

Kwajalein Junior-Senior High School
Parent-Student Handbook
2021-2022





Message from the KSS Superintendent

Dear Parents and Students:

Welcome to Kwajalein Junior and Senior High School, a part of the Kwajalein School System. My name is Paul Uhren, the Kwajalein School System Superintendent. I also serve as the George Seitz Elementary Principal.

Having now served one full year in my current role on Kwajalein, I feel at home. This will be my 32nd year in the education world, with the last 21 years leading both elementary and middle schools, as well as a District Superintendent.

If you have a question, please give my office a call. I will always take time, when possible, to answer your questions. Please understand that I have two roles. If I am busy when you call, I will always make sure to reach out to your family as quickly as possible. Go Spartans!

Sincerely,

Paul Uhren
Kwajalein School System
Superintendent
(805) 355-3601



Kwajalein Junior-Senior High School
Spartans

Dear Spartans and Parents,

Welcome to Kwajalein Jr.-Sr. High School!

We hope this is an incredibly positive and engaging place to learn and we strive to maintain trusting relationships and high expectations with those we serve. At Kwajalein Schools, we believe that everyone has a story to tell and we are so excited to be a part of the journey for you.

This handbook contains information that will help provide guidance on the programs, practices, and procedures at our school. We utilize this handbook to help provide the best possible learning opportunities for students while seeking to create a safe environment for students in every way.

We hope everyone will take time to become familiar with our programs and expectations. We also want to make sure to express our availability if questions arise that aren't so easily answered by the handbook. Please contact the school if there are concerns, questions or suggestions for improving the school program.

Our entire staff is looking forward to working with you to make this a positive, engaging, and successful school year for all our students and families. We are thankful to be a part of each student's story.

It's a great day to be a Spartan!

A handwritten signature in black ink that reads "Matthew L. Gerber".

Matthew L. Gerber
Kwajalein Jr.-Sr. High School Principal

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**Kwajalein Junior-Senior High School
2021-2022 Faculty**

Name	Position	Contact
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	Registrar	
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Barbara Bicanich	French	bicanicb@kwajalein-school.com
Christy Johnson	Speech	johnsonc@kwajalein-school.com
Cindy Engen	Library/Yearbook/Computers	engenc@kwajalein-school.com
Kristin Miller (LTS)	Science	millerkr@kwajalein-school.com
Donald Engen	Math	engend@kwajalein-school.com
Douglas Hepler	Social Studies/Industrial Arts	heplerd@kwajalein-school.com
Gregory Vessar	English	vessarg@kwajalein-school.com
Heather Miller	Science	millerh@kwajalein-school.com
Jane Christy	Art	christyj@kwajalein-school.com
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	English	
K. Crockett Neighbors	Special Education	neighborsk@kwajalein-school.com
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	Computers	
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Mindi Gerber	Social Studies	gerbermi@kwajalein-school.com
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Victoria Rios	Math	riosv@kwajalein-school.com
Jared Neighbors	Jr H - Physical Education	neighborsj@kwajalein-school.com

2021-2022 Advisors and Mentors

	Advisors	Mentors
7th Grade	1. Ms. Hiller 2. Mrs. Fernandez 3. Mrs. Rios	1. Mrs. Engen 2. Mr. Hepler 3. Mrs. H Miller
8th Grade	1. Dr. Hepler 2. Mr. Miller 3. Mr. Rios	1. Mrs. Fernandez 2. Mrs. Rios 3. Mr. Rios
9th Grade	1. Mrs. K Miller 2. Mrs. Harper 3. Mr. Gerber	1. Mrs. K Miller 2. Mr. Engen 3. Mr. Gerber
10th Grade	1. Mrs. Engen 2. Mr. Engen	1. Ms. Hiller 2. Ms. Scott
11th Grade	1. Mr. Vessar 2. Mrs. H Miller	1. Ms. Masciarelli 2. Mr. Vessar
12th Grade	1. Ms. Bicanich 2. Mrs. Gerber	1. Ms. Bicanich 3. Mrs. Gerber
SGA	1. Ms. Masciarelli	
NHS/NJHS	1. Mrs. Gerber	
Spartan Espresso	1. Ms. Scott 2. Ms. Behrends	

Vision, Mission, Philosophy, and Goals

Vision

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

Mission

Kwajalein School System (KSS) consists 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 wholesome 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.

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

School Culture

Take Care of

- Yourself
- Each Other
- Our Place

Goal(s)

School Improvement Team Goal(s) - **KSS SIT Goal:** Kwajalein School System will improve student achievement by implementing instructional strategies that ensure active learning environments

Students at Kwajalein Junior-Senior High School (KJSHS) are:

Self-Directed, Lifelong Learners

- Use effective study skills and research methods.
- Set priorities and achievable goals.
- Monitor and evaluate their progress in meeting learning goals.
- Gain new knowledge of the world, present, and past.
- Retain a healthy curiosity throughout life.
- Are comfortable with current and future technology.
- Recognize when they need help throughout life and have confidence to ask for guidance.

Critical and Creative Thinkers

- Can identify, access, and use available resources and information effectively.
- Can isolate problems and propose workable solutions.
- Can anticipate potential consequences of alternative strategies.
- Strive to use originality and vision.
- Can determine when criticism is constructive and respond appropriately.
- Distinguish fact from opinion.

Effective Communicators

- Can express themselves fluently in speech and writing.
- Listen carefully when others speak.
- Understand the powerful influence of media and use it wisely.
- Use good communication skills in one-on-one, small and large group situations at work, in the community, and within the family.
- Utilize technology to meet their communication goals.
- Strive to be responsible contributors to society.
- Understand and respect differences in cultures, beliefs, and knowledge.
- Strive to fulfill community, national, and international responsibilities.
- Exercise good stewardship of nonrenewable natural resources.

Collaborative, Productive Workers

- Attend class regularly and arrive on time.
- Are prepared to perform.
- Put forth their best effort to create high quality work.
- Understand and use effective leadership and team member skills to enhance collaborative efforts in the workplace, classroom, community, and the world.
- Recognize diversity of abilities, talents, and needs in the classroom and seek to maximize areas of their own and others' strengths.
- Are resourceful, adaptable, creative, responsive, and responsible.
- Seek cohesiveness and equity.

Ethical Persons

- Know right from wrong and consistently strive to do the right thing.
- Are honest with others and themselves.
- Treat others with respect.

Student Life

Questions, Concerns and Suggestions

It is our desire to maintain a rich, vibrant school culture that enhances your educational experience here at KJSHS. If a student or parent has a suggestion that would improve the school, please let us know! We value your opinions and ideas. Verbal or written suggestions may be presented directly to the principal.

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 concern.

Chain of Command for Direct Problem Solving

- 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: Teacher, parent, and principal discuss the problem and work to resolve it.
- Step four: Parent will take request to the Head of School.

Conferences with Teachers

Students and parents are strongly encouraged, when a concern arises, to call and make an appointment with the teacher to resolve problems using the process stated above.

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.

Student Information

School Office Hours

Except for holiday and summer breaks, the KJSHS office is open from 7:30 a.m. to 4:30 p.m. Tuesday through Saturday.

