation is made on the transcript. The following notations on the transcript will be made for withdrawals made between the 11th – 19th school day of the semester: Grade of “WP” (Withdrew Passing) or “WF” (Withdrew Failing), respective to the grade earned at the time of withdrawal. Courses may not be dropped after 20 school days into the current semester. Grades of “WP” or “WF” are not used in GPA calculation, and credit is not awarded.

Repeating a Course

e. Repeating a Course

- 1) Students may repeat courses for various reasons, to include strengthening of knowledge through content and skill mastery or to earn credit for a failed course.
 - a. All courses attempted and all grades earned will appear on the student’s transcript. Credit will be granted only once.
 - b. The GPA will be calculated using the letter grade of the most recent course taken.
 - c. A “#” sign before the course name designates the course was repeated and the grade was replaced.
 - d. When a student elects to repeat a course that he/she previously passed and then fails the course, course credit previously earned is counted. However, the grade of the most recent course taken (“F”) is calculated in the GPA.

High School Courses Taken in Junior High School (Grades 7 or 8)

f. High School Courses Taken in Junior High School (Grades 7 or 8)

- 1) Students in grades 7 or 8 may be authorized enrollment in a junior high school course that qualifies as a high school course and earn the appropriate unit of credit for successful course completion.
 - a. All high school courses taken for credit in grades 7 and 8 will appear on the student’s high school transcript.
 - b. Course credits earned by grades 7 and 8 students will fulfill KSS’s graduation requirements.
 - c. High school course credits and grades received for courses taken in grades 7 and 8 will not be used to calculate the student’s high school GPA.
- 2) Teachers must hold high school certification for the course(s) being taught in junior high school.

- 3) Students transferring to KSS from accredited non-KSS systems that allowed enrollment and the awarding of high school units of credit in subject areas different from those authorized by KSS to students in grades 7 and 8 may transfer those courses, grades, and units of credit to KSS, and may be used toward KSS graduation. Upon verification, after validation of the high school course, grade, and credit through receipt of an official transcript from the accredited non-KSS system, the approved course credit(s) and grade(s) earned are documented on the KSS transcript, but are not used to calculate the student's high school GPA.

High School Credits Required for Grade Level Placement

g. High School Credits Required for Grade-Level Placement

- 1) Grade-level placement (grades 9, 10, 11, and 12) is determined by the number of units of course credit earned at each grade level. (Reference (c))
- 2) The placement of students in grade level is determined by the following policy:
 - a. Freshman Class (Grade 9): The student must have successfully completed grade 8 and/or has been previously enrolled in grade 9 and earned less than 6.0 credits.
 - b. Sophomore Class (Grade 10): The student must have successfully completed grade 9 and earned a minimum of 6.0 credits.
 - c. Junior Class (Grade 11): The student must have successfully completed grade 10 and earned a minimum of 12.0 credits.
 - d. Senior Class (Grade 12): The student must have successfully completed at least 19.0 credits. Request for approval of exception to the minimum number of course credits for grade placement may be made by the principal if it is possible for the student to comply with all other graduation requirements by the conclusion of the senior year. A memorandum for the record must be maintained in the student's cumulative folder.

Alternate Options to Earn Credit for Students in Grades 9-12

h. Alternate Options to Earn Credit for Students in Grades 9-12

- 1) All costs associated with alternate methods of obtaining high school credit shall be borne by the student, parent, or sponsor
- 2) With prior approval of the high school principal, course credit may be granted to meet minimum graduation requirements. All approved courses must be documented on the KSS transcript and on the student's 4-6 Year Academic/Post-Secondary plan.
- 3) Course(s) from an accredited education system, including correspondence and online courses.
- 4) KSS allows dual enrollment course credit (See Glossary, Part II: Definitions).

