WELCOME TO GEORGE SEITZ
ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK
2019-2020
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Dear Parents and Students,

Welcome to the 2019-2020 school year at George Seitz Elementary. I am so excited to be able to start the year with you and dive into this education adventure together! There is much to look forward to and many ways that we can work together to achieve the common goal of educating our students to be productive and successful contributing members of this diverse world. My expectation is that George Seitz Elementary sets high standards and provides a foundation for students to discover the power of learning and their own endless potential to make the world a better place.

In my 20 years of experience as a teacher and my 4 years as an administrator, I have not stopped learning. There is always more for me to learn; new challenges to tackle; and celebrations to experience. This is true for all of us and our school is a safe place to take steps in learning how to be our best selves.

I am looking forward to our partnership on this journey of learning. This handbook will provide you with information about the school and about processes that are in place with the students’ best interests and our mission as the driving factors. It is important for parents and students to become familiar with the content of this handbook. When other questions arise, please don’t hesitate to call the office, email the teachers, stop in, or make an appointment. We are here to serve your children and my door is open.

I care about you, George Seitz Dolphins, and look forward to a great year with each of you!

Respectfully,

Susan K. Davis
Lead Administrator KSS
Elementary Principal George Seitz Elementary
History of Our School

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

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

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

Kwajalein School System’s Vision, Mission, and Philosophy Statements

Vision
“Kwajalein Schools develop productive, successful, and responsible students committed to academic excellence and lifelong learning.”

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

**Philosophy**

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

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

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

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

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

**Colors and School Mascot**

**School Colors**
Royal Blue and White

**Mascot**
Dolphin
# George Seitz Elementary School (GSES)

## Faculty and Staff

### 2018-2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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# Chain of Command

**QUESTIONS, CONCERNS AND SUGGESTIONS**

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

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

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

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

**Daily Schedule**

**Grades K-6**

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

8:30 am  
Classes begin.

**Lunch**

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

11:30 am – 12:30 pm  
2nd-6th grade students and staff living on Kwajalein go home for lunch. Rikatak students and monitors eat in the lunchroom in building 368.

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

3:25 pm  
K – 1st grade dismissal

3:30 pm  
2nd - 6th grade dismissal

**Arrival and Dismissal**

Students should arrive no sooner than 8:20 am each morning, as there is no playground supervision until that time. The morning bell rings at 8:30 am for students to line up and go inside with their teachers.

Students should arrive no sooner than 12:20 pm after lunch, as there is no playground supervision until that time. The afternoon bell rings at 12:30 pm.

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

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

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

**Early Release**

Wednesdays are early release for students at both the elementary school and at the junior-senior high school. Kindergarten through first grade students are dismissed at 2:10 pm on Wednesdays and grades two through 6 are dismissed at 2:15 pm. Teachers engage in
professional development during the last hour of the school day. The goal of early release is to set aside time for teachers to work on continuous improvement goals and professional development to ensure the success of all students in the Kwajalein School System.

**Communications**
The staff at George Seitz Elementary School welcome parents to discuss ideas or concerns. Teachers are available to discuss classroom, playground, or curricula concerns. The principal and the counselor are also available to discuss ideas or concerns. It is our goal to work with parents/guardians to do what is best for students. A positive partnership is important for all students. Please refer to the Chain of Command section on page 8 if you are not satisfied with responses.

*Drop-ins* are welcome in the office, but it is usually best to call or email to make *appointments* to be sure the people you wish to talk with will be available. To observe a class, we ask that you call ahead 24 hours to make arrangements. For *safety* reasons, all non-staff must sign in and get a badge at the office before a visit. The school needs to know who is in the building at all times. Thanks for helping us with this.

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

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

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

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

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

*Newsletters* are sent out by most classroom teachers on a weekly basis. These emails give parents information about what is being taught in the classroom as well as news of upcoming events. Teachers will share their plan for communication at Back to School Night on September 6th.
The office also puts out a newsletter once a month with upcoming events and general school information.

**School Office**

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

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

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

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

**Lost and Found**

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

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

**Parent–Teacher Conferences**

Parent-teacher conferences are scheduled in early November and March. First quarter report cards will be available for parents at the November conferences. Mid-Term third quarter progress reports will be available for parents at the March conferences.

Parent-Teacher conferences are scheduled using Sign-Up Genius. A link will be sent out a week prior to conferences for you to select times that work for you. You may contact the office if you are having difficulty signing up.
Parental attendance at conferences is very important. It gives the school staff an opportunity to discuss a child's progress and to find out about parent concerns. Students may be involved in the conference if the parent and/or teacher so desires.