Accidents/ Medical/Health Procedures

The school office is equipped to handle basic first aid situations. There is no on-site nurse or sick room. The office or the classroom teacher will not dispense medication. Prescription and non-prescription medication should not be sent to school. If there is to be an exception to this guideline, parents must contact the principal.

If an injury is beyond the realm of basic first aid the school will do its best to contact parents when a student is injured or ill. If the school is unable to contact the parents, then they will work to contact the emergency contact. If an accident/injury appears to require immediate medical attention, students will be taken to the hospital as contact is being made with the parent/guardian or emergency contact. The school reserves the right to require that a child be medically examined if the following conditions are suspected: impetigo, head lice, scabies, ringworm, chicken pox, conjunctivitis (pink eye) or other contagious diseases.

Safety Procedures

Visitors

At KJSHS we ask for all visitors to check in at the main office and wear a visitor's badge. Student visitors are not allowed on campus. Parents/Guardians are always welcome and are encouraged to make an appointment to see a teacher, the school counselor, the administrator, or visit classes with prior approval.

Evacuation Plan

Students at KJSHS will evacuate all buildings and report to upstairs classrooms of building 361. Students will be released by parent permission only.

Fire

1. Sound or pull the nearest alarm.
2. Call 911
3. Evacuate all personnel to a safe, designated area the class.
4. Once all students have been evacuated to the designated location, teachers will take attendance and report any missing students to the principal.
5. In case of inclement weather, students will be directed across the street to the CRC.

Lightning Warning

In the event of a lightning warning, students are strongly advised to stay at the current location until the lightning warning has passed. 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 use their discretion to hold their children at home until the lightning warning has lifted. Students will not be allowed to leave campus during the school day or travel between campuses without parent permission.

If a lightning warning occurs at lunch release time or at school dismissal time, teachers will escort students to the library. **If the student has a Lightning Warning Self-Release form on file, they will be released to go home.** If there is no permission on file, the student will remain in the library with staff until the warning is lifted, or until a parent contacts the school to give permission for release. See Appendix A.

High Winds

1. A high wind watch, or high wind warning can create substantial damage or threaten human life. When a high wind watch is announced over the weather warning receiver, tune in to local radio station for updated weather information. All outdoor activities will be immediately suspended.
2. A high wind warning means that the weather service has detected approaching winds. The siren will be activated and may be repeated if necessary.
3. If high winds or dangerous high winds occur, the school will not dismiss any students until the threat has passed and it is determined that it is safe for students to travel.
4. Parents will be notified as to the situation (if possible) as directed by the Crisis Action Team.
5. High Winds Evacuation Locations:
 - a. Elementary School
 - b. High School
 - c. Persons caught outdoors-move to culvert or ditch.

Fire Drills

Fire drills are arranged by the local fire department. When the alarm sounds, leave the room as quickly as possible via the exits designated and follow staff direction.

Bicycle Parking

Bicycles should be parked in designated areas in the bicycle racks. Bikes not parked in racks are subject to relocation.

Equal Opportunity Policy

KJSHS values, honors and promotes a healthy, diversified culture. We have a zero-tolerance policy for any discrimination based on race, color, religion, national origin, sex, marital status or disability in its educational program or activities as required by law.

Food or Drink at School

Students may bring food and drinks to school with teacher permission in classrooms. Healthy snacks are encouraged. It is the expectation that food and drinks will not be stored in lockers. Food that comes with you, goes home with you each day to prevent pest issues. Each teacher will determine his or her own classroom policy for gum.

Media Center

Students may check out books for two weeks and renew them if there is no standing request. Students are encouraged to use the media center for study, research, and general reading. The library is generally open from 7:45 to 3:45.

Lockers

Lockers remain the property of the Kwajalein School System and are made available to students for storage of books, musical instruments, and other school materials. If students want to place locks on their lockers, they may provide their own. In the event of a required locker search, all locks will be removed.

Students must keep the lockers assigned to them unless changed by the office. Lockers may be inspected by school administration at any time with or without reasonable cause. To avoid theft and vandalism to your things, please consider locking your locker. The school is not responsible for items removed from lockers.

Guidelines for Locker Decorations

When decorating your lockers, you must use non-permanent materials. Lockers may be decorated for special occasions if it is respectful and appropriate. Obey the rules with respect to decorum. Stickers or adhesives on locker surfaces are not permitted.

Lost and Found

Lost and found is in the office. If any item is not claimed after two weeks, it may be donated to the Bargain Bazaar or discarded. If any item is found, please turn it in to the office.

Announcements

Announcements pertaining to students may be read over the public address system each morning during 1st period and are also posted on the student bulletin board. Notices of activities by school organizations must be approved and signed by a faculty advisor and/or the principal before they will be read.

Registration

Students who arrive during the summer may arrange registration appointments by calling the high school at 5-2011.

School Sponsored Activities for Home-schooled Students

Home-schooled students may ask to participate in seven through twelfth grade athletics approved by the principal on a space available, non-interference basis. Home-schooled students participating in school sports will be held accountable for the same expectations and requirements as our KJSHS students.

Student Records

Parents and students may view their records upon written request or appointment with the school counselor.

Student Schedules

All class assignments and schedule changes are handled by the school counselor. Course changes will be allowed only with sufficient reason. Written parental approval is needed for any changes. All students must carry a full load of classes. Junior and senior students must carry at least six classes. Partial credit courses will not be counted towards a student's full-time attendance requirement.

Telephones

Telephones for student use are located on each floor of the main classroom building hallways (Bldg. 361).

Textbooks

Each student is furnished with textbooks and workbooks without charge.

Directory Information

Directory information is information related to the student which is legally disclosed to the public such as awards received, earning a spot on the honor roll, etc. If any parent does not want their child's name appearing on such lists notate this on the enrollment form.

Student Rights

1. It is the student's right to attend school in an environment that is conducive to learning and free from physical, sexual or verbal harassment, or assault from students or staff.
2. It is the student's right to appeal to a higher level of authority if they feel their rights have been violated.

Freedom of Expression

Students have the privilege of free verbal and written expression as long as it does not interrupt or disrupt the operation of the school or infringe on the rights of others. The principal shall have the authority to monitor student verbal and written expression.

Student Responsibilities

It is the expectation that all KJSHS students will:

1. Report to the administration any physical, sexual, verbal harassment or assault that occurs in the school environment.
2. Be familiar with all items listed in the Parent-Student Handbook.
3. Be in class on time, prepared for the lesson, and to follow classroom rules and procedures.
4. Work up to his/her potential.
5. Show respect for all students and school staff.
6. Contact their teachers to make arrangements for any classwork or assignments they missed due to absences.

Parent Responsibilities

It is the expectation that all KJSHS parents will:

1. Ensure that their child(ren) attend all classes and be prepared for those classes.
2. Inform the school by **phone or in writing** anytime a student is absent and the reason for the absence.
3. Work cooperatively with the school for the student to receive an optimal education.
4. Inform the school of the dates of off-island travel and who will be assuming responsibility for their children.

