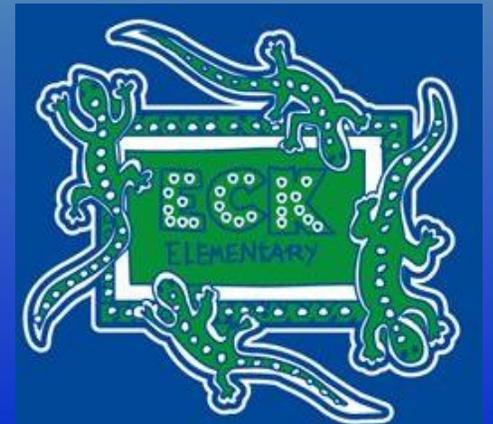
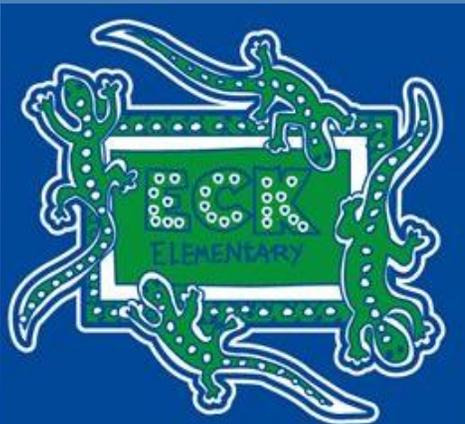
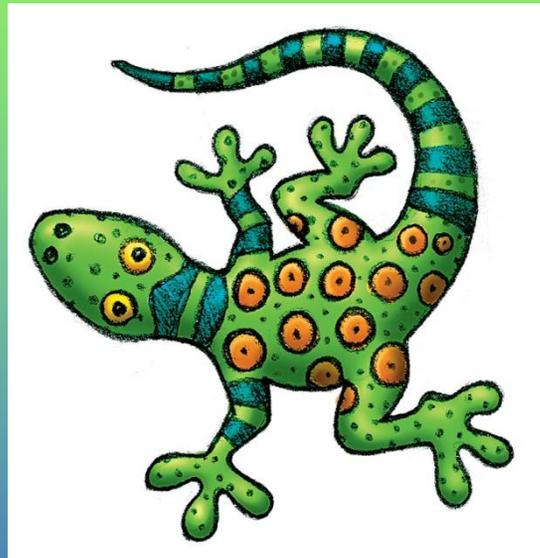




E.C. Killin Elementary School

Handbook

2012-2013



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Partners in Education

E.C. Killin Elementary Students, Parents, Educators and Community



WELCOME!

On behalf of the E.C. Killin Elementary School family and community, it is truly our pleasure to extend a warm and heartfelt welcome to you as we begin the 2012-2013 school year. August is the time of year to reconnect with old friends and welcome new friends. We are very pleased to welcome everyone to the 2012-2013 school year! To those students and parents who are new to E.C. Killin Elementary we extend best wishes for an exciting and productive year within our school. We hope that you will feel at home and become involved in many of our activities throughout the school.

As we begin the school year, Mr. Toquero and Ms. Jones will work diligently with you, parents and faculty to foster an atmosphere that promotes a learning community characterized by child-centered instruction, academic excellence, trust, respect, excellent communication and the recognition of both our students and staff. We are committed to working with you in collaboration to continue our shared vision of preparing students to be successful life-long learners in a diverse and dynamic world. Working together as a team we will move forward this new school year to create a nurturing, disciplined and challenging environment in which all students can learn optimally and become productive members of our ever-changing global society. We truly have so much to be proud of as a family and school community.

Please take time to read this handbook. It has been designed to provide information regarding school policies and procedures, as well as some general school information.

Should you have any questions or concerns, do not hesitate to contact us. You may also find additional information at our website: <http://www.killin-es.nac.dodea.edu>



Reynaldo Toquero
Principal



Michelle Jones
Assistant Principal



Mission Statement

Edward C. Killin Elementary is dedicated to preparing our diverse student population to be productive, contributing members of a global society.

Continuous School Improvement Plan

Student Performance Goal #1:

- All students will improve their English writing skills across the curriculum.
 1. Writing correct standard English Sentences (GUMS)
 2. Writing effectively for a variety of purposes (Expository, narrative, persuasive, as dictated by grade level standards)
 3. Expressing complete thoughts that make sense and are logically organized
 4. Following the rules of the writing process

Student Performance Goal #2:

- All students will improve their Problem Solving skills across all curricular areas.
 1. Students will increase performance in problems solving skills across all curricular areas through RUPSL, Check.
 2. Read, Understand, Plan, Solve, Look Back and Check

Guiding Principles

1. Provide a challenging curriculum that develops the unique abilities of each child
2. Foster the leadership qualities of responsibility, respect; resourcefulness, and reliability
3. Infuse technology into the curriculum in order to support educational goals
4. Instill in each of our students a desire to learn and to serve
5. Offer curricular and extracurricular programs that develop knowledge and communication skills
6. Create an environment that encourages students to be adaptable in an ever-changing world

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
			1	2	3	4	Back to School: * New Teachers * New Friends * New Shoes * New Backpack * New Notebooks 27 August Kindergarten Parent Orientation 0930
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
	1000 New Parent Orientation				1300 PTO Snow cone Social 1300 Classroom Lists & Visits		
26	27	28	29	30	31		
	0850 First Day of School for Grades 1-5 0915 Ringing in SY 0930 KN Parent Orientation						
		ALL DATES ARE SUBJECT TO CHANGE	CSI Goals: Goal 1: All students will improve their English writing skills across the curriculum Goal 2: All students will improve their Problem Solving skills across all curricular areas.				



A LITTLE HISTORY OF EDWARD CLINTON KILLIN ELEMENTARY SCHOOL

Killin Elementary School is dedicated to Dr. Edward C. Killin who was the Director of Department of Defense Dependent Schools, Pacific Region from 1972 to 1987. Dr. Killin served in the DoDDS Community for over 35 years as a teacher, school administrator, military education officer, and education and management consultant. He was the Deputy Director, DoDDS in Europe from 1967 to 1972 where he received the Meritorious Civilian Service Medal and the Exceptional Civilian Service Medal. Dr. Killin served as the Executive Secretary for East Asia Regional Council of Overseas schools from January 1987 until his passing in October 1990. He was also a member of the United States Army Air Corps during WWII. Edward C. Killin Elementary School opened to the Department of Defense Community in August 1991.



SCHOOL ACCREDITATION

Killin Elementary School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA-CASI), a subgroup of Advanc-ED. This is an accrediting program that includes an actual team visit (Quality Assurance Review) by NCA members every five years. Killin Elementary School was last visited in February 2009. The NCA Report is available to read in our school office. As a point of interest, most stateside schools are evaluated against the standard of their state only; DoDDS schools are evaluated against both DoDDS standards and the standards of North Central Association Commission on Accreditation and School Improvement (NCA-CASI).

School Year 2011-2012 Staff Photo



SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
						1	 <p>E.C. Killin Elementary- Open House & PTO Membership Meeting- Sept. 13th @ 1645</p> <p>SAC-School Advisory Committee- The council is composed of four parents and four teachers who meet monthly with the Principal and Assistant Principal to discuss school concerns.</p>
2	3 Labor Day No School	4 0850 KN 1 st Day 0900 Boo Hoo Coffee for KN parents		6 0900 Sure Start Open House	7	8	
9	10	11	12 1515 CSILT Meeting	13 0850 Sure Start 1 st Day and Boo Hoo Coffee 1645 PTO Meeting 1700 Open House	14 0900 New Parent Coffee	15	
16	17 0900 Reading Revelations	18	19	20	21 1135 Early Dismissal Annual Training	22	
23	24	25	26	27 School Photos 1515 SAC Meeting	28 School Photos	29	
30							

**ALL DATES ARE
SUBJECT TO
CHANGE**

CSI Goals:

- Goal 1:** All students will improve their English writing skills across the curriculum
- Goal 2:** All students will improve their Problem Solving skills across all curricular areas.

