

Edward C. Killin Elementary School

Okinawa, Japan

沖縄



2008-2009 Parent/Student Handbook & Calendar



Where Children are Special

Where Children are Special

Welcome!

The administration and staff of Edward C. Killin Elementary School wish to extend a warm welcome to students, parents, and the community. We are again embarking upon another year of educational excellence through academic offerings and exciting extra-curricular programs for students. We seek to form cooperative and positive partnerships with parents and community organizations to unite our efforts together to educate and care for our children.

The DoDEA Strategic Plan, <http://www.pac.dodea.edu> which was initiated a few years ago, brought about dramatic changes in how we perform tasks at the local level. Our review process is now through actions related to our School Improvement Plan. It is no longer a top down system but one that gives autonomy to individual schools. We continually strive to increase our efforts to improve upon quality education and, therefore, expect to enact changes within the school that focus on improved student learning. With this design, parental and community involvement is imperative and we extend this opportunity to all stakeholders of Edward C. Killin Elementary School. We implore your active involvement in all aspects of the School Improvement Process so that we can all work toward improvement of student achievement. Please attend our Parent Teacher Organization (PTO) meetings; take an active role in the PTO and our School Advisory Committee (SAC). Working together, our students are assured of success!

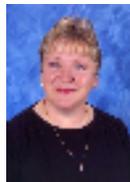
Please take time to read this handbook. It has been designed to provide information regarding school policies and procedures, as well as some general school information.

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



Gail Wiley
Principal

**"HAND IN HAND,
TOGETHER WE
CAN"**



Allison Peltz
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.

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

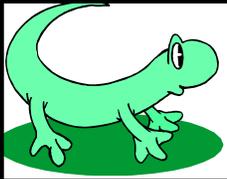
Student Performance Goal #2:

All students will improve their reading comprehension in all curricular areas.

1. Reading, understanding the elements of, and responding to a variety of variety of literary texts.
2. Reading and understanding informational text materials

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 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Info
					1	2	<p>SIP stands for the School Improvement Process or Plan, where parents, teachers and community members work together to develop quality educational programs and goals.</p>
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22 Class list and Ice Cream Social. 1330-1420	23	
24	25 First Day of school 1st-5th Kinder Parent Orientation 0930-1030	26	27	28	29	30	
31					All Dates are subject to change.		

SIP Goals: **Goal 1: All students will improve their English writing skills across the curriculum.**
Goal 2: All students will improve their reading comprehension in all curricular areas.

WELCOME FROM THE STAFF

Dear Parents,

Our school staff reflects the mission of the Department of Defense Education Activity. We recognize that every child is unique and we strive to arrange the kinds of learning situations that will enhance the inherent dignity and respect of all children while promoting maximum development of their capabilities.

You, as your child's main teacher, are asked to give full support to the school by providing your child with the following tools to be successful in our school setting:

Speak positively about school and teachers.

Insist on regular attendance at school, and arrive on time.

Show an interest in the daily happenings at school by discussing them with your child.

Provide a quiet place to study at home.

Work out a regular time for your child to do homework and see that homework is returned to school on time.

Provide your child with the needed school supplies.

Be enthusiastic about reading. Encourage your child to read every day; provide him/her with a variety of adequate reading materials, and find time to listen to your child read orally.

Encourage your child to write as much as possible. In addition to the written homework, encourage your child to write thank you notes, invitations, and letters to grandparents and friends.

Volunteer at school or in your child's classroom. Your child will see that education is important to you.

Attend some of the school committee board meetings, (School Advisory Council, Parent Teacher Organization, School Improvement Leadership Team), to show your child that you have great interest in the school and his/her education.

Attend your child's class programs to demonstrate how proud you are of his/her activities.

We look forward to working with you and serving your child(ren)!

Sincerely,

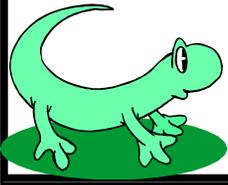
The Edward C. Killin Elementary School Staff



SCHOOL ACCREDITATION

Killin Elementary School is accredited by the North Central Association of Colleges and Schools (NCA), a subgroup of Advanc-ED. This is an accrediting program that includes an actual team visit by NCA members every five years. Killin Elementary School was last visited in school year 2003-2004 and will be visited again this Spring. 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 Advance-ED.





September 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Info
	1 <i>Labor Day—No School</i>	2	3 <i>First Day of Kindergarten</i> <i>0900 "Boo Hoo Coffee"</i> <i>Team Leader Mtg @1515</i>	4	5	6	<p>SAC is the School Advisory Council. At Killin this council is composed of four parents and four teachers who meet monthly with the principal and command representatives to discuss school concerns. All parents are encouraged to attend SAC meetings.</p>
7	8	9	10 <i>Faculty Mtg @ 0745 in IC</i>	11	12	13	
14	15 <i>First Day for Sure Start</i> <i>SAC Training 0800-1030</i> <i>SIP Committee Mtgs</i> <i>1515-1600</i>	16	17 <i>SILT Mtg 1515</i>	18 <i>0900 New Parent Coffee</i> <i>1000 Literacy Training</i> <i>1645 PTO Meeting</i> <i>1700 Open House</i>	19	20	
21	22 <i>School Photos</i>	23 <i>School Photos</i>	24 <i>School Photos</i>	25 <i>1515 SAC</i>	26	27	
28	29	30 <i>1125 Early Dismissal</i> <i>SIP In-Service</i>					
					<p>All Dates are subject to change.</p>		

SIP Goals: **Goal 1: All students will improve their English writing skills across the curriculum.**
Goal 2: All students will improve their reading comprehension in all curricular areas.