Student Discipline

Philosophy of Discipline

We believe all our students can be successful with the appropriate supports, clear and consistent expectations, and a positive school environment. We believe in a person's ability to make appropriate choices, to exercise self-discipline, to reflect on one's choices and actions, and to make restitution for inappropriate choices. Knowing that the mistakes we make in life can be our best teachers, we strive to maintain a positive and healthy climate where we can use our mistakes to learn and grow.

Rules of Conduct

The following acts are unacceptable behavior and will be subject to disciplinary action if done on school property or at school-sponsored activities.

Major Violations

Alcohol - Use or Possession of Alcohol and/or Controlled Substances

School consequences for alcohol or controlled substances violations on school grounds or at school events will result in a referral to the USAG-KA PMO, as well as consideration for expulsion and/or administrative action. Violations are filed for the entire career of a student at KJSHS.

First Violation will result in an automatic parent/student conference with the principal and school counselor, a three-day in school suspension, and a possible bar from any extra-curricular activities, clubs, and/or school functions for up to one full semester. The incident will be reported to law enforcement officials at the discretion of the principal.

Second Violation will result in an automatic parent/student conference with the principal and school counselor. The incident will be reported to law enforcement officials. A recommendation for expulsion will be presented to the USAG-KA Command.

Dangerous Threats

Threats to normal school operations or school activities including but not limited to the reporting of dangerous or hazardous situations that do not exist such as false fire alarms or discharging of fire extinguishers, unlawful entry into a building or breaking and entering. These violations will be reported directly to the Kwajalein Police Department (KPD).

Oral/Written Assault

Abusive, threatening, profane or obscene language by a student toward a staff member or another student. This act may include conduct that degrades people because of their race, religion, sex, ethnic background, physical or mental handicap.

Harassment/Intimidation/Bullying

Bullying is ongoing and persistent; creates an imbalance of power; and can be physical or verbal. Bullies create fear, manipulate, and often intimidate others into silence by threats of harm or labeling. Bullying may happen in person, over text, or on social media.

Steps to Take:

- Ask the offending person to stop.
- If the behavior does not stop, see an adult— teacher, school counselor, or another staff member.
- Talk to your teachers and parents.

Harassment, intimidation and bullying can take many forms: racial slurs, rumors, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Behavior of this nature will not be tolerated and may result in suspension.

Physical Assault

An act that intentionally inflicts or attempts to inflict bodily harm upon another. These violations will be reported directly to KPD.

Sexual Harassment/Assault

Deliberate or repeated offensive comments, gestures, or acts of physical contact of a sexual nature. These violations will be reported directly to KPD.

Theft

The act of taking, using, transferring, concealing or retaining possession of movable property of another without his/her consent. This includes “borrowing” a bike without specific permission.

Tobacco - Use of Tobacco Products

Use of tobacco products (including betel nut) on school property or at school events. These violations will be reported directly to the KPD.

Vandalism

Damage to or destruction of school property or the property of others. These violations will be reported directly to the KPD.

Weapons

A student shall not possess any object that can reasonably be used as a weapon on school grounds or at any school events. These violations will be reported directly to KPD.

School Consequences for Major Violations (Excluding Use and Possession of Alcohol and/or Controlled Substances)

Extremely serious cases, such as selling drugs and violent physical or verbal actions, may result in an immediate request to the USAG-KA Commander for expulsion and/or administrative action.

First Violation

An automatic parent/student conference with the principal and the school counselor. The incident may result in suspension or detention and will be reported to KPD.

Second Violation

An automatic suspension from school and all school activities pending face-to-face parent/student conference with the principal. The incident will be reported to KPD. Detention or additional suspension will result.

Subsequent Violations

An automatic suspension from school and all school events. A recommendation for expulsion will be presented to the Department Program Manager and USAG-KA Commander.

Minor Violations

Closed Campus

Except for lunchtime and free periods for juniors and seniors, students are always expected to stay on school property unless permission is given to leave by the principal's office. Riding a bike to and from a class offered off-campus such as Woodshop or Art is a school activity and part of the regular school day. School rules are to be followed.

Dress Code

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, too-short shorts, or short 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 hats and hoodies inside buildings. ***Because of the danger of coral cuts, appropriate footwear must always be worn while at school.*** Students will be sent to the office to correct any issues as quickly as possible and return to class. Parents will be notified if there is a consistent issue.

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

Improper Use of Bicycles or Other Wheeled Equipment

No riding bicycles, skateboards, or scooters on sidewalks on the school campus. Please park in a designated parking areas.

Insubordination

The failure to comply with a reasonable request by any staff member.

Electronic Devices/Ear Buds

Individual personal electronic devices are permitted on campus during school hours. In class, personal devices/ear buds should be put away unless otherwise directed by a staff member. In no case are students permitted to use personal technology devices while in the restroom or locker room facilities. Permission must be granted for students to take pictures of others on campus. Any violation of the protocols associated with personal technology devices at school may result in a ban from personal use at school. KJSHS is not responsible for any lost/damaged property.

Consequences for Minor Violations

First Violation

Except for dress code, a staff member will counsel with the student and shall inform the parents.

Second Violation

Staff member will counsel with the student, assign detention, and shall inform the parents of the infraction and disciplinary action.

Third Violation

The staff member will refer student to the principal's office and complete a statement outlining the infraction and actions taken thus far. The principal will do some or all the following: counsel with the student, inform parents, assign detention and/or suspend the student.

Additional Violations

The student may be suspended pending an in-person conference with the parents. Other possible action may include a referral to KPD (if warranted) or a recommendation to the USAG-KA command for action.

Cheating and Its Consequences

Cheating is considered very serious. Plagiarism is considered a form of cheating. An offense may result in loss of credit or suspension. Violations are filed for the entire career of a student at KJSHS.

Definition of Plagiarism:

- “To steal and use (the ideas or writings of another) as one’s own.”
 - “To appropriate passages or ideas from (another) and use them as one’s own.”
 - “To take and use as one’s own the writing or ideas of another.”
- Source: New College Edition “The American Heritage Dictionary of the English Language”

First Violation

The student will receive a zero for the assignment, quiz, or test. The teacher will counsel with the student and inform the parents and the principal.

Second Violation

The student will receive a zero for the assignment, quiz, or test. The teacher will assign detentions and inform the parents and the principal.

Third Violation

The student will receive a zero for the assignment, quiz, or test. The teacher shall refer the student to the principal’s office in writing. The principal shall inform the parents, counsel with the student, and assign appropriate consequences.

Classroom Behavior Violations

Violations of classroom rules will be dealt with by the teacher. Rules will be visible in class and posted in each teacher’s syllabus to include consequences. Multiple violations will result in an office referral.

Attendance

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

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

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

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

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

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

Absences

Unexcused Absences

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

Excessive School Absences

1. Students who are not physically present in school because they are hospitalized or homebound are excluded from identification of excessive school absence.
2. Student attendance is calculated based upon the date of enrollment in school, which may occur anytime during the school year.
3. After 10 cumulative full day absences (excused or unexcused) in a school year, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate an intervention plan will be developed by the school administration to support the student's advancement for the current school year (elementary and middle school) or, successful completion of course credit (secondary).
4. After 15 cumulative full day absences (excused or unexcused) in a school year, the principal may request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
5. Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.
6. Notification. The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused full day absences during a semester.
7. Students may lose credit when they have accumulated 10 or more unexcused absences in a class or course during a semester. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.
8. The principal shall conference with the student, together with his/her parent/guardian, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.