SCHOOL ADDRESS

EDWARD C. KILLIN ELEMENTARY SCHOOL
UNIT 35016
FPO AP 96373-5016

JAPANESE ADDRESS

Killin Elementary School
Camp Foster, Building 371
Kitanakagusuku-son
Ishihira, Okinawa-ken, Japan 901-0000

INTERNET ADDRESS

<http://www.killin-es.pac.dodea.edu>

INTRANET ADDRESS

<http://geckonet.killin-es.pac.dodea.edu>

SCHOOL PHONE NUMBER

645-7760

Please contact educators using the following email:
firstname.lastname@pac.dodea.edu

SCHOOL BUILDING NUMBER

371- Main Office

DEPARTMENT OF DEFENSE

DEPENDENT SCHOOLS

Ms. Marilee Fitzgerald	Director, DoDEA Pacific Area Director
Mr. Michael Thompson	District Superintendent, Okinawa
Mr. Reynaldo Toquero	Principal, E.C. Killin Elementary
Ms. Michelle Jones	Assistant Principal
Mr. Edgar Perry	Administrative Officer

SCHOOL TELEPHONE DIRECTORY

Main Office	645-7760
School Office fax	645-0844
Administrative Officer	645-4071
School Registrar	645-7760
School Secretary	645-7760
Cafeteria	645-7748
Counselor – Gr SS, KN1 & 2	645-7881
Counselor – Gr 3, 4 & 5	645-7113
Nurse	645-7761
Psychologist	645-5304
Student Transportation (Bus)	645-7820
For Operator Assistance, dial	113

All staff members may be contacted through the main office phone numbers listed above. Messages may be left for staff members to return a call except in emergency situations where they will be contacted immediately.

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
	1	2	3 PDD/CSI- No School 1830 ODAC Meeting	4 1700 OSOB Literacy Night	5	6	ODAC is the Okinawa District Advisory Council.  OCTOBER QUOTE October gave a party; The leaves by hundreds came; The ashes, oaks, and maples, And those of every name.
7	8 Columbus Day No School	9	10	11	12	13	
14	15 0900 Reading Revelations	16	17 1515 CSILT Meeting 1700 P.I.E.	18	19	20	
21	22	23	24	25 1515 SAC Meeting	26 1700 PTO Fall Festival	27	
28	29	30	31				

ALL DATES ARE SUBJECT TO CHANGE

CSI Goals:

Goal 1: All students will improve their English writing skills across the curriculum

Goal 2: All students will improve their Problem Solving skills across all curricular areas.



2012-2013 SCHOOL HOURS

SS – 5 th grade	Entry bell	8:45
	Classes begin	8:50
	Late bell	8:55
	Classes end	3:00

Early Dismissal/Half-Day schedule 11:35



ACADEMIC PROGRAMS

Sure Start: Sure Start classes meet six and one half hours per day. The goal of the program is to introduce children to developmental practices, which will assist them in being successful in school.

Kindergarten: Kindergarten classes meet six and one half hours per day. The goal of the kindergarten program is to prepare each child to be successful in the first grade by providing developmentally appropriate instruction to meet the needs of each child.

Grades 1 – 5: First through fifth grade classes meet six and one half hours per day.

TEACHER WORKDAYS

Teacher workdays listed on the school calendar are DoDDS scheduled days at the end of each quarter. These days are used by the teachers to prepare student report cards.

PROFESSIONAL DEVELOPMENT DAYS

These days will be used for the following:

Continuous School Improvement plan (CSI):
collecting and analyzing data
researching information
evaluating progress of CSI
in-service as it relates to CSI goals

Staff Training:
new programs
technology
teaching strategies

Collaboration:
within grade level
across grade level
between specialist and classroom teachers



NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
				1	2 Teacher Workday No School	3	Parent/Teacher Conferences: A parent-teacher conference is a time when people in a student's life can talk about how that student is doing in school. November Birthstone: Topaz and Citrine Native American Heritage Month  National Novel Writing Month 
	5	6	7	8 Parent/Teacher Conferences No School	9 Parent/Teacher Conferences No School	10	
11	12 Veteran's Day No School	13	14 1515 CSILT Meeting	15	16	17	
18	19 0900 Reading Revelations	20	21	22 Thanksgiving <div style="border: 1px solid black; padding: 2px; display: inline-block;">No School</div>	23 Recess	24	
25	26	27	28	29 1515 SAC Meeting	30		



**ALL DATES ARE
SUBJECT TO
CHANGE**

CSI Goals:

Goal 1: All students will improve their English writing skills across the curriculum

Goal 2: All students will improve their Problem Solving skills across all curricular areas.

GENERAL SCHOOL INFORMATION

PRIVATE TRANSPORTATION

Student Drop-Off/Pick-Up - Drivers are requested to follow the designated traffic procedures for dropping off and picking up students at the top of the hill behind the towers. Cars remaining in the drop-off lane prevent the flow of traffic and create unsafe conditions for students. If you find that you must wait for your child, please pull beyond the crosswalk and stop as far to the left and as close to the curb as possible to allow traffic to continue to flow. Drivers are requested to follow traffic directions and requests given by Safety Patrol members, military personnel, and school adults. **Children should not arrive at school prior to 0840 as there is no supervision prior to that time, and should not be dropped off in the parking lot. Please NEVER utilize our handicapped spaces unless qualified with handicapped Authorization.**

Parking - When you visit our school, please remember that parking spaces are limited. Park only in designated areas! Please **do not** park in the designated handicap area. **Violators may be ticketed.** If spaces are not available, additional parking is possible near the gate guard tower. Please use the stairs from the parking lot to access the school. Cars double-parked or parked in unsafe locations create unsafe conditions and hamper access to the school by emergency vehicles.

GATE OPENING

The tower gate is opened at 0840 and closed at 1600. Please supervise students as they wait at the top of the stairs and as they walk down the stairs to the school grounds. If you notice the gate is not opened in a timely fashion, please call the office (645-7760) and let us know. Students arriving on campus prior to 0840 will be sent back home and/or parent will be called to return to the school to pick up their child immediately. We appreciate your assistance.

RAINY MORNING PROCEDURES

If it is raining at 0840, students will follow Rainy Morning Procedures. Students who are dropped off or walk to school will be directed to the classroom. Students who ride the bus will remain on the bus until they are dismissed one bus at a time. Once students are dismissed from the bus, they will proceed under the covered walkway to the Information Center entrance and go directly to their classrooms.



DELAYED ARRIVAL HOME

All buses are dismissed by the Bus Monitor and depart approximately ten minutes following the 1500 dismissal bell on normal school days. Students who miss their bus unnecessarily encumber the services of office personnel, administrators and/or teachers who must resolve the problem of how to transport the child home. A cooperative effort must be made by all personnel to ensure that students do not miss their bus. To ensure the safety of all students, a child cannot be sent home with anyone other than the parent or emergency contact individual listed on the child's data form. **A note to the teacher is required if there will be a change to your child's departure from school at 3:00.**

BUS TRANSPORTATION

Bus passes are required for a student to ride the school bus. The School Bus Office is located on Camp Foster in building 5821, phone 645-7820. Bus monitors are under the direct supervision of the Okinawa Student Transportation Office. Parental concerns should be reported to the School Bus Transportation Office. The school supervises only the loading and unloading of the buses on the school grounds. Misconduct at the bus stop must be reported to the School Bus Office. The senior commanders on Okinawa have established the following bus rules:

First incident of student misconduct, regardless of the type offense committed, as recorded on cameras and/or reported to Bus Barn supervisors by adult monitors or local national drivers, can result in up to 10 days suspension from riding the bus.

Second incident of student misconduct documented on the same child will result in 30 days suspension.

The third incident of student misconduct documented on the same child will result in the child being permanently suspended from riding the school bus for the duration of the sponsor's tour on Okinawa.

Sponsors of children who ride the school bus must discuss proper bus conduct with their child and explain any consequences resulting from inappropriate behavior. Questions about discipline can be addressed to the school bus monitor supervisors at the School Bus Office.

Kindergarten students and all students 6 years or younger must be met at the bus stop by a parent, guardian or other adult so authorized.

Students who fail to get off the bus at their assigned stop will be taken to the School Bus Office for pickup by the parent.