SCHOOL ADDRESS

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

JAPANESE ADDRESS

Killin Elementary School
Marine Corps Base Camp Foster
Bldg #371 KitaNakagusuku-son
Ishihira, Okinawa, Japan 9010000

INTERNET ADDRESS

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

INTRANET ADDRESS

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

SCHOOL PHONE NUMBER

645-7760

SCHOOL BUILDING NUMBER

371– Main Office

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS

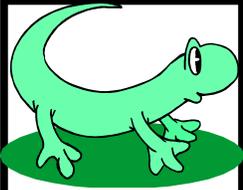
TBA	Director, DoDEA
Dr. Nancy C. Bresell	Area Superintendent, DoDDS-Pacific
TBA	District Superintendent, Okinawa
Mrs. Gail Wiley	Principal, E.C. Killin Elementary
Ms. Allison Peltz	Asst. Principal, E.C. Killin Elementary

SCHOOL TELEPHONE DIRECTORY

Main Office	645-7760
School Office fax	645-0844
School Registrar (front office/absences)	645-5304
School Secretary	645-7760
Cafeteria	645-7748
Counselor	645-0727
CSC office	645-7565
GYM	645-8574
Information Center (Library)	645-7880
Nurse	645-7761
Psychologist	645-9172
School Supply	645-7746
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 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Info
			1 <i>Educator Day—No School</i>	2	3	4	<p>ODAC is the Okinawa District Advisory Council. The ODAC was developed with membership representing schools and commands on Okinawa. The ODAC Facilitates education, communication and collaboration among Okinawa schools and commands.</p>
5	6	7	8 <i>Faculty Mtg @0745 in JC 1830 ODAC @ Ryukyu MS</i>	9	10	11	
12	13 <i>Columbus Day—No School</i>	14	15 <i>SILT Mtg @ 1515</i>	16 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	17	18	
19	20 <i>SIP Committee Mtgs</i> Red	21 Ribbon	22 Week	23 <i>1515 SAC</i>	24 <i>PTO Fall Fest 1700-2000</i>	25	
26	27	28	29	30 <i>End of 1st Quarter</i>	31 <i>No School/ Teacher Work Day</i>		
					All Dates are subject to change.		

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Goal 2: All students will improve their reading comprehension in all curricular areas.

2008-2009 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 11:25



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. We offer multiage classes of 1/2, 2/3 and 4/5.

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:

School Improvement Plan (SIP):

- collecting and analyzing data
- researching information
- evaluating progress of SIP
- in-service as it relates to SIP goals

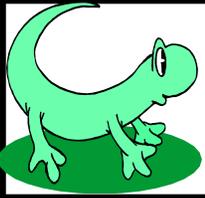
Staff Training:

- new programs
- technology
- teaching strategies

Collaboration:

- within grade level
- across grade level
- between specialist and classroom teachers





November 2008



	Mon	Tue	Wed	Thu	Fri	Sat	Info
						1	<p>Parent-Teacher Conferences All children learn in different ways. They have their own individual personalities and work habits. Teachers like to get as much information from the parents as possible to better meet the needs of the students in their classes. The best conferences are those in which both teachers and parents work together for the purpose of helping the child.</p>
2	3 <i>Beginning of 2nd Quarter</i>	4	5 <i>Team leader Meeting @1515 in CR</i>	6 <i>1125 Early Dismissal Parent/Teacher Conferences</i>	7 <i>No School-Parent/Teacher Conferences</i>	8 <i>Special Olympics, Risner Fitness Center</i>	
9	10 <i>No School- Parent Teacher Conferences</i>	11 <i>Veteran's Day- No School</i>	12 <i>Faculty Meeting @0745 in IC</i>	13	14	15	
16	17 <i>SIP Committee Mtgs</i>	18	19 <i>SILT Mtg 1515</i>	20 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting 4-5, MA 4/5 Awards</i>	21 <i>1-3, MA 1/2,2/3 Awards</i>	22	
23	24	25	26	27 <i>Thanksgiving Recess-No School</i>	28 <i>Thanksgiving Recess-No School</i>	29	
30					<i>All Dates are subject to change.</i>		

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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 area unless qualify 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.

Bus Gate Usage - The bus gate located on the Japanese road is for bus entering and exiting only.

Do not park along the road to drop-off/pick-up students. PMO highly discourages parking on the street and crossing the Japanese road is very dangerous.

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 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 645-2036/7820. Bus monitors are under the direct supervision of the 18th Support Group Bus 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, will result in 10 days suspension from riding the bus.