Section 8: Calculation of High School Grade Point Average

Formula for Calculating GPA

- a. The GPA (See Glossary, Part II: Definitions) for all students is calculated on an equitable basis using the same KSS quality point value system within the student information system as the basis of calculation.
- b. All high school courses taken in grades 9-12, except where noted in this Administrative Instruction, are used in computing GPAs. (See Section 7.e., Repeat Course Procedures, of this Enclosure.) High school course credits received for courses taken in grades 7 and 8 will not be used to calculate the student's high school GPA. (See Section 7.f., of this Enclosure.)

Grade / Quality Point System

- c. The GPA is calculated as the following:

$$\frac{\text{Total Quality Points Awarded}}{\text{Total Credits Attempted}} = \text{GPA}$$

- d. KSS grade/quality point system: KSS utilizes standard un-weighted quality point values (4-point scale) and weighted + quality point values (5-point scale) for computing GPAs. Weighted grades (See Glossary, Part II: Definitions) will be indicated by a "+" sign following the course title on the transcript. These scales include:

Table 8.d. KSS Grade/Quality Point System

Grade	Numerical Range	Un-weighted Quality Points	Weighted Quality Points
A +	98 – 100 +	4.0	5.0
A	93 – 97.99	4.0	5.0
A -	90 – 92.99	3.67	4.67
B +	87 – 89.99	3.33	4.33
B	83 – 86.99	3.0	4.0
B -	80 – 82.99	2.67	3.67
C +	77 – 79.99	2.33	3.33
C	73 – 76.99	2.0	3.0
C -	70 – 72.99	1.67	2.67
D +	67 – 69.99	1.33	2.33
D	63 – 66.99	1.0	2.0
D -	60 – 62.99	0.67	1.67
F	00 – 59.99	0.00	0.00

Weighted Course Grades

- e. KSS will award a weighted grade (quality point value) for students who complete the course(s) and take the requisite exam(s) for each AP course credit.
- f. KSS honors courses will not carry a weighted grade.
- g. Incoming students with weighted grades that are not in an AP or International Baccalaureate (IB) course, (e.g., honors course, pre-AP course, etc.) will be assigned the point value of the letter grade based on KSS's un-weighted scale used in calculating the GPA.

Section 9: Enrollment in KSS Schools

All Students are Expected to be Fully Enrolled and Attend School

- a. All students are expected to be fully enrolled and attend school on a full-time, school-day basis.
 - 1) In certain and compelling circumstances, upon application in writing and with the approval of the principal, an exception to full-time, school-day attendance may be granted on the basis of family, personal, and/or financial obligations. The conditions upon which an abbreviated schedule may be approved in the student's best interests include:
 - a) Clearly demonstrated scholastic aptitude and academic/vocational readiness and admittance and enrollment to pursue an advanced educational program,
 - b) A financial need for early entry into the labor market, or
 - c) Health or other mitigating circumstances as applicable to students on a 504 Accommodations Plan.

All Students are Expected to Satisfactorily Complete Four Years

- b. All students are expected to satisfactorily complete four years of study (eight semesters) at the high school level to graduate with a KSS standard or honors diploma.
 - 1) Upon receipt of the written application and approval of the principal, students may graduate early after completing all graduation requirements. The conditions upon which early graduation may be approved in the student's best interests include:
 - a) Clearly demonstrated scholastic aptitude and academic/vocational readiness and admittance and enrollment to pursue an advanced postsecondary education program,
 - b) A financial need for early entry into the labor market, or
 - c) Health or other mitigating circumstances that are in the student's best interest.

Petition for Early Graduation

- c. A petition for early graduation must be submitted in writing to the school principal for approval and must include a plan describing how the student will meet all required coursework to receive a KSS diploma. All petitions must include written parent or sponsor approval. Students who have received approval to graduate early will be officially classified in the student information system as a 12th grader when 19.0 units of credit have been earned.

Accelerated Withdrawal for a Permanent Change of Station

- d. Accelerated Withdrawal for a Permanent Change of Station (PCS): The principal may authorize an accelerated withdrawal and earning of semester credit for a student who must withdraw from school 20 or fewer instructional days prior to the end of a semester due to a PCS.
 - 1) The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders).
 - 2) All of the conditions of an accelerated study program outlined by the student's teachers and approved by the school principal must be met prior to withdrawal in order for grades to be assigned and semester credit to be granted.
- e. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only permissible for PCS moves. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades and not be eligible to earn semester credit. All course withdrawal grades shall be entered in the student information system.