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
						1	December 7- Pearl Harbor Day
							December 21- First Day of Winter
2	3	4	5	6	7	8	Fact: December starts on the same day as September every year and ends on the same day as April every year.
9	10 Choir Holiday Concert	11 1830 Choir Holiday Concert	12 1515 C SILT Meeting Accelerated Withdrawal 1 st Sem	13	14	15	
16	17 PTO Holiday Workshop	18 PTO Holiday Workshop	19 PTO Holiday Workshop	20 PTO Holiday Workshop	21 PTO Holiday Workshop	22	 Birthstone for December
23	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29	
30	31 Winter Break	No School					
ALL DATES ARE SUBJECT TO CHANGE							

CSI Goals:

Goal 1: All students will improve their English writing skills across the curriculum

Goal 2: All students will improve their Problem Solving skills across all curricular areas.



**MARINE CORPS BASES JAPAN YOUTH SUPERVISION GUIDELINES
OKINAWA - JAPAN**

Age	Leave unsupervised in quarters/outside unattended (to include playing)	Leave alone overnight/Leave in quarters while on vacation or TDY/TAD	Leave in car unsupervised	Babysit/supervise siblings or others	Leave in public areas	Walk to school and/or bus stop
0-6 years	No.	No	No	No	No. 5-6 year olds may be on playground with immediate access (visual sight or hearing distance) to adult/sibling supervision.	No
	5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance) to adult/sibling supervision.					
7-9 years	No.	No	No	No	No. Only on playgrounds for 2 hours with access to designated adult or babysitter.	Yes
	Yes, outside unattended for 2 hours with access to designated adult or babysitter.					
10-11 years	3 hours with access to designated adult.	No	Yes, with keys removed up to 15 minutes.	No	Yes, 3 hours at public areas with access to designated adult; 2 hours at retail stores (BX, Food Court, Etc.)	Yes
12-13 years	12 hours with designated adult checking periodically.	No	Yes, with keys removed.	Yes, Red Cross Babysitting Course recommended.	Yes, 12 hours at public areas with designated adult visually checking periodically; 4 hours at retail stores.	Yes
14-15 years	12 hours with designated adult visually/telephonically checking periodically. Not to include overnight.	No	Yes, with keys removed.	Yes	Yes, 12 hours with designated adult visually/telephonically checking periodically.	Yes
16-17 years	Yes, with telephone access to designated adult.	Yes, with telephone access to designated adult. May not be left in quarters while on vacation or TDY/TAD.	Yes	Yes	Yes	Yes

- Adult is defined as someone 18 years or older who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.
- Babysitter is someone between the ages of 12 and 17 (paid or unpaid).
- To babysit/supervise siblings or others, child must be at least 12 years old.
- Designated Adult is a specific prearranged individual who accepts responsibility for children.
- Access is when the child has the ability to make immediate face-to-face contact with the adult.
- Checking periodically is when the designated adult or sponsor and child have a face-to-face meeting.
- Left alone overnight is defined as during or lasting the night, the period between sunset and sunrise, when a sponsor or designated adult is not physically present.
- Public areas include parks, playgrounds, sports fields, recreational areas and other public areas.
- Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.

THE ABOVE MATRIX APPLIES TO ALL SOFA STATUS PERSONNEL BOTH ON/OFF INSTALLATION.

CURFEW: Applies to all persons under the age of 18 and those age 18-20 who are currently enrolled in High School.

Must be in quarters or with parent/designated adult during restriction times.

Off Base - Within Okinawa Prefecture: 2200-0400 Sunday through Saturday

On Base - 2200-0530 weekdays (Sunday night through Friday morning)

- 2400-0530 weekends (Friday morning through Sunday morning), holidays, and any time school is not in session the following day.

Enclosure (1)

MCBUD 5800.1C
27 JAN 2010

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
		1 New Year	2 Winter Break	3 Winter Break	4 Winter Break	5	"JANUARY QUOTE" Ring out the old, ring in the new, Ring, happy bells, across the snow; The year is going, let him go; Ring out the false, ring in the true. By: Lord Tennyson Alfred
No School							
6	7 School Resumes	8	9 1830 ODAC Meeting	10	11 1330 Geography Bee	12	
13	14	15	16 1515 CSILT Meeting	17	18 0900 New Parent Coffee	19	
20	21 Martin Luther King Day No School	22	23	24 1515 SAC Meeting	25 Teacher Workday No School	26	
27	28	29	30	31			
		ALL DATES ARE SUBJECT TO CHANGE		CSI Goals: Goal 1: All students will improve their English writing skills across the curriculum Goal 2: All students will improve their Problem Solving skills across all curricular areas.			

Be Here: Attendance Policy

School attendance is important and in order to receive the best education, students need to Be Here! This year, DoDEA is implementing a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States. School attendance issues have been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's new attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

Here are a few of the highlights of the policy:

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
 - Personal illness
 - Medical, dental, or mental health appointment
 - Serious illness in the student's immediate family
 - A death in the student's immediate family or of a relative
 - Religious holiday
 - Emergency conditions such as fire, flood, or storm
 - Unique family circumstances warranting absence and coordinated with school administration.
 - College visits that cannot be scheduled on non-school days
 - Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.
 - If a student has an appointment during school hours, the parent must send a note to the teacher indicating the time the child will be picked up for the appointment. All students must be checked out through our main office. Please do not go to your child's classroom without registering in the office. If you want to pick-up a child, advise our office personnel who will assist you with the proper procedures.

TARDY POLICY

Students arriving after the start of school in the morning **MUST** check in at the Main Office to obtain a tardy slip before being admitted to the classroom. **A parent must accompany and sign in students arriving late to school.** This is for the safety of your child and to ensure that your child has been under proper supervision. Please do not drop the child off at the classroom without a pass from the office.

PERMISSION PASSES

Parents must accompany students if they are to leave the school for an appointment. If a student brings in a note from the parent, the teacher will then be aware that the child is leaving. To check your child out of school you **MUST** go through the main office. Students will not be released to walk home alone during regular school hours.

LATE ARRIVALS/STUDENT CHECKOUT

If a child is late for school the parent must sign the child in at the office. A late slip will be issued to the child to give to the teacher. **Please do not escort your child directly to the classroom without signing them in at the office when they arrive late.**

If a student is to be released prior to school dismissal or if there is a change in the transportation routine for a particular day, parents are asked to please send a note to the teacher. **If an emergency arises and your child's schedule must be changed, please note that due to the busy office routine at the end of the day, we cannot ensure a student will receive a message if the call is received after 1430.** Dismissals during the last 20 minutes of the school day are discouraged. Parents must report to the school office to sign out a student for early release and wait for the child to be sent to the office. **Please do not go to the classroom to pick up your child.**

PHONE CALLS TO CHILDREN AT SCHOOL

We need your assistance in protecting classroom instructional time from disruptive interruptions. Each time a parent calls to leave a message for his or her child, the classroom teacher has to stop instruction to receive the message. Please support us in our goal of protecting instructional time by adhering to the following suggestions:

- Limit requests to deliver messages to your child during school to true **emergencies**. Confirm after school plans, times, time for special programs, and other routine arrangements with your child before leaving home each day. **Classroom instruction will be interrupted only in a true emergency.**
- Notify the teacher in writing if your child is to be dismissed from school for a medical or dental appointment. **Please note that the Branch Medical Clinic will accommodate appointments for school age children after school hours. Please limit appointments during school hours to emergencies only.**
- Establish a system at home that ensures that lunches, homework, musical instruments, etc., are ready the night before and that all needed items are routinely brought to school each morning.

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
					1	2 Groundhog Day	American Heart Month African American History Month
3	4	5	6 1515 CSILT Meeting	7	8	9	
10	11	12 Abraham Lincoln's Birthday	13	14 Valentine's Day	15	16	 FEBRUARY QUOTE Thirty days hath September, April, June, and November; All the rest have thirty- one, Excepting February alone Which hath but twenty- eight, in fine, Till leap year gives it twenty-nine.
17	18 President's Day No School	19	20	21 1515 SAC Meeting	22 George Washington's Birthday	23	
24	25 Read Across America	26 Read Across America	27 Read Across America	28 Read Across America 1700 Literacy Night			
ALL DATES ARE SUBJECT TO CHANGE							

CSI Goals:

- Goal 1:** All students will improve their English writing skills across the curriculum
- Goal 2:** All students will improve their Problem Solving skills across all curricular areas.