Grade Level Placement and Loss of Credit.

The grade level placement of students and loss of credit will be considered on an individual basis. Decisions will reflect the best interests of the student.

Appealing Loss of Credit

1. Students may appeal their loss of credit by submitting a written petition to the school principal within 10 days of official written notification.
2. The appeal process must include a discussion between the classroom teacher(s) and principal.

Tardy

1. Late arrivals will be considered "tardy unexcused" unless the school receives verification from the parent or sponsor consistent with the reasons for excused absences.
2. Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
3. Students are responsible for making up all missed work when arriving late to class.
4. Students missing less than ½ of a class will be identified as “tardy excused” or “tardy unexcused.”

Excused Tardy

Conditions that constitute an excused absence also constitute excused tardy.

Unexcused Tardy

Tardy from school or a class without written or verbal verification from a parent or sponsor will be unexcused.

Excessive Tardy

1. School teachers and administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
2. After 6 unexcused cumulative tardies, the administration shall meet with the student and parent/guardian to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances
3. As appropriate, the principal is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school year.

Consequences for Unexcused Tardies and Absences

1 st unexcused tardy/absence	Teacher will give the student a warning
2 nd unexcused tardy/absence	Teacher will have a discussion with the student and notify the parent
3-5 unexcused tardies/absences	Teacher will assign ½ hour detention before or after school, and notify the office and parents
6 or more unexcused tardies/absences	Office referral with disciplinary actions

Prearranged Absence

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. The student may be expected to complete substitute work in lieu of activities that cannot be completed outside the classroom. Upon returning 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 the assignment completion.

Procedures for Students leaving Kwajalein During the RMI Travel Ban

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

Kwajalein Schools Technology Usage

Please see Appendix B for our technology user agreement.

Security

Security on any computer system is a high priority. All Kwajalein School users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service, the user will notify a school administrator. The user will not demonstrate the problem to others.
2. Users will not let others use their account nor will they leave their account open or unattended.
3. Users will change passwords regularly, using a combination of letters and numbers and will avoid using Standard English words and names.
4. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

Vandalism

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Student Discipline

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

1. 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.
2. Students found to flagrantly or persistently violate this policy may lose all computer privileges/network service access for the remainder of the school year, or for the duration of school attendance.

1:1 Chromebooks

All students will be provided a Chromebook for use during each school day by completing a KSS Student Chromebook Sign-Out Form. To ensure safe use and care of Chromebooks, students will be held accountable for the following expectations:

- Students will check out and return their Chromebook daily from their first period class.
- Chromebooks should be treated with care and respect.
- Students may not loan their Chromebook to another student or borrow another student's Chromebook at any time.
- If a student is late to school, they need to checkout their Chromebook during a passing period unless other arrangements have been made with their first period teacher.
- Students are expected to follow each teacher's Chromebook expectations for class.
- Chromebooks cannot leave school campuses. At lunch, students should put their Chromebooks in their locker.

- Chromebooks should not be left outside, even for short periods of time.
- For classes located at the elementary campus, please leave your Chromebook in your locker on campus.
- If your Chromebook is misplaced or found abandoned, it will be turned into the office. The Chromebook will only be released to the student to which it is assigned.
- Students are responsible to ensure Chromebooks are properly plugged in to the charging station at the end of every school day.
- There are few excuses for Chromebooks not being fully charged at the beginning of each day. Students should alert their instructor if their Chromebook is experiencing technical issues.

Chromebook Mismanagement:

Teachers will communicate Chromebook expectations for their students and handle classroom consequences according to their syllabus.

For incidents that result from misuse to school rules, abandoned Chromebooks, or multiple classroom violations, the following administrative actions will occur:

First Violation:

The administration will counsel with the student and inform the parents.

Second Violation:

The administration will counsel with the student, assign detention, and inform the parents.

Third Violation:

The administration will counsel with the student, assign 3 days of detention, and inform the parents.

Fourth Violation:

The administration will counsel with the student, be assigned in school suspension, and notify the parents.

Academics

Class Grading Systems and Expectations

Each teacher will furnish a copy of his/her grading procedures and classroom rules to each student.

Examinations

KJSHS requires semester examinations, assessments, or projects in all courses. These examinations take place during the last week of each semester during scheduled exams and may count as much as 20% of a student's semester grade. A semester exam schedule will be created and sent home to parents and students to try to ensure students do not have more than (2) assessments on the same day.

Computation of Cumulative Grade Point Average (GPA)

GPA's will be computed for all courses that are graded. Pass-fail courses do not count toward the GPA. All courses with equal credit have equal weight. Only semester grades are included in the GPA calculation.

Kwajalein Jr.-Sr. High School will award a weighted grade (quality point value) for students who complete the course(s) and take the requisite exam(s) for each AP. Incoming students with weighted grades that are not in an AP will be assigned the point-value of the letter grade based on the KJSHS unweighted scale used in calculating the GPA.

Percentages are converted to letter grades in the following way:

98 – 100 %	= A+	73 – 76.9%	= C
93 – 97.9 %	= A	70 – 72.9%	= C-
90 – 92.9%	= A-	67 – 69.9%	= D+
87 – 89.9 %	= B+	63 – 66.9%	= D
83 – 86.9 %	= B	60 – 62.9%	= D-
80 – 82.9%	= B-	0 – 59.9%	= F
77 – 79.9%	= C+		

Any deviation to this scale will be noted in individual teacher's syllabi.

Point Values to Calculate G.P.A.

A+	4.000	C	2.000
A	4.000	C-	1.667
A-	3.667	D+	1.333
B+	3.333	D	1.000
B	3.000	D-	0.667
B-	2.667	F	0
C+	2.333		

Correspondence/Online Courses

KJSHS will accept credit for successful completion of correspondence courses from approved accredited schools. Grades and credits are awarded by the correspondence/online school. These will be entered on the student's transcript and will be calculated into the GPA. It is the student and parent's responsibility to initiate and to pay for correspondence/online courses and to have the courses pre-approved by the school administration.

Course Approval Process

For courses that are *not* offered at KJSHS, please review the policy, school position, and process below:

Kwajalein School System Policy:

Credits from Alternate Sources

KJSHS accepts graded credit from accredited schools with prior approval from the school principal. KJSHS will accept graded credit from correspondence programs that are accredited by agencies that are recognized by the U.S. Department of Education. 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.

School Position:

It is the mission of KJSHS to offer the best educational opportunities and college preparatory program for our students. Our school encourages students to challenge themselves by taking online courses that we do not offer here at KJSHS.