Section 10: Transferring to a KSS School

Accepting Official Courses, Grades, & Credits

- a. KSS will accept the official courses, grades, and earned credits of junior high school (grades 7-8) and high school (grades 9-12) students who transfer into a KSS school from a non-KSS system (public or private), correspondence, online, and/or homeschool program that are accredited (See Glossary, Part II: Definitions) by one of the six regional accrediting associations or one of the U.S. state education agencies.

Courses Interrupted by Transfer

- b. Courses interrupted by transfer may be continued to completion upon entering the KSS high school. The principal may exercise judgment in scheduling students into such courses, taking into account any loss of time so that the transfer does not impact negatively on the student's chances for successful course

completion. Students who continue a course to completion will be given a grade and credit based on the grade earned at the time of withdrawal from the previous class and work completed in the parallel KSS course.

- c. The principal has the final authority for acceptance of coursework, grades, and credits for students transferring to a KSS school.

Obtaining and Disseminating Student Records

d. Obtaining and Disseminating Student Records

- 1) Requests for student educational records of newly enrolled students to a KSS school are sent to all previous secondary schools attended within one week of registration.
- 2) Each school maintains a log of all requests to include the date the request was sent to the non-KSS school, manner in which the request was sent (e.g., fax, e-mail, etc.), and disposition of the request.
- 3) Educational records that are not received within 30 days of the initial request are re-requested until received.
- 4) All requests for KSS student records and transcripts are to be fulfilled within three business days of receiving the request, or within three days of a student's withdrawal. A log is maintained that indicates the action taken. An official transcript of all high school credits will also be sent to the next receiving school (or authorized organization) upon written consent from the student (aged 18 or older), parent, or sponsor.

Evaluating Student Records From Accredited School Systems

e. Evaluating Student Records from Accredited Systems

- 1) KSS accepts the courses, credits, and grades awarded by other accredited systems as indicated on official school transcripts. (See Glossary, Part II: Definitions.)
 - a) KSS will not change the course title and/or letter grade on a transcript coming from a non-KSS school.
 - b) If a school system uses numerical grades, KSS will use that school system's grading scale to convert the numerical grades to letter grades.
- 2) Transfer courses and credits from accredited non-KSS systems shall be evaluated and documented on the KSS transcript, by the school counselor within 10 days of receipt of an official transcript(s) to determine the number of credits and specific courses still required for graduation.
 - a) Specific courses required for graduation will be accepted if equivalent coursework has been satisfactorily completed in another accredited system.
- 3) The principal has final authority for acceptance and approval of coursework, grades, and credits of students transferring to a KSS school.

- 4) Coursework, grades, and credits are entered into the student information system within 10 days of the receipt of the official transcript from the non-KSS school.
- 5) The parent or sponsor or student (aged 18 or older) is notified in writing regarding the courses, credits, and GPA information transferred to the KSS high school by providing a copy of the new KSS transcript. A cover letter will inform the parent or sponsor or student (aged 18 or older) if they have any questions or concerns regarding the transcript, they must contact the school principal within 30 days of receipt.
- 6) Calculation of GPA for Students Transferring to KSS from Accredited Systems. (See Section 8, GPA Calculation, of this Enclosure.)

Evaluating Student Records From Non-Accredited Education Programs

- f. Evaluating Student Records from Non-Accredited Education Programs
 - 1) The principal has final authority and approval to validate the previous courses and credits the student has earned while enrolled in a non-accredited education program.
 - 2) Once the validation process has been completed, the parent or sponsor will be notified in writing of the courses that will be awarded KSS credit and annotated on the student's transcript.
 - 3) High school credits granted will be recorded on the KSS transcript as pass/fail.
 - 4) Students who enroll from a non-accredited education program may receive course credit with one or more of the following options:
 - a) Option 1: Course credit may be earned through successful performance in a higher level course that is sequential in nature.
 - b) Option 2: Course credit may be earned through a review of the student's portfolio for fine arts courses (e.g., theater arts, music arts, and visual arts).