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

Child Abuse and Neglect

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

School Procedures

Enrollment

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

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

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

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

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

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

Withdrawal

If a student is withdrawing from school, the office and homeroom teacher should be informed well in advance to prepare records and collect materials.
Official student records will be forwarded to other school agencies upon written request by the receiving school and a signed parental consent form. A signed parental consent form is necessary for the forwarding of general and special education records.

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

**Attendance**

Kwajalein Schools believe that students must be in class in order to fully maximize their educational opportunities. The Kwajalein Schools encourage regular and consistent attendance and punctuality at school by all students. It is the parent’s responsibility to work with the school to assure consistent attendance and punctuality. Consistent attendance in school correlates to higher academic and social emotional learning in children. It is best not to send a child to school when he/she is ill and contagious but, please consult the school calendar to avoid removing students from school for vacations.

**Expectation:** Students are expected to be on time for school and in class every day. The KSS attendance policy can be read in its entirety found in the 3000 series .01 of the 2019-2020 KSS Policy document. Highlights of the policy are:

**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 are 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.

**Unexcused Absences** not listed 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.
**Late Arrivals and Early Departures** All resident children are required to register but not required to attend school if parents/guardians are terminating and departing within two weeks after the semester begins, or the child has actually entered a stateside school. However, they 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. They must, however, register on arrival and may attend if the parents or guardians so desire. [The only exception to this is Home School covered in Policy Series 4000.]

Departures earlier than twenty days before the end of a semester may result in no grades and/or no promotion to the next grade.

**Acknowledgement** 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.

**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. George Seitz Elementary School will put an attendance plan into place when a student misses more than 10 days within the school year, excused or unexcused. KSS may notify Command for further corrective action when a student misses fifteen or more school days in a school year, excused or unexcused.

All prearranged/planned absences in excess of ten (10) days during a school year shall be considered unexcused.

Up to five school days will be considered exempt for bereavement related absences.

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. Be aware that excessive absences may impact a student by lowering grades and/or no promotion to the next grade.

**Extended Absences** In an effort to develop a set of guidelines to assist students, parents and teachers when an extended absence from school is planned, George Seitz Elementary has developed the following procedures. These procedures are designed to assist the student in staying current with class work.
• **Definition of Extended Absence:** An extended absence is defined as any absence from school that is planned in advance and the student will miss more than one full day of school.

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

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

• **Responsibility of Students:** The student will collect work from the teacher and complete the assigned work during the extended absence. The student will read the assigned reading material. It is the student’s responsibility to ask for help from the parent when they experience difficulty with the work. The student may be expected to complete substitute work in lieu of activities that cannot be completed outside the classroom. In some cases, the student may need to redo work done incorrectly. Upon return to school, the student and/or the parent will make arrangements to schedule testing missed during the absence.

• **Responsibility of Teachers:** The teacher will prepare work planned for the time of the absence. The teacher will be available via e-mail to correspond with the parent during the extended absence. The teacher will be available before school and/or after school upon the student’s return to school to administer tests. The teacher will score the completed work and return the work to the student for any necessary corrections.

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

Emergency drills will be conducted for the school by fire and other USAKA-directed personnel. School personnel cooperate in all such activities and place appropriate high value on them. A copy of the emergency information is located in each classroom and in the office. Each teacher must post a map with the fire exit route clearly marked. The school or individual classrooms/sections may be closed under emergency conditions because of hazards to students or staff, power failures, or other conditions that cause physical discomfort for students and staff. In such extreme situations, approval for the closure will come from the principal, the Community Activities Director, or the Commander. It is vital to keep your child’s enrollment card updated with emergency contact/release information.

Inclement Weather

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

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

If a lightning warning occurs at lunch release time or at school dismissal time, students will be held in their classrooms for 15 minutes and then taken to the school gym to wait until they are picked up or until the lightning warning ends, whichever comes first.

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

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

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

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

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

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

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

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

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

The school reserves the right to require that a child be medically examined if it is suspected the following conditions exist:
- impetigo, head lice, scabies, ringworm, chicken pox, conjunctivitis (pink eye), or other contagious diseases. The school will defer to hospital medical staff in determining when readmission to school is appropriate.