Process: Please address request to school principal in writing:

Matthew Gerber
Kwajalein Jr.-Sr. High School Principal
Kwajalein School System
Unit 17001 Box 83 APO AP 96555-0100
(805) 355-2011
gerberma@kwajalein-school.com

Be sure to include the following:

1. School address/web address
2. Proof of Accreditation
3. Course Name
4. Course Description
5. Proof of institution issuing a letter grade or percentage grade that can be scaled to our system
6. Proof of institution issuing credit in "Carnegie" units (.5 semester, 1.0 year)
7. Course timeline (start and end date)
8. A statement that you understand it will be your responsibility to provide an official transcript with course name, grade, and credit earned upon completion of the course for it to be applied to Kwajalein Jr.-Sr. High School transcript.

Course Changes

Student-initiated course changes must be completed within 10 days of the start of the semester. Please visit the school counselor to initiate the steps to make a change.

Retaking a Course

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.

1. All courses attempted, and all grades earned will appear on the student's transcript. Credit will be granted only once.
2. The GPA will be calculated using the letter grade of the most recent course taken.
3. A “#” sign before the course name designates the course was repeated and the grade was replaced.
4. 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.

Withdrawing and Adding a Course

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

	Report Card	Transcript
Withdraw Day 1-10	No Notation	No Notation
Withdraw Day 11-19	WP or WF Withdraw Pass if passing fail if failing	Notation-not included in GPA
Drop after 20 days	Withdraw Fail regardless of grade	Notation-not included in GPA
Withdraw due to moving to a new school after 20 days/before 20 days of the end of semester	Communicate with new school to determine if course will be continued and provide current grade if continuing. If not, mark Incomplete.	No Notation

Class Rank

1. All letter grades for high school courses taken during grades 9-12 will be averaged to determine class rankings for graduation honors.
2. 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.)
3. 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.
4. Class rank will not be reported on transcripts. An official letter reporting class rank can be requested from the KJSHS school counselor.

Class Standing for High School Students

Class standing is evaluated each semester. To be considered a sophomore, a student shall have attained a minimum of four credits before first semester begins and seven credits before second semester begins. To be considered a junior, a student shall have attained minimum of ten credits before the first semester begins and thirteen credits before second semester begins. To be considered a senior, the student shall have attained a minimum of 16 credits with the following exceptions. If a student is enrolled in sufficient number of courses, including pre-approved correspondence course, to allow the student to earn 20 credits by the end of the first semester, he/she will be granted senior status. A student who has not earned sufficient credit to be classified a senior may not participate in senior activities because she/he is still classified as a junior.

University Courses/Dual Credit

KJSHS accepts credit earned from an accredited university or college. Three college semester credits equal .5 credits (one semester class) at KJSHS. Students can take up to (2) dual credit courses a year.

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.

Early Graduation

A student who has met the graduation requirement may graduate after completing seven semesters of attendance.

The request for early graduation shall be submitted no later than the end of the first semester of the junior year. A written request from the student signed by the parents will be submitted to the school counselor. A conference will be held with the student, parents, and school counselor. The school counselor will present plan and recommendations to the principal who will then make a decision and respond back in writing.

KSS Graduation Requirements

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 be 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 Note: Two years of JROTC taken in high school fulfills the 0.5 credit requirement for Lifetime Sports	1.5 credits	1.5 credits
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

Career Technical Education Endorsement

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

Report Cards

Grade reports are posted to the portal four times during the school year. Nine-week grades should be considered an index to student achievement. Semester grades are the marks recorded on students' permanent transcripts.

Grades can be viewed in the Plus Portals system. Parents struggling to access the portal should contact the school for assistance.

Honor's Diploma

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.

Incomplete Grades

Students who are unable to complete a course due to extenuating circumstances, such as prolonged illness, death in the family or family emergency, will be allowed to complete the work. Teachers will fill out an “Incomplete Report” which will include the reason for an incomplete, work to be completed, and the deadline for completion. The student and teacher will sign the report. Parents will be notified when an incomplete is assigned, and a grade is finalized. A student who does not complete the work before the deadline will receive a final grade based on all work completed. It is the student’s responsibility to obtain the assignments and complete the work in a timely manner.

Kwajalein High School Courses Taken in 7th or 8th Grade

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.

Promotion and Retention of 7th and 8th Grade Students

Students must pass four courses each semester. Two of the courses must be from the following: English, science, math and social studies. If a student has experienced academic difficulty at the 7th or 8th grade level, the school counselor will meet with the student and parents to determine if retention is in the best interests of the student.

Senior Transfers

To graduate from KJSHS, a student must have been enrolled as a full-time student for the entire last semester at KJSHS. Waiver of some course requirements may be granted to senior transfer students who are unable to schedule required courses. Recommendation for waiver of the last semester requirement or of any course requirements must be made by the school counselor and approved by the principal.

Homework

The amount of homework depends upon the grade level of the student. If parents are concerned about the amount of homework, they should contact the teacher.

Study Hall/Free Periods

Students in grades 11 and 12, who do not have a class scheduled during a specific period, are assigned a free period. Students permitted to leave campus during their free period. Students in grades 7- 10 are not permitted a free period.

A parent or the administration may withdraw a student from their free period. The principal or school counselor may also re-assign a student's free period and change it to a study hall at any time if the student is not performing satisfactorily, not completing assignments or has attendance issues.

Programs and Resources

A Special Education teacher shares time between KJSHS and GSES 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 shares her time between both campuses to support students requiring mild speech and language support. 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. 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 Bilingual Multilingual Learner (BML) Teacher shares time between both campuses to support students requiring English language acquisition support. The BML is guided by the DoDEA BML Procedural Guide for direction in meeting student needs and will be reviewed by a new BML teacher this year for maximum student benefit.

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

School Counseling Program

The KSS comprehensive school counseling program provides all students support for academic growth, career planning, and personal/social development. Families and students are encouraged throughout the year to contact the school counselor to address any areas of concern. The school counselor utilizes multiple formats to provide support, outreach, prevention/intervention services, and guidance curriculum to all students.

Individual Planning:

Individual planning for academic, career, or personal/social needs is available all year to all students. Students may seek academic advising or support for personal/social concerns via email to make an appointment or to visit the counseling office to make an appointment.

Confidentiality Statement:

Information shared with a school counselor is confidential. The student's right to privacy is guarded as much as permitted by law, ethics, and school rules. School counselors are obligated to break confidentiality when there is potential harm to the student or to others, concern of neglect or abuse, or a court of law that requires testimony or student records. School counselors often consult with other school professionals, but only share information necessary to achieving the goals of the consultation.

School Counselor Office Hours:

Both students and parents are invited to speak with a school counselor whenever needed. Appointments can be made in person, via email, or by phone call.

Rikatak Program

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.

Withdrawal, Extended Vacation, and Moving Procedures

Withdrawing Before the End of a Semester

Students who withdraw within twenty school days of the end of semester will receive quarter grades, semester grades and credit for the semester. Grades will be awarded at the official end of the semester and sent forward to the next school. Teachers have the option of requiring completion of projects and exams before credit is awarded.

Leaving Island for Vacation Before the End of a Semester

The school strongly recommends that parents schedule their vacation at a time that does not affect their child's attendance.