Section 11: Identification of Class Rank

- a. All letter grades for high school courses taken during grades 9-12 will be averaged to determine class rankings for graduation honors.
- b. The determination of GPA for class valedictorian and salutatorian will be based on student grades attained by full-time enrollment at the end of the second semester of the graduating year. (See Section 9 of this Enclosure.)
 - 1) Students must have been enrolled full-time in a KSS school during the first semester of the graduating year to be eligible for the academic honors of valedictorian and salutatorian.
- c. Class rank will not be reported on transcripts. An official letter reporting class rank can be requested from the KSS high school counselor.

Section 12: Commencement Exercises

- a. All students in good standing shall be eligible to participate in commencement exercises if they have met the requirements for either the KSS standard or honors diploma and commencement ceremony requirements established by the principal.
- b. Any student who has not completed all requirements for the standard or honors diploma or met the goals of the IEP cannot 'walk' or participate in any portion of commencement exercises. Students who have received an approval for an exception to graduation requirements are considered in good standing and may participate.

Students with an IEP

- c. Students with an IEP who are participating in an extended course of study longer than the traditional four-year secondary experience can only participate in the commencement exercises when one of the following two conditions occur:
 - 1) The school year that the student masters the IEP goals, or
 - 2) The school year that the student no longer meets age eligibility requirements (ages out) by turning 21 years and 11 months or at the conclusion of the school year in which the student is enrolled, whichever comes first. At this time, the student is no longer entitled to educational services and is exited from KSS.

Appendix 1 to Enclosure 1: Requesting Exception To Graduation Requirements

1. Exception Provision

- a. Graduation requirements provide a consistent and rigorous high school program for all KSS students. It is important that all students complete the KSS minimum graduation requirements to receive either the standard or honors diploma. However, because students move frequently between school systems, it is not always possible for students to meet all minimum requirements within the anticipated four-year secondary experience.
- b. In limited and compelling circumstances, the principal may forward a request for a graduation exception recommending that the KSS Lead Administrator grant an exception to a specific course, course credit, or minimum GPA requirement. Before recommending an exception, the principal must consider the student's ability to satisfy the minimum graduation requirements in one of the following ways:
 - 1) Courses taken virtually
 - 2) Courses taken during the summer months
- c. The school principal must consider the availability and accessibility of one of the previously indicated two options, the advantage a proposed exception offers a student, the student's academic performance, and the compelling circumstances presented by the student and parent or sponsor prior to endorsing a request to the Lead Administrator for an exception. The principal must fully explain his/her analysis of these factors in his/her consideration of the written request for an exception to a graduation requirement. At all times, principals and the Lead Administrator must exercise this authority judiciously to ensure that the granting of an exception does not diminish the integrity of the KSS diploma and accreditation standards. Circumstances may be compelling when:
 - 1) The student has explored all reasonably available course options to support their learning without success, or
 - 2) The school has provided the student with all reasonable environment and educational supports without success, or
 - 3) There is insufficient time to continue to offer course options to the student or no course options are likely to produce a favorable result if the student is to graduate on schedule, or
 - 4) Delayed graduation is not reasonably in the child's best interest because:
 - a) the child's parent's will leave their post and create a school transition for the child that will likely result in the child's unsuccessful completion of either KSS's or the potential receiving school's graduation requirements; or
 - b) delayed graduation would unreasonably delay or interfere with the child's planned postgraduate plans; or