DRESS CODE

E. C. Killin Elementary School supports parents in their responsibility for ensuring appropriate student dress. We encourage our students to dress comfortably, follow good grooming practices, and select clothes that are appropriate. Dress and grooming standards should not be disruptive to the learning process nor create an unsafe condition for the student or others.

Specifically: No excessively baggy pants, no undergarments showing, no spaghetti straps for upper grade (3rd – 5th) girls, no short skirts/shorts – as a rule of thumb the hem should reach the tip of the middle finger when the arm is extended. Do not wear any clothing that restricts activity or movement. No clothing that depicts alcohol, tobacco products, drug or drug use, no clothing that has violent, obscene, or racial symbols, graphics or words, no head coverings or hats worn inside any building, no shoes with wheels, or flip-flops – for student safety.

BULLYING

Bullying is the intentional, persistent tormenting of others through verbal harassment, physical assault, hand (notes, letters) and electronically written information (e-mail, websites - cyber-bullying), or other more subtle methods of coercion such as manipulation.

The school administration or their appointee will counsel students who engage in this type of behavior about the possible consequences. Students will be referred to the counselor; additionally incidents of cyber-bullying will result in immediate termination of email privileges at school. If the inappropriate behavior continues, parents will be called in for a parent-student conference. Continued inappropriate behavior could result in “in-school” suspension, suspension or expulsion.

DISCIPLINE

Sponsors are ultimately responsible for the conduct of their dependents at school. Students are expected to conduct themselves according to the standards of student behavior determined by the teachers within their classrooms and the school-wide rules. Students are expected to maintain standards of behavior, which will bring credit to them and their families, show recognition and consideration of the rights of others, and contribute to a healthy and positive educational atmosphere.

Please review the following rules and procedures with your child. Discipline slips will be issued when a child chooses an inappropriate behavior that goes against the rules and/or behavior standards of the school. The purpose of the discipline slip is to inform you, the parents, of your child’s behavior choice.

If a child receives a total of three discipline slips within a thirty-day period, the child’s parent will be notified and the child will serve a one-day, in-house suspension at school as a consequence. If a student causes disruptions while serving an in-school suspension, his/her parent will be called to take the child home. Our goal is to positively affect the future behavior choices. Parental support is critical if we are to achieve our goal.

Parents are the most important people in a child’s life. Their love, affection, support, and approval are a fundamental need of all children. Because parents are number one in importance, they are also number one in the ability to influence and motivate their children toward responsible behavior. If your child should receive a discipline slip, please discuss what alternative behaviors he/she could have chosen that would have resulted in a more positive outcome. If a child views the school and parents as working together as a team, there is a much greater chance that the negative behavior choice will not be repeated.

SEVERE CLAUSE:

Fighting, using abusive language or gestures, making threats of physical harm, blatant disrespect/defiance, behavior which endangers oneself or others, or **other behaviors that are deemed totally unacceptable may result in an immediate “out of school” suspension by an administrator.** Based on the severity of the incident and/or repeated offenses, longer suspension periods may be invoked. Prior to the child returning to school, a student, parent, and administrator conference must be held.

REPORTING CHILD ABUSE

The Department of Defense Schools (DoDDS) requires that all allegations of child abuse be reported to local family advocacy officials and to the appropriate DoDDS officials by school employees regardless of where or when the alleged abuse occurred.

CONCERNS

Should you have a question or a concern, please attempt to resolve it at the most appropriate and immediate level. For typical classroom matters the following procedures should apply:

- Student/parent discusses the matter with the teacher concerned.
- Student/parent or teacher involves other personnel such as specialists or school administration.
- Student/parent and teacher concerned meet with the principal or his/her designee.

Those matters, which cannot be resolved at the school level, are referred to the District Superintendent’s Office (DSO).

These procedures follow the “chain-of-command” from teacher to DSO and focus on resolution at the first and most immediate level. We encourage you to seek immediate resolution to problems. Prompt action can frequently prevent complications and more serious problems.

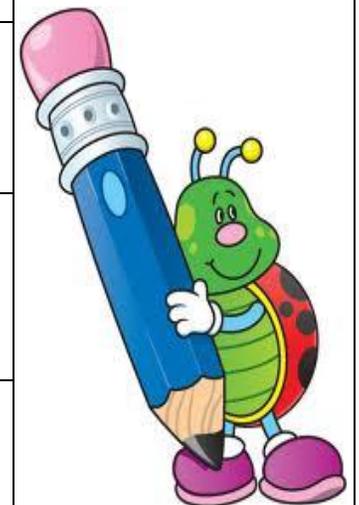
MARCH

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
					1 Read Across America	2 Dr. Suess' Birthday	Tips for a fantastic week of Terra Nova Testing: <ol style="list-style-type: none"> 1. Get enough sleep. 2. Eat a healthy breakfast. 3. Try your best. 4. Use good work habits. 5. Take your time. 6. Keep a sense of humor.
3	4	5	6 1830 ODAC Meeting	7	8	9	
10	11 Terra Nova Testing	12 Terra Nova Testing	13 Terra Nova Testing	14 Terra Nova Testing PI DAY	15 Terra Nova Testing	16	
17	18 0900 Reading Revelations	19	20 1515 CSILT Meeting	21	22 0900 New Parent Coffee	23	
24	25	26	27	28 1515 SAC Meeting	29 Career Day	30	
31							

**ALL DATES ARE
SUBJECT TO
CHANGE**

CSI Goals:

- Goal 1:** All students will improve their English writing skills across the curriculum
- Goal 2:** All students will improve their Problem Skills across all curricular areas.



PROGRESS REPORTS

Teachers may send interim progress reports at any time during the grading period before report cards are sent. If a student is in danger of receiving an "F" on his/her report card, or an "N" (Not yet evident in primary grades), the parents will be notified by the teacher before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about their child's progress. Do not wait until report cards are issued if you have a concern regarding your child's progress.

REPORT CARDS

Progress reports are used to evaluate the pupil's progress in terms of skills related to each subject area. Progress report cards are issued in grades K - 5 on a quarterly basis. A student must be enrolled 20 school days before he/she is given a progress report. Twice a year, usually at the end of the first and third quarters, scheduled conferences for parents are established, at which time, a pupil's progress is discussed. It is not necessary, however, to wait for a scheduled conference to settle or prevent a problem. We are as close as your telephone. You may call the office at 645-7760 or contact your child's teacher via email to arrange a conference. **Please help us keep the lines of communication open.**

DoDDS GRADING SCALE

KINDERGARTEN - GRADE 3:

Students in the primary grades do not receive traditional letter grades. The following codes are used instead to inform parents of their child's progress in skill attainment:

CD - Consistently Displayed - This student *CONSISTENTLY DISPLAYS* the skill listed in this area.

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

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

Marking codes used for special classes (Art, Music, Culture, and PE) are: "P" for Participates, "+" for Shows Strength, and "/" for More Participation Needed.

GRADES 4 - 5

Grading guidelines for students in grades 4 - 5 are as follows.

A = Excellent - 90 to 100%

B = Very Good - 80 to 89%

C = Good - 70 to 79%

D = Minimal - 60 to 69%

F = Failing - below 60%

The use of a "+" and "-" may be used with the letter grades at the discretion of the teacher.

A letter grade will be given for each major curriculum area: Language Arts - Reading, Mathematics, Social Studies and Science. Report Cards will also record student growth in Health, Life Skills and Social Development. Students will be recognized at the end of each semester for maintaining a high GPA.

Marking codes used for special classes (Art, Music, Culture, and PE) are:

E - Exceeds grade-level expectations

M - Meets grade-level expectations

S - Steady progress toward grade-level expectations

L - Limited progress toward grade-level expectations

HONOR ROLL AND OTHER AWARDS

There is a school Honor Roll for grades 4 and 5. A student is recognized for the Principal's Honor Roll for having a 4.0 GPA, High Honor Roll for 3.5-3.9 GPA, and Honor Roll for 3.0-3.4 GPA. At the end of each Quarter, students being recognized receive certificates from their teachers at an awards ceremony.