Students who leave island before the end of a semester will be expected to complete all class work and exams in order to receive semester credit. Students must return a completed "Pre-Arranged Absence" form to the office prior to leaving. Students who do not complete the required work before leaving will receive a grade for the work they have completed. Work not completed will be figured into that grade.

Procedures for Students who are Moving or withdrawing.

Moving more than 20 days out, students or parents may pick up a Withdrawal Form. Parents will need to sign the form at the high school office. A copy of PCS orders should accompany the form upon its return to the high school. The student must obtain signatures from teachers, librarian, and administrators. A copy of the completed form is given to the student. A copy is kept in the student's file.

Parents need to sign a release of information to the new school so official records can be sent directly to the new school upon request. Kwajalein will keep a minimal permanent file of transcript, test scores, and medical records.

Procedures for Students leaving Kwajalein for short term

Students leaving Kwajalein for less than 30 calendar days will be supported via distance learning (Google Classroom, emailed assignments, Google Meet, etc.) If a student will be off island for more than 30 calendar days, the student must enroll in the district in which they are residing. Upon return to Kwajalein, re-enrollment will take place.

Release of School Records

Written parental approval is required before records may be transferred to any other school or agency. Students 18 years of age or older may request their own records.

High School Life--Activities

School Dance Rules (Revised May 2021)

1. All dances sponsored by the school will end no later than 11:30 p.m. including Prom and Winter Ball.
2. No one will be admitted to any dance, including Prom, ½ hour after the start time. Exceptions may be approved for special circumstances (e.g. communicate to the advisor and receive approval prior to being late). **If you are denied entry due to late arrival, your parent/guardian will be notified.**
3. Students or dates leaving the dance at any time will not be allowed to return to the dance.
4. Use of alcohol, tobacco or drugs will not be allowed at the dance. Police will be called or present to handle all alcohol, tobacco or drug related incidents. Parents will be notified at the time of incident by dance advisors.
5. No one under 7th grade may attend dances sponsored by KJSHS classes or clubs.
6. The Prom and the Winter Ball will be limited to grades 9-12. No one below 9th grade may attend Prom and Winter Ball. Romp, held concurrently with Prom, is open to students in grades 7, 8 and 9. There may also be a 7th/8th grade dance held concurrently with Winter Ball. All other dances will be grades 7-12.
7. All clean up must be completed by the sponsoring class at the end of the dance.
8. Chaperones must include all class advisors or organization sponsors and at least three parents and/or responsible adults who are approved by a class advisor for any dance. A police officer may make a presence all dances.
9. Footwear must be worn for admission to a dance.
10. An adult must be present at the admissions table.
11. Spectators for Prom and Romp are allowed for a designated time only for coronation. Spectators may not participate in the dance.
12. No OPENED outside drinks, including bottled water, may be brought into a dance.

13. Students are strongly discouraged from bringing backpacks to school dances. If backpacks, purses, etc., are brought to a dance, the item may be searched at dance admission, anytime during the dance, or on exiting the dance.
14. All songs on the playlist (when students provide their own music) must be submitted for pre-approval by the class advisors.
15. KJSHS students wishing to bring a non-KJSHS student to the dance must obtain a dance guest permission form from the office. The permission form must be signed and returned to the office one week prior to the dance.
16. All class members or organization/sponsor members attending the dance must be present at the start of the dance.
17. Dance passes will be given to students to use the bathroom 2 people at a time.

Student Government Association (SGA)

The SGA is the governing body of the student body. Class elections are announced and conducted at the beginning of each semester for students in grades 7 and 8; at the beginning of each school year for students in grades 9-12. At the conclusion of the class elections, the class officers meet to elect the SGA officers among themselves. Class meetings are held approximately five times a year. Students are expected to attend these meetings. Copies of the SGA constitution are available in the SGA advisor's room.

Class Meeting Attendance and Decorum

Attendance at class meetings is required. Behavior expected at meetings is as follows:

- All students are to be seated and all students must be recognized before speaking.
 - Class meetings will not be dismissed until the end of the period.
 - School rules of conduct will apply at all meetings.
 - Students violating these rules will be referred to the office for disciplinary action.
- (Revised 3/96 SGA constitution)

National Honor Society (NHS) & National Junior Honor Society (NJHS)

National Honor Society – selection open to qualified students in grades 10-12.

National Junior Honor Society – selection open to qualified students in grades 8-9.

Membership is an honor bestowed upon a student. Selection for membership shall be by the faculty council which includes members appointed by the principal and is based on outstanding scholarship, service, leadership, character, (and citizenship for NJHS).

Scholarship: NJHS candidates must have a cumulative GPA of at least 3.3 (on a 4.0 scale) and NHS must have a cumulative GPA of at least 3.5 (on a 4.0 scale)

Service: Candidates must have completed at least (10) service hours for NHS and (5) hours for NJHS during the current semester, the previous two semesters and summer projects.

Leadership: Candidates must show opportunities of responsibility for directing or motivating others. Using the point system below, each potential member must have accumulated a minimum of six leadership points during the current semester, previous two semesters and summer activities.

Note: Service projects and leadership roles can be demonstrated through involvement with Boy Scouts, Girl Scouts, the youth center, Church organizations, community band, community/church choir, assisting with Sunday School or CCD, free tutoring, free baby-sitting, member of class or club activities, accompanist or participant in recitals, school play, etc.

Character: Candidates must demonstrate the following qualities: integrity, positive behavior, ethics, cooperation, respect, responsibility, trustworthiness, fairness, caring.

All students shall be notified in writing regarding selection or non-selection. A special induction ceremony shall be held for those selected.

Athletics

Kwajalein Junior-Senior High School Athletic Code of Conduct

Intramural sports and Spartan teams are considered school-sponsored activities. Participating in athletics is a privilege. A student-athlete is expected to conduct himself/herself at all times in a manner which will reflect the high standards and ideals of their team, school, and community. The Athletic Code of Conduct applies to behavior that takes place ON and OFF school grounds and may take place at any time during the student's enrollment, including his/her off-season as well as the summertime. It will be in effect 365 days a year, 24 hours a day, and 7 days per week.

A student is deemed to be an athlete for the purpose of the KJSHS Athletic Code of Conduct once the student has made his/her first team. Thereafter, the student is deemed to be a student-athlete for the remainder of his/her high school career. Consequences of the Athletic Code of Conduct will carry over from school year to school year and will be in effect for the duration of the student-athlete's high school participation.

Participants in the Athletic Program

All school rules pertain to school sponsored activities including athletics and the intramural programs.

Academic Eligibility

Eligibility for athletics is determined based upon academic success and achievement. A student-athlete with one or more failing grade(s) and/or two or more D grades will be withheld from athletics until he/she improves their daily academic success. This is not to discourage participation but to allow for more opportunity to improve academic skills. Academic eligibility will be determined weekly, typically on Tuesdays, by the athletic director in consultation with the school counselor and principal.

- Once the student-athlete improves his/her grade and has confirmed his/her eligibility with the principal, school counselor, or athletic director, he/she is immediately eligible.
- An ineligible student-athlete may try out for a team but will not be allowed to participate in practices or games until he/she regains eligibility.
- Modifications may be given to a student-athlete with an IEP.