- c) the child will age out of eligibility for school or be placed in school with students where the age disparity is likely to create unnecessary social difficulties.
 - d. A formal written exception IS REQUIRED to be completed for students who are scheduled to graduate within the usual four-year timeframe and who, it is anticipated, cannot meet one or more of the minimum graduation requirements (e.g., course, credit, or GPA).
 - 1) Written requests shall be submitted at the time that the parent or student (aged 18 or older) wishes to petition for an exception.
 - e. A formal exception request is NOT REQUIRED for:
 - 1) All students who enter with and/or transfer courses that are equivalent to a KSS course from a non-KSS school. (See Enclosure 1, Section 10, Transferring to a KSS School.)
 - 2) Students with disabilities who are classified as moderate/severe or severe/profound and are graduating by completion of the IEP graduation plan course of study provision. (See Enclosure 1, Section 5.a.1.2, Procedures for Students with an Individual Education Program.)
2. Exception Categories
- a. The category of exceptions is limited to the following:
 - 1) Course Deficiency: Insufficient time to complete the course(s) deficiency prior to the anticipated graduation date as a result of the student's transferring during their junior year (semester two) or at any time during their senior year.
 - 2) Credit Deficiency: Insufficient time to complete the credit deficiency prior to the anticipated graduation date due to the student transferring to a KSS school during the junior (semester two) or senior year.
 - 3) GPA Deficiency: Insufficient time to meet the 2.0 GPA requirement prior to the anticipated graduation date.
3. Exception Procedures
- a. Refer to KSS policy for Exception to Graduation Requirements (Section 6 of Enclosure 1).
4. Instructions Pertaining to Students with an Individual Education Program
- a. In limited and compelling circumstances, the Special Services Team and the principal may grant an exception to a specific course, course credit, or minimum GPA requirement (without the KSS Lead Administrator approval), provided that all reasonable alternatives have been considered.
 - b. Exception requests for students with an IEP are managed through the Special Services Team process, documented by the case manager in the student information system, and coordinated with the school counselor.
 - c. The process of developing a comprehensive 4-6 Year Academic/Post-Secondary plan for students with an IEP begins by convening the Special Services Team within 15 school days of receipt of any special education documentation. The Special Services Team (including student, parent, school counselor, general educators, and administrators) must collaboratively develop and review the student's educational strengths and

areas for improvement, accommodations, and interventions needed in the educational setting and the documented impact of the student's disability on their capacity to successfully participate in the general education program. Students with disabilities must participate to the greatest extent possible in the general education program.

- d. A 4-6 Year Academic/Post-Secondary plan must be developed collaboratively between the Special Services Team and the school counselor to ensure that students participate to the greatest extent possible in the general education program.
- e. A course substitution must afford students with disabilities the opportunity to participate in comparable and commensurate academic courses that are an acceptable substitution for the required courses necessary to earn the standard diploma. Course substitutions can only be considered after the Special Services Team has provided the student with every opportunity to participate in general education courses.

Enclosure 2: KSS Graduation Requirements: Classes of 2018, 2019, 2020, 2021

Students entering 9th grade during SY 2014-2015 (Class of 2018), SY 2015-2016 (Class of 2019), SY 2016-2017 (Class of 2020), SY 2017-2018 (Class of 2021)		
MINIMUM REQUIREMENTS		
Content Area	Course Requirements	Standard Diploma
English Language Arts	● 4.0 credits (High School Level English)	4.0 credits
Social Studies	● 4.0 credits (High School Level Social Studies)	4.0 credits
Mathematics	● 2.0 credits (High School Level Math)	2.0 credits
Science	● 2.0 credits (High School Level Science)	2.0 credits
Physical Education	● 1.5 credits (High School Level P.E.)	1.5 credits
Health Education	● 0.5 credit (Health Education course offering)	0.5 credit
Computers	● 0.5 credit (Computer course offering)	0.5 credit
Required Courses	14.5 Credits	
Elective Courses	9.5 Credits	
Minimum Total Credits	24.0 Credits	

Enclosure 3: KSS Graduation Requirements: Class of 2022 and Subsequent School years