HOMEWORK POLICY

It is DoDDS policy to assign homework as appropriate to all students capable of completing assignments. The following guidelines reflect the established appropriate ranges of hours per week of assigned homework:

Grades 1-3 2 to 4 hours Grades 4-5 5 to 6 hours

Homework assignments are reinforcements from classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce instruction accomplished in class; it should not introduce new or unfamiliar concepts or skills. Homework assignments should be designed to meet the needs and abilities of individual students.

HOMEWORK TIPS FOR PARENTS:

- Provide a specific time for homework, preferably when you or a responsible sibling will be available to assist your child.
- Provide a specific place for your child to do homework. It may be in a bedroom or at the kitchen table. The area should be well lit, quiet, and equipped with whatever supplies are appropriate for completing the work. Declare the area off-limits to interruptions and turn off the TV.
- Use homework time to foster responsibility, not to punish the child. In this way you can lay the proper foundation for organizational skills and study habits.
- Serve in the role of consultant to help your child learn to solve problems rather than solving them for him/her. It is helpful if parents review homework before it is returned to school.
- Show interest in your child's homework. "Children need encouragement and support from the people whose opinions they value most: their parents." (Homework without Tears)

STUDENT AGENDAS

Student agendas will be distributed to students in Grades 3 through 5. This school-wide initiative is designed to help students be organized, to keep homework assignments current and to maintain communication between parents and teachers. You can help by reviewing your child (ren)'s assignments and writing any messages you may have for their teacher in their agenda. **Check your child's agenda nightly.**

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
	1 April Fool's Day	2	3	4	5 Teacher Workday No School	6	April is: The Month of the Military Child National Autism Awareness Month Child Abuse Prevention Month Say "Thank you" to the Librarian National Poetry Month "JELLY BEANS" Black jelly beans are best I let my brother have the rest.
7	8 Spring Break	9 Spring Break	10 Spring Break	11 Spring Break	12 Spring Break	13	
No School							
14	15 0900 Reading Revelations	16	17 1515 CSILT Meeting 1700 P.I.E.	18	19 1135 Early Dismissal Half Day Conferences 1445 Volunteer Tea	20	
21	22 National Jelly Bean Day	23	24	25 1515 SAC Meeting	26	27	
28	29 0900 Soroban Competition	30					

**ALL DATES ARE
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CSI Goals:

Goal 1: All students will improve their English writing skills across the curriculum

Goal 2: All students will improve their Problem Solving skills across all curricular areas.





Registration and Re-Registration for SY 2013-2014

Spring Registration is an annual event for the DoDDS Okinawa District. All Sponsors are required to register their children for the next school year. This process is a critical activity for schools since funding and staffing authorizations are based on enrollment projections. Please contact the school office for further details.



Documents Required for Registration

- + Student Registration Packet
- + On Base Housing Assignment Letter or Off Base Lease Agreement
- + Military Personnel: Sponsor's Orders (USMC & USN must provide Area Clearance or Dependent Entry Approval
- + Local Hire Civilian: Current year Certification of Full-time Employment (required annually)
- + CONUS Hire: Certification of Employment or New Travel Orders (required every two years)
- + DoDDs Educator: Current Renewal Agreement Travel Orders or Certificate of Employment signed (required annually)
- + DoD Contractor: Contractors Letter of Identification/ travel orders indicating privileges, dependents, and contract period, and letter from company for authorization of central billing.

PSC Transcript Request and On-Island Transfer

To allow adequate time for processing, please notify the school office in writing at least 10 business days prior to PCS date and 5 business days for On-Island Transfer. New PCS orders are required for PCS transcripts to be released. New Lease Agreement or housing letter must be submitted for On-Island Transfer.

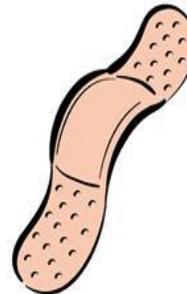


Personal Data Update

Had a change in contact information? Is your child staying with another family? Please contact the school office. Updated and correct information is essential to your student's safety and well-being.

Emergency Procedure

Information about disabling conditions and medications must be kept current at all times. In case of an emergency, parents or guardians must be able to be contacted quickly. If the sponsor or emergency contacts are not available, the Military Police and the sponsor's commanding officer will be contacted. Please update information as needed.



Extended and Pre-Planned Family Leave

Planning an extensive trip for the family? If so, please remember to contact the school office and your child's teacher. If your student will not be returning before summer break, please make arrangements with your child's teacher to complete all required assignments.

MAY

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
			1 May Day 1830 ODAC Meeting	2	3 Culture Day	4	Asian Pacific Heritage Month
5	6 Cinco de Mayo Fiesta	7 National Teacher Day	8 1515 CSILT Meeting	9	10 1300 SS/K ABC Parade Luncheon	11	
12 Mother's Day	13	14	15 Accelerated Withdrawal 2 nd Semester	16	17	18 Armed Forces Day	
19	20 0900 Reading Revelations	21	22	23	24 1135 Early Dismissal	25	
26	27 Memorial Day No School	28	29	30 1515 SAC Meeting	31 1330 Reading Counts Ceremony		
		ALL DATES ARE SUBJECT TO CHANGE					

KILLIN ELEMENTARY PTO

The purpose of the Parent-Teacher Organization (PTO) is to promote friendly relations and mutual understanding between parents and teachers; to cooperate with school authorities in order to advance educational, artistic and athletic interests, social development and well-being of the students; to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school; and to provide reciprocal opportunities for school administration to disseminate information to the parents regarding school policies and curriculum.

Membership in the PTO is open to parents, faculty, staff and interested community members. The PTO has monthly meetings and a number of other social and educational programs throughout the year.

The ECK PTO is a volunteer organization that consists of parents and teachers who are interested in the welfare of all children at ECK. We actively support the School Advisory Committee (SAC), School-Home Community Partnership (SHCP), Drug Abuse Resistance Education (D.A.R.E.), extracurricular activities, school store, T-shirt sales, and before and after school activities. Please join us in making ECK a wonderful experience for our children.

School Store - The PTO School Store, run by parent volunteers, provides a service to our students and funds for the PTO. Items sold include: school T-shirts, as well as smaller items such as pencils, erasers, rulers and holiday specialties. Information on hours and locations will be sent home under a separate cover.



Educate a life.....
Be a Volunteer!
Contact the School Office
for more details

REQUEST FOR CHANGE OF TEACHER

When a student is already assigned to a classroom she/he must be in attendance for **AT LEAST 30 DAYS BEFORE A REQUEST FOR CHANGE CAN BE ENTERTAINED.**

The procedure will be as follows:

- Parent/sponsor will submit a written cause for the requested change addressed to the principal.
- Parent/sponsor and teacher will set up a conference to dialogue on the 1st bullet. Preferably administration and placement counselor should be in attendance.
- An ad hoc committee will be created to evaluate the educational merits of the request. Depending on the change requested, the committee members should include classroom teachers (present and team leader), specialist (if applicable), Gifted Education teacher (if applicable), placement counselor and administration.
- The committee will write its report and recommendations to be submitted to the principal who then will make the final decision.
- Parent/sponsor will be duly notified.

The above process is normally completed within 10 working days.

PARENT-TEACHER RELATIONSHIP

As educators we believe that parental support is critical to the effective management of our schools and the achievement of our students. Parents are important stakeholders and serve as an integral part of the entire education process. Through their continued commitment and dedication we have developed a unique bond and forged new partnerships that remain critical to achieving our goal of "highest student achievement."

As with any partnership, there are a few parameters. One is that parents should prearrange their visits and meetings with teachers, except in emergencies. The advance notice creates an opportunity for the teacher to offer an optimum date and time for the parent to observe the instructional process, and allows for a healthy exchange of ideas that benefits the student and ensures their success.

Accordingly, our schools are open campuses for parent visits and participation. We encourage parents to contact teachers and visit classrooms to share, support, and celebrate the learning experiences of their children. We also invite parents to school events and extra-curricular activities. This relationship between parents and the schools is a healthy, supportive partnership that contributes immeasurably to the excellence of DoDDS-Pacific/DDESS-Guam schools.