Attendance Policy

- A. School: A student-athlete is expected to be in every class, each day to participate in his/her activity (practice/game). Exceptions include dental or medical appointments, and pre-approved absences. If an absence occurs, it must be excused or risk ineligibility for that day's activity (practice/game).
- Any student-athlete with an unexcused absence or suspension (including in-school suspension) will not be allowed to participate in practices/games on that day.
 - Consequences for chronic attendance issues may result in disciplinary action, including removal from athletics.

- B. Practice/Game: A student-athlete is expected to attend practices and games. Practice is where a student-athlete builds skills, gains game strategies/experience, and develops teamwork. If a student-athlete is not attending practices, he/she should not expect to play in the games.
- A student-athlete must notify the head coach of pre-arranged absences prior to practice.
 - A student-athlete must notify the head coach if absent from school on a practice or game night.
 - A student-athlete must provide a written pass if he/she is tardy to practice due to working with a teacher.

Making a Team

- A. In order to make any team, the student must be present during his/her designated try-out period. All teams are established based on ability level and roster size.
- Spartan 1 teams are considered varsity level.
 - Spartan 2 teams are considered junior varsity level.
 - Spartan Coed teams are considered intramural.
- B. A student-athlete will comply with the rules set by the head coach, in compliance with the coach's expectations from the athletic director.
- A student-athlete not in compliance may lose playing time and/or risk being removed from the team. The head coach, athletic director, and principal must confer before a student-athlete is removed from a team.
- C. If a student-athlete wishes to participate in more than one KJSHS sport season at the same time the following rules apply:
- First sport season has priority over the second sport season.
 - Games have priority over practices.
 - It is the responsibility of the student-athlete to communicate with both head coaches about conflicts between schedules, both practices and games.
 - All final decisions concerning games and practices are at each coach's discretion.
- D. After being assigned to a team, if a student-athlete quits or is dismissed from that team, he/she will not be placed on another team during that same season. A student-athlete may quit a team for good cause but must notify the athletic director. This does not apply if a student-athlete is unable to participate because of an injury or any other medical hardship signed-off by a doctor. No student-athlete may be added to a team without the approval of the athletic director. If approval is granted, the student-athlete will be assigned to a team by the athletic director.

Recognition

- A. Varsity letters are earned by Spartan 1 student-athletes (grades 9-12) that complete the season in good standing.
- First time letter earners: One "K" letter and one sport pin specific to activity.
 - First letter in additional sport(s): Sport(s) pin specific to activity.
 - Additional letter(s): Chevron pin(s) for subsequent letter(s) earned.
- B. Certificates of participation will be awarded to student-athletes (grades 7-12) that complete the season in good standing.

Sportsmanship for Student-Athletes & Spectators

All in attendance at athletic events are always expected to demonstrate the highest level of sportsmanship. Student-athletes and spectators should display personal control and appropriate language under all conditions towards athletes, opponents, coaches, officials, and spectators. In addition, it is understood that any harassment, racial or ethnic slurs said at any time, is unacceptable and will be dealt with accordingly.

- High school sports are a part of the educational process.
- All should show support and enthusiasm by applauding the outstanding performance of all athletes.
- All should know, understand, and appreciate the rules.
- All should respect the effort and decision of the officials.

Unlawful or Delinquent Behavior Policy

As a student-athlete, you will be responsible for conducting yourself in a manner above average. This applies to your behavior both in and out of school, as an athlete and as a spectator. You are expected to avoid situations where you might be accused of wrongdoing. The KJSHS Student-Athlete Code of Conduct is in effect 365 days per year, 24 hours a day, and seven days a week, which includes in-season, off-season, and summertime.

- A student-athlete shall not possess, distribute, use, or consume nicotine, alcohol, steroids, illegal drugs, inhalants, paraphernalia, or abuse prescription or non-prescription drugs at any time, which includes in-season, off-season, and summertime.
- A student-athlete shall not be associating with others who are illegally possessing, distributing, using, or consuming nicotine, alcohol, steroids, illegal drugs, inhalants, paraphernalia, or abusing prescription or non-prescription drugs at any time, which includes in-season, off-season, and summertime. A student-athlete must attempt to remove himself/herself in a reasonable amount of time. This does not apply to constructive possession where the student-athlete is present at a place where alcohol is being legally consumed.
- A student-athlete shall not participate or be associated with any unlawful or delinquent act including, but not limited to civil rights violations, theft, vandalism, destruction of property, or other misdemeanors and felonies at any time, which includes in-season, off-season, and summertime.
- If a student-athlete violates the outlined expectations, he/she will face the following consequences:

First Violation:

The student-athlete shall be suspended for 5 games (in each sport if in two or more sports per season) of his/her competitive season. The student-athlete must still practice with the team and attend games on his/her bench. The suspension shall be served immediately and consecutively during the next competitions or in first contests of the season if the violation occurs in the off-season or summertime. If the season ends before the full suspension is served, the remaining suspensions shall be proportionally applied to the next sport season by the athletic director.

Second Violation:

If a second violation occurs, the student-athlete shall be suspended for 15 games (in each sport if in two or more sports per season) of his/her competitive season. The student-athlete must still practice with the team and attend games on his/her bench. The suspension shall be served immediately and consecutively during the next competitions or in first contests of the season if the violation occurs in the off-season or summertime. If the season ends before the full suspension is served, the remaining suspensions shall be proportionally applied to the next sport season by the athletic director.

Third Violation:

If a third violation occurs, the student-athlete will be suspended from ALL athletic participation

for 365 consecutive days from the date of the violation.

Fourth Violation:

If a fourth violation occurs, the student-athlete will not be allowed to participate in athletics for the remainder of his/her enrollment.

- Due Process: A student-athlete will be provided due process. The student-athlete is entitled to be informed of the consequences against him/her, and an informal meeting where he/she has an opportunity to be heard before the parent/guardian, athletic director, principal, and school counselor.

Accreditation Information

Overview

Founded in 1895, the North Central Association Commission on Accreditation and School Improvement (NCA/CASI) is a non-governmental, voluntary organization that accredits more than 9,000 public and private schools in 19 states, the Navajo Nation, and the Department of Defense Dependents' Schools worldwide. For over 100 years, NCA/CASI's focus has been to advance the quality of education. NCA/CASI accredits a range of schools from pre-kindergarten through post-secondary, including early childhood, elementary, middle, secondary, adult/vocational, college preparatory, special purpose, unit (K-12), and non-degree granting post-secondary schools. In recent years NCA/CASI has come under the umbrella of Cognia/AdvancED.

Cognia/AdvancED Accreditation

To maintain accreditation, schools must:

1. Meet Cognia's quality standards and criteria. The standards and criteria require a broad and rigorous curriculum, highly qualified staff, appropriate pupil-teacher ratios, safe and secure facilities, and other components necessary to provide a quality education.
2. Implement a school improvement plan focused on continuous improvement.
3. Host at periodic Quality Review Visit.
4. Document the results of their continuous improvement efforts.

Kwajalein School System is fully accredited by Cognia through June 30, 2024. We will have an on-site visit the spring of 2024.