Students entering 9th grade during SY 2018-2019 (Class of 2022) and subsequent school years			
MINIMUM REQUIREMENTS			
Content Area*	Course Requirements	Standard Diploma	Honors Diploma
* AP and/or IB courses may be used to meet KSS requirements.			
English Language Arts	<ul style="list-style-type: none"> ● 1.0 credit (ELA 9) ● 1.0 credit (ELA 10) ● 1.0 credit (ELA 11) ● 1.0 credit (ELA 12) 	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> ● 1.0 credit (World History 9 or 10) ● 1.0 credit (U. S. History) ● 0.5 credit (U. S. Government) ● 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics Note: Three credits must earned in grades 9-12.	<ul style="list-style-type: none"> ● 1.0 credit (Algebra I) ● 1.0 credit (Geometry) ● 1.0 credit (Algebra II) or equivalent course) ● 1.0 credit (Elective Math course) 	4.0 credits	4.0 credits Note: Honors diploma requires completion of one additional math course beyond Algebra II or identified equivalent.
Science	<ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science elective) 	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> ● 2 .0 credits (WL course) Note: Credits must be in the same WL course.	2.0 credits	2.0 credits
Career Technical Education	<ul style="list-style-type: none"> ● 1.5 credits ● 0.5 credit (Computer technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) or equivalent course ● 0.5 credit (Personal Fitness) or equivalent course ● 0.5 credit (Activity & Nutrition) or equivalent course 	1.5 credits	1.5 credits

	Note: Two years of JROTC taken in high school fulfills the 0.5 credit requirement for Lifetime Sports		
Fine Arts	<ul style="list-style-type: none"> 1.0 credit (Course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> 0.5 credit (Health education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> 0.5 credit in Economics 	Not Required	0.5 credit
Summary		Standard Diploma	Honors Diploma
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
Advanced Placement and/or IB Courses and requisite exams		Not Required	4 courses
Minimum GPA		2.0 GPA	3.8 GPA

Enclosure 4: Appellate Rights

1. Provision

- a. A parent, sponsor, or student (aged 18 or older) may appeal a decision made regarding this Administrative Instruction to the next higher level official (e.g., KSS Lead Administrator) of the individual who made the decision. Refer to the KSS policy for Appellate Rights.
- b. The appeal must be submitted in writing, include relevant details, and a statement why the appeal is requested. Supplemental documentation that supports the basis of the appeal may also be submitted.
- c. Appeals must be submitted no later than 10 days after the written notice that was provided by the local school official (e.g., School Principal, KSS Lead Administrator).
- d. The next higher level reviewing official (e.g., KSS Lead Administrator,) shall review the appeal and provide a written response back to the parent, sponsor, or student (if aged 18 or older) within 10 business days.
 - 1) If the appeal is granted, the reviewing official will notify the KSS school (attended by the student) of the final decision and the next appropriate steps to be taken by the school.
 - 2) All documentation is maintained in the student's KSS cumulative school file.

Glossary

Part I. Acronyms

Acronym	Meaning
AP [©]	Advanced Placement
ACR	Academic Counseling Review
ELA	English Language Arts
ELL	English Language Learner
ESL	English as a Second Language (Program)
GPA	Grade Point Average
IB	International Baccalaureate
IEP	Individual Educational Program
PCS	Permanent Change of Station
WL	World Language

Part II. Definitions

academic counseling review

An academic counseling review (ACR) includes, but is not limited to, review of the student's transcript, grades, graduation status, scheduled coursework, and 4-6 Year Academic/Post-Secondary plan. The ACR is conducted by the school counselor with the student to ascertain the student's progress toward meeting KSS's minimum graduation requirements, the actions the student may take to achieve graduation requirements, and postsecondary/career goals.

accredited institution (system)

An institution (system) that is accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation.

advanced level courses

High school courses based upon high level achievement in a sequence of study verified by examining boards. Advanced level courses are designated as such and include AP® and IB courses. There are no corresponding honors courses which are considered to be verified advanced level courses for the purpose of weighted grades and calculation of GPA.

annual senior graduation report

A report identifying the number of students who graduated with the KSS standard or honors diploma, number of students approved with exceptions to minimum graduation requirements (e.g., course, credit, GPA deficiencies), number of students graduating under the senior transfer provision options from a sending school or reciprocity with adjusted KSS requirements, and the number of students not graduating and their graduation plan.