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

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

Children may return to school only if they are well enough to participate in the regular school routine and the following conditions have been met (the hospital may be contacted when there are questions regarding returning to school):
- Fever, nausea, vomiting, or diarrhea has been absent for 24 hours
• Skin infections are covered by a dressing or are no longer moist or weeping
• Scabies is under treatment
• After lice treatment – confirmed absence of nits and lice by a designated representative from the hospital
• Pinworm treatment has occurred 24 hours before readmission
• Conjunctivitis has diminished to the point that the eyes are no longer discharging
• Chicken pox lesions are crusted, usually five to six days after the onset
• The child is cleared for return to school by note from hospital/clinic after possible infectious disease

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

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

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

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

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

Beginning in the 2019-2020 school year, if a parent/guardian wants to share what teaching style their child would thrive under, they may complete a class placement information form that may be picked up in the office. This is appropriate only if there is more than one teacher per grade level. This form must be turned into the principal by the end of May of that school year.
**School Dress**
Students should not wear clothing that might be offensive to others, either because of its length or its message. Examples might be: clothing advertising alcohol, tobacco, or rude/suggestive slogans. Short shirts, shorts, or skirts are also inappropriate. Shorts should not be shorter than a student’s longest finger held to the side of their leg. Students may not wear caps or hats in the buildings. It is, however, up to the teacher’s discretion to allow hats in the classroom. Because of the danger of coral cuts, appropriate footwear must 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.

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

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**Curriculum and Instruction**

**Standards**
The Kwajalein School System uses, as a guide, the DoDEA Curriculum Standards found at this link: [https://www.dodea.edu/Curriculum/index.cfm. 2019-2020](https://www.dodea.edu/Curriculum/index.cfm. 2019-2020) is the second school year to implement these standards and the school will be working toward a 90% compliance rate. In brief, the curriculum includes the content areas listed in the next section.

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**Curriculum, Programs and Resources**

**Curriculum for Grades K-6**

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

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

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

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

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

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

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

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

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

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

**An English Language Learner Teacher** is also sharing time between the Elementary campus and the Jr.-Sr. High School campus to support students requiring English language acquisition support. The ELL program is guided by the DoDEA ELL Procedural Guide for direction in meeting student needs, and will be reviewed by a new ESL teacher this year for maximum student benefit.

**RtI Support Team** meets as a team with teachers to listen and provide support with new strategies to help ensure success for all students.

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

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

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

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

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

Classroom Practices

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

Grades 2-6 and K-6 specials will record progress with the following marks

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<thead>
<tr>
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<th>Mark</th>
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<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89</td>
<td>B S+</td>
</tr>
<tr>
<td>70-79</td>
<td>C S</td>
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<tr>
<td>60-69</td>
<td>D S-</td>
</tr>
<tr>
<td>0-59</td>
<td>F N</td>
</tr>
</tbody>
</table>

+ Indicates upper range of a letter grade
- Indicates lower range of a letter grade

Kindergarten and First Grade Marks

E
S
N

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

Classroom Management
Each teacher has a system for classroom management to promote a positive learning environment. Teachers share their classroom management system and expectations with students on the first day of school. This information is also shared with parents on Back to School Night, Sept. 6th.

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

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

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

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

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

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

School-Wide Behavior Expectation Plan

Positive Behavior Supports

PEARLS: Kindergarten – Sixth Grades

In support of the George Seitz Elementary School Vision Statement, a positive reinforcement system has been developed for all students in kindergarten through sixth grade to recognize positive behaviors that are above and beyond common courtesy. Teachers and staff may
present students with a PEARL (white paper circle listing students name, grade, and the letter earned) upon observing the following positive behavioral actions:

- Productive
- Excelling
- Academic
- Responsible
- Lifelong Learning
- Successful

PEARLS are sent home with the student identifying their positive behavior to share with their family. Students who have earned a PEARL during the month are invited to have lunch with the principal to celebrate. Parents are notified which day their child needs to bring a lunch to join the celebration lunch in the Coconut Room.

**Code of Conduct**

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

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

**Primary and Intermediate Rules:** George Seitz Elementary School believes in promoting a safe and positive environment where teachers can teach and students can learn. The four primary rules are the following:
• I will RESPECT myself, others, and school property
• I will be HONEST
• I will play and work COOPERATIVELY
• I will take RESPONSIBILITY for my choices in learning and behavior

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

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

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

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

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

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

**Due Process**
Students are entitled to fair treatment when disciplinary actions are necessary. The due process available to students includes:
- Oral or written notice of the allegation(s) against the student
- An explanation of the evidence behind the allegation(s)
The opportunity for the student to respond to the allegation(s)