Schedules

Tuesday, Wednesday, Friday and Saturday

Zero Hour	7:00-7:47
1st period	8:00 – 8:49
2nd period	8:54 – 9:41
3rd period	9:46 – 10:33
4th period	10:38 – 11:25
LUNCH	11:25 – 12:25
5th period	12:25 – 1:13
6th period	1:18 – 2:06
7th period	2:11 – 3:00
8th period	3:10-4:00

Thursday Schedule

Zero Hour	7:00 – 7:47
1st period	8:00 – 8:38
2nd period	8:43 – 9:20
3rd period	9:25 – 10:02
4th period	10:07 – 10:44
5th period	10:49 – 11:25
LUNCH	11:25 – 12:25
6th period	12:25 – 12:58
7th period	1:03 – 1:36
8th period	1:41 – 2:15

Early Release (11:25 am) – All Classes in the AM Schedule

Zero Hour	7:00 – 7:47
1st period	8:00 – 8:25
2nd period	8:30 – 8:55
3rd period	9:00 – 9:25
4th period	9:30 – 9:55
5th period	10:00 – 10:25
6th period	10:30 – 10:55
7th period	11:00 – 11:25

Standardized Testing

In Fall and Spring of each year all students, grades seven through ten, take tests of academic achievement. Results of these tests are used as diagnostic tools for teachers and for students. The results of these tests aid in better understanding of their personal strengths and weaknesses. Parents are provided with the results of these tests and encouraged to contact the school if there are any concerns and/or questions.

TEST	MEASURES	GRADE	REMARKS
NWEA	Student Progress	K-12	Assess Reading, Language Arts, Science & Mathematics

School Service Hours Requirement

To promote participation in school service for KJSHS, each student in grades 7 - 12 is required to complete service hours for our school as follows:

12th & 11th Grade: Each new school year, 6 of your 10 service hours must be completed for your class. Your 10 hours can be all class hours just as long as you complete the mandatory 6 hours.

10th & 9th Grade: Each new school year, 4 of your 10 service hours must be completed for your class during the current school year. Your 10 hours can be all class hours just as long as you complete the mandatory 4 hours.

8th & 7th Grade: Each new school year, 3 of your 5 service hours must be completed for your class during the current school year. Your 5 hours can be all class hours just as long as you complete the mandatory 3 hours.

The class and/or club advisors will validate these service hours and the school administration will give final approval for students that have earned Student Service Celebration (Service Hour Verification Form in Appendix). Class/club advisor is to be present at each committee meeting and each class/club event. Prior to the annual Service Hours Celebration, class advisors must confirm with the office the number of service hours each student has completed. If a student has not fulfilled the minimum service hour requirement, the student will not be allowed to attend the Celebration and will be required to attend school. Students not attending the Service Hours Celebration will be supervised. Exceptions for service hour requirements may be made for new students arriving later in the school year.

SERVICE POSSIBILITIES

- ☺ Clean hallways & school grounds: 1 person each hallway: ½ hour PER day → 2 ½ hours/wk
OR 2 people each hallway and they split the 2 ½ hrs evenly! 2 people outside: ½ hr/day/person
→ 2 ½ hrs/wk/person
- ☺ Work on school sponsored dances
- ☺ Work on any class fundraiser
- ☺ Work on Jr./Sr. banquet
- ☺ Work on *any school* club or grade level committee/event
- ☺ Help with lights & sound for school events (be sure no credit is received for a class)
- ☺ Raise & lower the school flag daily (be sure no credit is received for other organization)
- ☺ Help with 7th grade orientation
- ☺ Help with Parents Back to School Night
- ☺ Decorate Senior lockers
- ☺ Do “Senior Birthday” hall bulletin board
- ☺ Do a project for the Jr./Sr. high school & receive no type of school credit (web page, hall & outside bulletin boards, etc.)
- ☺ Assist *secondary & elementary school* teachers with Xeroxing, bulletin boards, setting up classrooms, etc. and not receive any class credit
- ☺ Design class poster and/or class cheer for Annual Turkey Bowl
- ☺ Assist with or perform in Annual Turkey Bowl assembly
- ☺ Provide entertainment for school functions
- ☺ Work on Honor Society projects that are school related yet not part of the required club projects
- ☺ Design a monthly (large) school calendar
- ☺ Rehearsal & performance hours with Stage Band if not included in band grade & if not taken for school credit
- ☺ Be a part of muffin crew in support of Spartan Expresso
- ☺ Assist with the elementary school book fair (since it benefits students in grades 7-12)
- ☺ Act in any of the following capacities for the school play: stage manager, assistant stage manager, make-up crew, stage crew (curtain, set construction & painting), sound/light technician, usher if not in Drama class.

NO SCHOOL SERVICES HOURS

- Member of swim team, Scouts, or church
- Member of school sports team or actor in school play
- Doing *required* NHS/NJHS service projects
- Coaching pre-school and/or elementary school sports teams
- All PTO sponsored events
- Tutoring except for Faculty approved peer to peer tutoring
- Volunteer or service projects for the Namo Weto Youth Center
- Community events such as beach cleanup, Scuba Santa, Easter Egg Hunt or any YYWC or Marshallese Cultural Center events

Appendix A:
Kwajalein Junior-Senior High School
Lightning Warning Permission to Release

As the parent or legal guardian of the following 7th, 8th, 9th, 10th, 11th, and 12th graders, I hereby give permission for the school to release my children to go home at lunch time, at the end of the school day, or to travel to and from off-campus classes 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

Parent Signature

Date

Appendix B: Technology at KJSHS

KJSHS 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 KJSHS, 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.

Students are discouraged from bringing any personal electronic devices to school. If a student brings a device to school, it must be put away out of sight in his/her backpack and turned off, except at lunch time. 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 Kwajalein Junior-Senior High School

Kwajalein Junior-Senior High 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.

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.

In addition to available internet, the school has acquired enough Chrome Books for each student to have access to one. The Chrome book will be managed and licensed by the school and the DynCorp IT Department. 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.

Kwajalein Junior-Senior High School Technology Use Agreement

Computer usage at Kwajalein Junior-Senior High School:

- All students will be provided a school Google account for email and access to all Google classrooms.
- Access to the Internet is *not* a right, but a privilege.
- Use must be in support of education and research consistent with Kwajalein Junior-Senior High School 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 assigned device, visiting inappropriate or unauthorized internet sites, taking photos or videos of others without teacher and subject permission, breaking copy right laws or plagiarizing.
- Bringing personal electronic devices to school is discouraged.
- Students will keep personal electronic devices out of sight in their backpacks and turned off if brought to school and will only access at them on their lunch break, if at all.
- 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.

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

Print Student Name

Student Signature

Date

Print Parent Name

Parent Signature

Date



Kwajalein School System Student Chromebook Sign-out Form

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

Inventory #	Date Signed Out	Date Returned
Borrower Name		Phone Number
Student(s) Name		
Item Description	Chromebook	

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

<p>I have read the above information and agree to the terms and conditions herein contained.</p> <p>Parent or Guardian Signature _____</p> <p>Date Signed _____</p>