career technical education endorsement

An official acknowledgement of a student's successful completion of the required coursework in a specific Career Technical Education Pathway. It is an indicator of career readiness and requires a student's demonstrated mastery of specific rigorous coursework.

cumulative grade point average

Cumulative grade point average (GPA) for earned course credits is based on a 4-point scale and represents the average of all earned course credits.

dual enrollment

Dual enrollment is defined as any opportunity for secondary students to attain college credit by an accredited college or university through instructional deliveries used in colleges and universities across U.S. systems.

elective course

An elective course is a credited course, chosen by the student, to meet academic and/or postsecondary goals.

English language learner

Students who are designated as an English as a second language learner and receive services to support their understanding of the English language while maintaining respect for and pride in their cultural and linguistic heritage.

four- to six-year academic/postsecondary plan

A blueprint for a high school academic and postsecondary planning for students attending grades 7-12. The plan guides the decision-making for selecting appropriate classes to fulfill high school graduation requirements to earn a diploma and pursue identified postsecondary and career goals. The plan is developed during junior high school (grade 7) or when a student enters a KSS high school and updated regularly. It is developed collaboratively by the school counselor, student, and parent/sponsor and updated annually to organize and reflect the student's educational coursework, program of studies, and postsecondary aspirations.

grade point average

Grade point average (GPA) is determined by totaling all the quality points earned and dividing the sum by the total number of credits attempted.

graduation rate

The graduation rate is the number of 12th grade students enrolled in April who graduate the same school year.

high school course

A course bearing the standardized course description in accordance with the KSS Master Course List that identifies high school level content and awards high school credit.

honors courses

Include the same content as corresponding non-honors high school level courses. Honors courses require greater use of abstract and higher-level thinking skills and require research and the completion of projects of a more rigorous and challenging nature. Honors courses do not receive a weighted course grade.

individual education program

Special education Individual Education Program (IEP) is specially-designed instruction, support, and services provided to students with an identified disability requiring an individually-designed instructional program to meet their unique learning needs. The purpose of an IEP is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act.

IEP graduation plan course of study

A unique IEP graduation plan for students with moderate/severe or severe/profound disabilities who receive the majority of their educational experience focusing on functional/community/life skills development rather than completion of the requisite coursework to earn the standard diploma.

laboratory course

A science course that includes a minimum of 40 of the 120 course hours and focuses on educational activities of an inquisitive nature that requires students to design and conduct scientific inquiry.

official transcript

KSS considers an official transcript (received at the local KSS school from the releasing school system) as one that is presented in a sealed envelope, with a stamp from the releasing school, certifying that this is an official student transcript.

quality point system

The system used by KSS to award course credit based upon the quality point system commonly accepted in U.S. education systems. The standard un-weighted quality point values are based on a 4-point scale, and the weighted quality point values are based on a 5-point scale for computing GPAs.

required course

A high school level course in a designated subject area that must be taken to fulfill the minimum requirements to earn a KSS diploma.

secondary student

A student enrolled in grades 7, 8, 9, 10, 11, and 12.

Section 504 Accommodation Plan

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against individuals with disabilities. The law requires school districts with students with disabilities to provide accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. A student is considered disabled and may be eligible to be considered for an accommodation if he/she has a physical or mental impairment and the impairment substantially limits one or more major life activities.

substantially heavier-than-normal course load

A full schedule with normal course load that ranges between seven (7.0) to eight (8.0) units of credit per year; a student may enroll in an additional 2.0 credits to meet graduation requirements. Credits beyond the additional 2.0 would be considered a substantially heavier-than-normal course load.

unit of credit

Units of high school course credit are awarded based upon completion of 120 instructional hours (1.0 unit or credit) or 60 instructional hours (0.5 unit or credit). KSS does not issue one-fourth course credit (0.25 credit).

virtual courses

Refers to courses offered by any KSS-approved distance learning school.

weighted grade point average

Weighted grade point average is calculated using a quality point value based on a 5-point scale.