One of our primary concerns is the safety and security of our school and its students. For that reason, we require all visitors to report first to the school office to sign in and receive a "Visitor's Badge" before entering any other area of the school campus. Office personnel verify the identification of the visitor, ascertain the purpose of the visit, and inform the teacher of the visitor's arrival. Should a parent go directly to the classroom without processing through the office first, teachers have been told to instruct the parent to return to the office to get a "Visitor's Badge." Maintaining the safety of our students requires this procedure.

Occasionally, there are parent-teacher interactions that leave both parties feeling frustrated. If a parent and teacher are no longer having productive communications, it is hoped that either would request assistance from the school administration to restore the relationship. Principals and assistant principals understand the educational process and parent expectations, as well as the demand upon teachers. They also have a broad range of skills and resources they can use to find a resolution that both addresses the parental concerns and supports the teacher.

SCHOOL VISITS

Parents may make appointments to visit classes through the school office or the classroom teacher. Parents are not to visit classrooms or other areas of the school without prior arrangements. **As part of the DoDDS Worldwide School Security System, all visitors to the school must sign in at the school office and sign out when leaving.** Visitors will be issued a label or a badge that must be visibly worn throughout their visit. This DoDDS regulation is designed to help prevent the possibility of any form of terrorism or other illegal activity from occurring in our schools. We recognize this may present parents with a minor inconvenience during those "short" visits to school (bring a lunch box, pick up a child), but please realize that our priorities are the same as yours concerning the safety of your children. We do not wish to compromise their safety. Unauthorized visits do compromise that safety factor. Please help us observe this important provision.

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT	INFORMATION:
						1	School's Out for the Summer!  Dream Big Read!
2	3	4	5	6 Last Day-Sure Start	7	8	
9	10	11 5 th Grade End of Year Award Assembly	12	13 1135 Early Release	14 Teacher Workday	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

ALL DATES ARE SUBJECT TO CHANGE

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Goal 1: All students will improve their English writing skills across the curriculum

Goal 2: All students will improve their Problems Solving skills across all curricular areas.

LOST AND FOUND

A lost and found box is located next to the cafeteria. *Please label all lunch boxes, backpacks, personal books, articles of clothing, etc, clearly with your child's name.* Your help is needed in teaching children to care for their own belongings. Students should check for misplaced items before school, during lunch, or after school. Periodically throughout the year, unclaimed items, often brand new, will be turned over to charity or the thrift shop. Please check the lost and found box on a frequent basis if your child is missing any personal property. Items left on the school buses are brought to the school's lost and found.

PLEASE NOTE: If a student loses or damages a textbook, it will be necessary for the student to pay for the cost of the book. In the case of a library book checked out from the Information Center, it must be replaced with a new book of equal value and reading level. Cash cannot be accepted. See your child's teacher or the Information Specialist if this should occur.

LUNCH

Students have a 40-minute lunch/recess period each day. AAFES provides a hot lunch program for students in grades K-5 in the cafeteria for a fee. Students may also bring a bag lunch and buy milk. Please do not send sodas or other sugary drinks for lunch. Lunch money may be put into a child's account at the BX/PX. Information on free and reduced prices is available at the DoDDS Student Transportation Office. Monthly menus are available online at <http://shopmyexchange.com>. Any questions regarding food services may be directed to the cafeteria food services supervisor at 645-7748.

SCHOOL CANCELLATIONS

Known changes in the school calendar for professional development days and teacher collaboration days will be announced in the Gecko Gazette well in advance of their date. Cancellations due to emergencies or unforeseen problems will be announced on radio and TV. For the latest information on typhoon and weather conditions you may call 634-4081.

TYPHOON PROCEDURES

If Condition 1 is called while school is in progress, all early schedule schools will be dismissed within approximately ½ hour and all late schedule schools will be dismissed approximately 1½ hours after Condition 1 is called. If Condition 1 is announced after 1200, normal school hours will be in effect.

EARLY SCHEDULE SCHOOLS: Kinser ES, Zukeran ES, Kadena HS, Kadena Middle, Lester Middle, Kubasaki HS, Stearley Heights ES

LATE SCHEDULE SCHOOLS: Amelia Earhart Intermediate School, Bechtel ES, Bob Hope Primary School, Kadena ES, **E C Killin ES**

REMINDER: NO LUNCH WILL BE SERVED TO STUDENTS IF THE "ALL CLEAR" IS ANNOUNCED AFTER 0900.

DODDS OKINAWA TYPHOON GUIDE

CONDITION	TIME	ACTION
(TC-4, TC-3 or TC-2)	0850 - 1500	ECK NORMAL SCHOOL HOURS NO SCHOOL - Buses return children if enroute. <i>Tune to AFN radio and/or TV.</i> NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHER, OFFICE STAFF AND SUPPLY/MAINTENANCE WORK.
(TC-1)	0600 – 0759	NO SCHOOL - Buses recalled. Early dismissal possible. <i>Tune to AFN radio and/or TV.</i> NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHER, OFFICE STAFF AND SUPPLY/MAINTENANCE WORK.
	0800 – 1159	NO SCHOOL - Buses recalled. Early dismissal possible. <i>Tune to AFN radio and/or TV.</i> NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHER, OFFICE STAFF AND SUPPLY/MAINTENANCE WORK.
	After 1200	NORMAL SCHOOL HOURS
(TC-1C) 1 CAUTION	0600 – 1159	NO SCHOOL – Everything closes. <i>Stay indoors and tune to AFN radio and/or TV.</i> NO: STUDENTS, TEACHERS, OFFICE STAFF OR SUPPLY/MAINTENANCE.
(TC-1E or TC-1R) 1 EMERGENCY/1 RECOVERY	0600 – 0559	NO SCHOOL – Nothing moves except emergency vehicles. <i>Stay indoors and Tune to AFN radio and/or TV.</i> NO: STUDENTS, TEACHERS, OFFICE STAFF OR SUPPLY/MAINTENANCE.
(TC-SW) STORMWATCH	0800 – 1159	NO SCHOOL NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHERS, OFFICE STAFF AND SUPPLY/MAINTENANCE report to work within 2 hours of first announcement. Be prepared for "All Clear" or return to higher cyclone condition.
(TC-AC) ALL CLEAR	0600 – 0759	MODIFIED SCHOOL HOURS – Possible 1-hour delay in start of school. Buses for early schedule schools will pick-up students approximately ½ hour after "All Clear" announcement. Buses for late schedule schools will pick-up students 1½ hours after "All Clear" announcement. Hot lunches will normally be served. <i>Tune to AFN radio and/or TV.</i> YES: ALL IN ATTENDANCE
	0800 – 1059	MODIFIED SCHOOL HOURS – School will begin 1 hour following "All Clear" announcement for walkers. Buses for early schedule schools will pick-up students approximately ½ hour after "All Clear" announcement. Buses for late schedule schools will pick-up students approximately 1½ hours following "All Clear" announcement. * No lunch will be served if "All Clear" is announced after 0900. YES: ALL IN ATTENDANCE
	1100 – 1500	NO SCHOOL NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHER, OFFICE STAFF AND SUPPLY/MAINTENANCE WORK.

Health Services

ILLNESS:

When students exhibit one or more of the following symptoms they will be sent home: fever greater than 100 degrees, chills, vomiting, nausea, diarrhea, inflamed or watery eyes, continuous coughing or runny nose, lethargy, unusual pallor or any condition that prevents the student from concentrating or participating in regular classroom activity.

Students with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, impetigo, etc. will be sent home and should remain home until they are no longer contagious (refer to your personal physician). Students with **head lice** will also be sent home. Additionally, their classmates will be checked for evidence of head lice, and a letter of this occurrence will be sent to parents.

RETURN TO SCHOOL AFTER AN ILLNESS:

Students may return to school if they have been **fever free** (without the use of medication), nausea free, and /or diarrhea free for **24 hours from cessation of symptoms**, that is, eating, drinking, sleeping and playing normally. For contagious illness such as "pink eye", ringworm (enterobiasis) students may return to school once prescribed drops or ointments are given for at least 24 hours. Students with head lice must be treated with a lice shampoo, they must be NIT FREE, and must have a note from the school nurse before returning to class.