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

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

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

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

**Playground Expectations**
Playground supervision before school is from 8:20 a.m. until 8:30 a.m. At lunch time the supervision is from 12:20 p.m. to 12:30 p.m. There is no supervision after school except for a brief time to see that students leave the grounds safely.
- Students are expected to exercise caution and good judgment when on the playground. This means that pushing, shoving, or playing rough is not appropriate.
- Remember to always be courteous and careful on the playground.
- If you see someone sitting on the Buddy Bench, invite them to play.
- If you are sitting on the Buddy Bench and someone invites you to play, say, “Yes!”
- Do not hang out, rest, eat, or chat on the Buddy Bench.
- Be sure when you throw balls that you have a clear area to do so. Throwing balls in the equipment area could cause an accident and should be avoided. The playing field on the basketball court side of the playground is a good area for ball sports.
- You may play on all sidewalks during recess except in front of rooms 1-5 and the covered area outside the library, computer, and art room. It is dangerous to run on the sidewalks at any time.
- Balls may be bounced on the sidewalks if it does not interfere with people walking or jumping rope.
- Use the jump ropes for jumping rope only.
- Don’t leave the playground without permission.
- When it rains, you may get wet. Take shelter. If you don’t, you’ll likely be cold when you go back to class. We may go inside if it is raining or the playground is flooded. Follow the directions of the duty teacher.
- Wait your turn in line for the slide. Sit down and slide feet first. Move away from the bottom of the slide as soon as your feet touch the ground.
- Stay back when others are swinging. When you swing, keep your hands on the swing chains. Swing forward and back only.
- Rocks and sand must stay on the ground.
- Put playground equipment away where it belongs after the whistle blows.

Organizations and Extra Curricular Activities

**School Advisory Committee (SAC)**
The School Advisory Committee is comprised of representatives from Command and from the various contractors on Kwajalein and includes the Lead Administrator, a teacher representative, a student representative, and a PTO representative. SAC meets twice a month on the second and third Wednesdays at 7:00pm. The first meeting is a closed meeting to go over the agenda and the second meeting is a public meeting open to all interested community members. The school reports on what is happening at both campuses

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

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

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

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

At GSES, we will have enough Chrome Books for every classroom. The Chrome Books will remain at school, be associated with a management license, and use Google Classroom APPs. But, we will be disabling the email capability. At the elementary level, we are not ready at this time yet, to introduce students to email and chatting. We will be focusing on appropriate use and digital citizenship. The Chrome Books will remain at school and will not be taken home.

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

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

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

Although we are now on a government network, and we have a good firewall, It is possible that your child may find material on the Internet that you would consider objectionable. Although
staff will supervise a student’s use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of information on the Internet that are not in accord with your family’s character beliefs. We would like to encourage you to use this as an opportunity to have a discussion with your child about how character matters and your expectations of how these beliefs guide your child’s activities while they are on the Internet at home and at school.

Elementary students will not be issued email accounts. They will, however, have Google accounts to access Google Classroom. Chrome Books will remain at school and not be taken home. Students will be learning about digital citizenship and how to use technology safely and appropriately as well as enhancing content learning. The Technology user agreement must be signed by both students and parents prior to being issued a Chrome Book.
Appendix A:
GEORGE SEITZ ELEMENTARY Lightning Warning Permission to Release

☐ As the parent or legal guardian of the following 3rd, 4th, 5th, or 6th graders, I hereby give permission for the school to release my children to go home at lunch time or at the end of the school day when there is a lightning warning in effect.

____________________________________________  Grade: _________
Print Student Name

____________________________________________  Grade: _________
Print Student Name

____________________________________________  Grade: _________
Print Student Name

☐ As the parent or legal guardian of the following K, 1st, or 2nd graders, I hereby give permission for my older children named above to accompany their younger sibling(s) home when there is a lightning warning in effect.

____________________________________________  Grade: _________
Print Student Name

____________________________________________  Grade: _________
Print Student Name

____________________________________________  Grade: _________
Print Student Name

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

____________________________________________
Print Parent Name

____________________________________________  Date
Parent Signature
Appendix B:
GEORGE SEITZ ELEMENTARY TECHNOLOGY USE AGREEMENT

Computer usage at George Seitz Elementary School:

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

DISCIPLINE

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

- A student may lose computer privileges/network access. The duration of loss will depend on the student’s age and severity of the violation as determined by the system administrator.
- A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitute flagrant or persistent
violations of this policy or could be considered illegal. Students age ten or older committing illegal acts may be referred to the local law enforcement agency.

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

**TERMINATION OF ACCOUNT**

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

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

**Electronic Information Sources**

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

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

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<tr>
<th>Print Student Name</th>
<th>Grade</th>
<th>Print Parent Name</th>
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