MEDICATIONS AT SCHOOL:

Based on DoDDS Health Service Guide, the school nurse does not administer medication including aspirin, Tylenol, and cough drops. The exception is specific individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactive disorder. The parent and physician must sign a **Hold Harmless** medication form. These forms must be signed whenever there is a change in dosage and prior to the beginning of each school year. Forms may be obtained from the school nurse or your physician.

Antibiotics or other medications (prescriptions or over-the-counter) should be administered at home before and after school. If this cannot be accomplished, and the antibiotic or other medication must be administered during school hours, a Hold Harmless form signed by the physician and parent is needed.

All medications should be in the pharmacy-labeled containers marked with the student's name, the name of the medication, time to be taken, the amount to be taken, and the method of administration. Medications for students with severe allergic reactions that have a prescribed ANA (epinephrine) kit, or students that have prescribed inhalers, are requested to provide a kit or inhaler to be kept in the school nurse's office in case of an emergency. All medications should be picked up from the nurse's office at the end of the school year. Any medication not picked up will be disposed of properly. Please feel free to contact the school nurse at **645-7761** for additional information. **If there are any changes in your child's medical condition during the school year, we ask that you notify the school nurse.**

SCREENING PROGRAMS:

Several routine screening programs including hearing, vision, height and weight, as well as scoliosis are conducted during the school year. Not all screenings are for all grade levels. You will be notified when screenings are to be held.

EMERGENCY CARE AND CONTACT INFORMATION



In the event of a medical emergency, the school nurse will initiate first aid measures. An ambulance from the Branch Medical clinic will be called if necessary and the parents of the injured or ill student will be notified immediately by an appropriate school staff member (nurse, teacher, or administrative staff). If school personnel are unable to contact the parents, the parent's designated emergency contact will be notified. If we are unable to reach the emergency contact person, in the event of a life-threatening situation school personnel will notify the sponsor's command. **IT IS IMPERATIVE to keep home, duty, spouse's work, and emergency contact phone numbers up to date.**

FREE CHILD FIND SCREENING

Do you have a pre-school aged child (3-5)? Are you concerned about your child's speech, language, motor and/or cognitive development? If you are interested in having your child participate in a **FREE** screening at E. C. Killin, please call for your appointment today! For questions, additional information, or an appointment, please contact school office at 645-7760 and request Molly Maman or contact her at molly.maman@pac.dodea.edu

DVD POLICY

Educational DVDs may be shown in the classroom to support learning objectives. Occasionally, some classrooms may show a fun DVD as an earned reward. All videos shown will be rated G unless written parent permission is obtained in advance. During rainy day lunch recess, students go to the Information Center watching "G" rated DVDs during their regularly scheduled recess period.

IPads/MP3/iPods/CELL PHONES

Personal Electronic Devices are not to be used at school. We discourage students from using them to and from school. If a student chooses to do so, they are to be kept in a backpack throughout the day. We cannot be held responsible for any that might be lost or stolen.

PEDESTRIAN SAFETY FOR STUDENTS

When crossing the street, stop at the curb or edge of the road. Look right, and then left, then right again to see if a car is coming. If a car is coming let it pass and look right and left again until the street is clear.

If you cannot see clearly or a car or other objects block your line of sight, slowly move out to where you can see cars and the drivers can see you.

Cross streets only at marked crosswalks or pedestrian crossings and not in the middle of the street.

Wear bright colored clothing to help drivers see you more easily.

In bad weather, make sure that when crossing the street you allow more time and distance for cars to stop before stepping in front of moving cars.

WEAPONS POLICY: ZERO TOLERANCE!

KILLIN ELEMENTARY SCHOOL IS AN ABSOLUTE WEAPONS FREE ZONE. THERE IS ZERO TOLERANCE FOR WEAPONS OF ANY KIND ON SCHOOL GROUNDS.



If a student is found with a weapon, he/she will be subject to school disciplinary measures ranging from suspension to expulsion.

If it can cause bodily harm or be perceived as a threatening object that instills fear- it is a **weapon**. **No weapon of any type should ever be brought to school including all knives, BB guns or any authentic looking replica of a weapon.** If a student brings a seemingly harmless item to school to instill fear or cause injury, it will also result in suspension/expulsion from school.

WEAPONS INCIDENTS

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

DEFINITIONS OF WEAPONS -

Inherently Dangerous Items: Deadly Weapons

Weapons in this category include, but are not limited to: firearms, knives (over 2" blade), explosives, (to include fireworks), realistic guns, nun-chukkas, ninja knives, metal "brass" knuckles, blackjacks, large chains and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.

Dangerous/Potentially Dangerous Items

This category includes items not inherently dangerous used inappropriately to injure others or instill fear at school or a school activity. Unrealistic replicas, laser pens, small firecrackers, small pocketknives (less than 2" blade), or other inappropriate items at school with any intent to use them as weapons or instill fear would fall into this category. For instance, a piece of glass on the ground is not a weapon, but if picked up and used or possessed with intent to provoke fear, it becomes a weapon.

It is advisable also not to bring objects such as long, thick-linked chains used to connect wallets to belt loops to school. This type of objects has the potential to cause serious injury if used inappropriately. Since the student wears it, it would be easily accessible in a moment of anger out on the playground or coming to or from school.

CONSEQUENCES-

Inherently Dangerous Items: Deadly Weapons

If a child brings an inherently dangerous item to school or school activity, a Disciplinary Committee will convene a Formal Hearing. Based upon determination of the hearing, the child may be expelled from school for a period of 36 weeks.

Dangerous/Potentially Dangerous Items

In cases involving dangerous/potentially dangerous items, an "informal" hearing will be held between the student and the administration. First offenses may result in suspensions from one to two days (K - 3 students) or one to three days (grades 4 - 5 students) depending upon the absence/presence of intent. Second offenses may result in suspensions from two to five days (K - 3 students) and from three to six days (grades 4 - 5 students). Third offenses may result in expulsion of the student. Suspensions of more than 10 days require a Formal Hearing by a Disciplinary Committee.



CONTINUOUS SCHOOL IMPROVEMENT (CSI)

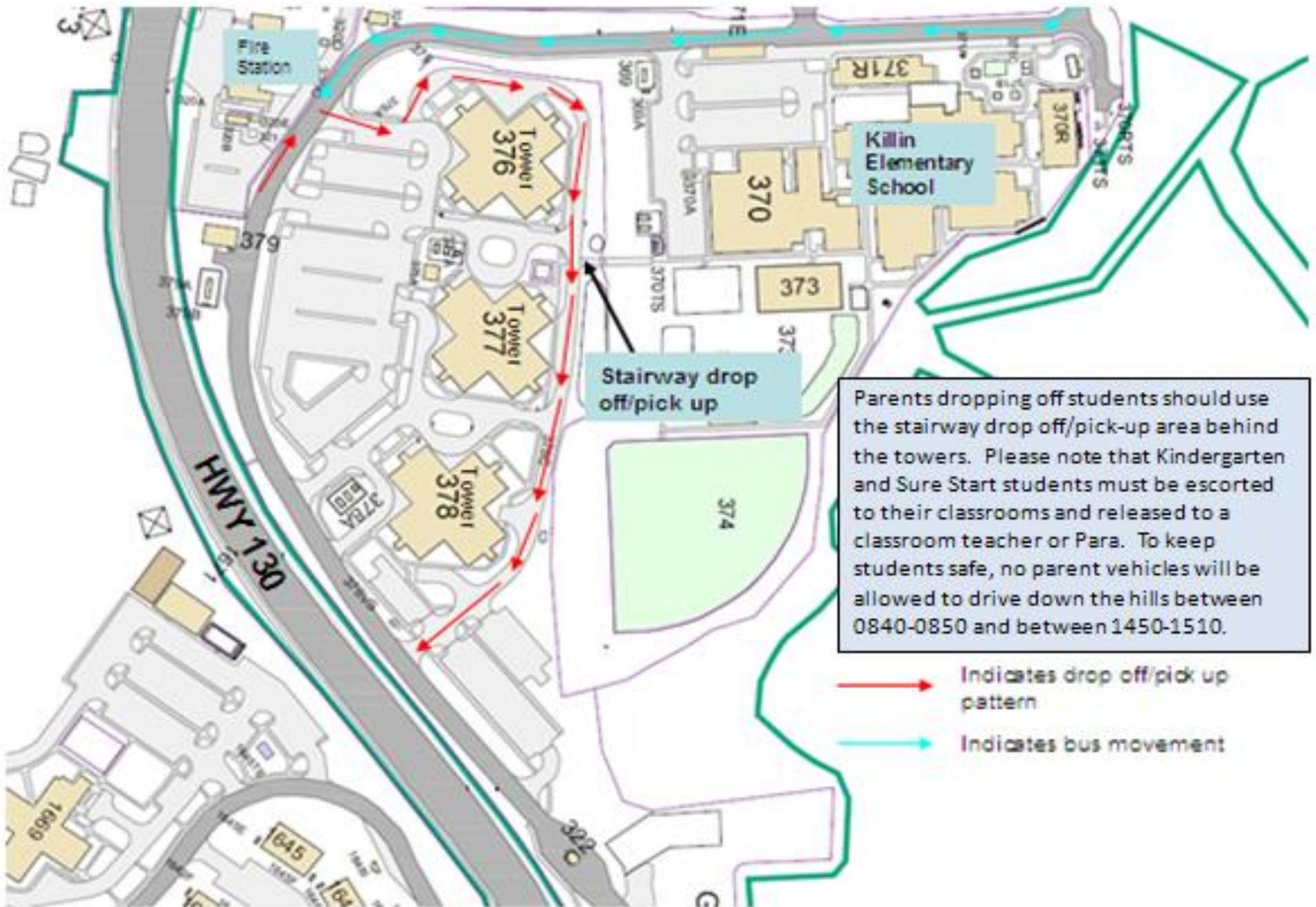
The purpose of the Continuous School Improvement (CSI) planning process is for all educators, parents, and other stakeholders to take a critical look at school programs, teaching techniques, parental involvement, and other factors, that affect student achievement in school. This critical review is based upon a variety of sources of information and data available at the school or purposely collected as part of the review process. As part of the process, E. C. Killin Elementary celebrates achievements and finds areas in which improvement is desired by most of the stakeholders. All those involved bear responsibility for the achievement of the goals. School improvement is a team effort. One of the basic principles of the school improvement process is to provide avenues for school and communities to work together and share in the responsibility of ensuring that all students learn and reach their fullest potential. If you are interested in learning more about the CSI process please contact the CSI chairperson at 645-7760.



EXTRACURRICULAR ACTIVITIES

There are a number of extracurricular school activities in which students may participate. Extracurricular activities are conducted in the afternoon, after school hours. Students must have parental permission to participate in these activities. Some of these activities may include: Choir, Chess Club, Soroban Club, Yearbook, Sports, Science, Homework Club and many more....



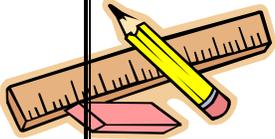


Parents dropping off students should use the stairway drop off/pick-up area behind the towers. Please note that Kindergarten and Sure Start students must be escorted to their classrooms and released to a classroom teacher or Para. To keep students safe, no parent vehicles will be allowed to drive down the hills between 0840-0850 and between 1450-1510.

- Indicates drop off/pick up pattern
- Indicates bus movement

Edward C. Killin Elementary School SY 2012-2013

Supply List- Parents are requested to purchase the following basic educational supplies for their children. Replacement supplies may be requested by your child's teacher as the school year progresses. **Some items are considered "community property"

<u>Kindergarten</u>	<u>1st Grade</u>	<u>2nd Grade</u>	<u>3rd Grade</u>	<u>4th Grade</u>	<u>5th Grade</u>
10 glue sticks 1 pkg. #2 pencils with erasers 2 pkgs. FAT pencils 4 pocket folders with prongs 1 plastic pocket folder 2 boxes of crayons 24 count 1 pair Fiskars scissors 1 large eraser (white preferred) 1 box of colored pencils 1 bottle WHITE glue- (no blue gel or gold bottles) 1 box of washable markers 2 Mead Tablets 1 Mead K-2 nd Grade Primary Journal	4 glue sticks 2 pkgs. #2 pencils with erasers 2 pocket folders with prongs 1 plastic pocket folder 2 boxes of crayons 24 count 1 pair Fiskars scissors 2 large erasers (white preferred) 1 box colored pencils 1 bottle of school glue (no gel) 2 Mead K-2 nd Grade Primary Journals		10 glue sticks 4 pkgs. #2 pencils with erasers 4 pocket folders 1 box of crayons 24 count 1 pair Fiskars scissors 4 large erasers (white preferred) 1 box of colored pencils 1 box of washable markers 6 composition notebooks 1 pack loose leaf wide- rule paper 2 red ball point pens	8 glue sticks 3 pkgs. #2 pencils with erasers 5 pocket folders 1 box of crayons 24 count 1 pair Fiskars scissors 2 large erasers (white preferred) 1 box colored pencils 1 box washable markers 4 composition notebooks 2 packs of loose leaf wide- rule paper 1 pkg. of highlighters 1 (2in.) 3 ring-binder (No Trapper Keepers) *Special note from the PE teacher: ALL students are required to wear pants/shorts and tennis shoes during PE classes. *No Wheel Backpacks	10 glue sticks 3 pkgs. #2 pencils with erasers 2 pocket folders 1 box of crayons 24 count 1 pair Fiskars scissors 2 large erasers (white preferred) 1 box colored pencils 1 box washable markers 2 composition notebooks 2 packs of loose leaf wide- rule paper 5 one-subject spiral notebooks (70 pgs.)

Please remember ECK dress guidelines while shopping for the 2012-2013 school year. We encourage all students to dress comfortably. Please no baggy pants, spaghetti straps (3rd-5th), and short skirts. Students should refrain from wearing clothing that depicts alcohol, tobacco products, drug use, and violence, obscene, or racial symbols (graphics and words). Flip flops and shoes with wheels are prohibited for student safety. Please refer to the student handbook or the school website for further details.

DODDS Pacific 2012-2013 School Year Calendar

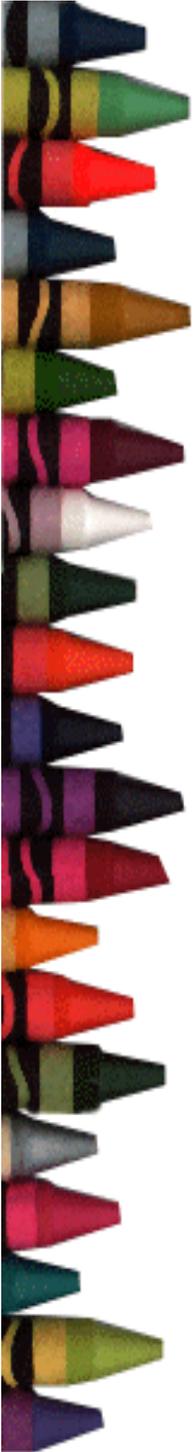
August 27	First Day of School Gr. 1-12
September 3	Labor Day- Federal Holiday
September 4	Kindergarten Begins
September 11	Sure Start Begins
September 21	Early Release- PDD
October 3	No School- PDD
October 8	Columbus Day-Federal Holiday
November 2	Teacher Workday- No School
November 8	Parent/Teacher Conferences
November 9	Parent/Teacher Conferences
November 11	Veteran's Day-Federal Holiday
November 22-23	Thanksgiving Break
December 24-31	Winter Break

	2013
January 1-4	Winter Break
January 21	Martin Luther King Day- F.H.
January 25	Teacher Workday-No School
February 18	President's Day-Federal Holiday
March 27	Early Release- PDD
April 5	Teacher Workday- No School
April 8-12	Spring Break
May 24	Early Release- PDD
May 27	Memorial Day-Federal Holiday
June 6	Last Day of Sure Start
June 13	Students Last Day

- PDD- Professional Development Day



REMINDERS





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