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

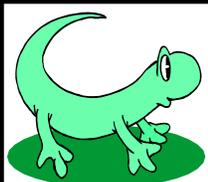
The third incident of student misconduct documented on the same child will result in the child being permanently suspended from riding the school bus for the duration of the sponsor's tour on Okinawa.

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 2008



	Mon	Tue	Wed	Thu	Fri	Sat	Info
	1	2	3 <i>Team Leader Mtg @1515 in CR</i>	4	5	6	<p>SHCP stands for School/Home/Community Partnerships. Goal Four of DoDEA's Community Strategic Plan (CSP) stresses the importance of partnerships that enhance student development. There are many opportunities for parents and military volunteers to work with staff at Killin to increase student achievement. Consider:</p> <ul style="list-style-type: none"> • Volunteering in your child's classroom • Mentoring a child • Serving on the school improvement leadership team (SILT) • Joining PTO • Volunteering in the information center • Attending SAC/ODAC meetings • Translating at parent-teacher conferences • Volunteering for special events
7	8 <i>Choir Holiday Concert Morning (TBA)</i>	9 <i>Choir Holiday Concert 1830</i>	10 <i>Faculty Mtg @0745 in IC Accelerated Withdrawal Date</i>	11	12 <i>1125 Early Dismissal/ SIP-NCA (Tentative)</i>	13	
14	15 <i>SIP Committee Mtgs</i>	16 <i>1515 Military Volunteer Appreciation</i>	17 <i>SILT Mtg 1515</i>	18 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	19	20	
21	22 <i>No School /Winter Recess</i>	23 <i>No School/Winter Recess</i>	24 <i>No School/ Winter Recess</i>	25 <i>No School/ Winter Recess</i>	26 <i>No School/Winter Recess</i>	27 <i>No School/Winter Recess</i>	
28	29 <i>No School/ Winter Recess</i>	30 <i>No School/Winter Recess</i>	31 <i>No School/Winter Recess</i>				
					<i>All Dates are subject to change.</i>		

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Goal 2: All students will improve their reading comprehension in all curricular areas.

PACTMO School Bus Safety/Behavior Standards

NUJUD 0800.23

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon request.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver or monitor's instructions.
- Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

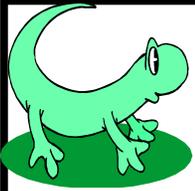
- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, discmans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

Marina Corps Base Japan Child Supervision Guidelines

Age	Leave unsupervised in QRS, or playground, outside area	Leave alone overnight	Leave in car unsupervised	Relay to public	Relay to others	Leave in public area unsupervised	Walk to school	Leave to go without parent or during TV
0-6 years	No	No	No	No	No	No	No	No
7-9 years	No, unsupervised in open playground or outside area for 2 hours with physical access to designated adult/care provider checking periodically.	No	No	No	No	No	Yes	No
10-11 years	4 hours with physical access to designated adult/care provider checking periodically.	No	Yes, with help returned up to 15 minutes	No	No	Yes, 5 hours at recreational areas with designated adult/care provider, checking periodically, four hours at retail stores (e.g. Food world)	Yes	No
12-13 years	12 hours with designated adult/care provider checking periodically. Not to exceed overnight.	No	Yes, with help returned	Yes	Yes	Yes, 12 hours at recreational areas with designated adult/care provider checking periodically, four hours at retail stores	Yes	No
14-15 years	12 hours with designated adult/care provider, checking periodically. Not to exceed overnight.	No	Yes, with help returned (except for domestic driver)	Yes	Yes	Yes, 12 hours with designated adult/care provider checking periodically	Yes	No
16-17 years	Yes, with telephone access to a designated adult.	Yes, with telephone access to designated adult.	Yes	Yes	Yes	Yes	Yes	No

Definitions:

- Adult: Person who is 18 years or older.
- Relay to public: Person between the ages of 12 and 17 (could be unpaid).
- Care provider: Designated person by sponsor who accepts responsibility for children.
- Designated adult: Specific prearranged individual by sponsor who accepts responsibility for children.
- Physical access: Child has the ability to make immediate face-to-face contact with sponsor.
- Designated adult/care provider.
- Checking periodically: Designated adult/care provider or sponsor and child have a face to face or telephone contact.
- Left alone overnight: Without sponsor or designated adult physically present.
- Recreational areas: Parks, playgrounds, sports fields.
- Unsupervised: Any child that is not properly monitored by sponsor or designated adult/care provider.



January 2009



	Mon	Tue	Wed	Thu	Fri	Sat	Info
				1 New Year's Day No School/ Winter Recess	2 No School/Winter Recess	3	<p>CSP or Community Strategic Plan “provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense’s agenda for education, and as a leader in the Nation for improving student performance and achievement.” The four CSP goals are:</p> <ul style="list-style-type: none"> • Goal 1: Highest Student Achievement • Goal 2: Performance-Driven, Efficient Management Systems • Goal 3: Motivated, High Performing, Diverse Workforce • Goal 4: Promoting Student Development through Partnerships and Communication <p>To find out more, visit http://www.dodea.edu/csp</p>
4	5	6	7 <i>Team leader Meeting @1515 in CR</i> 1830 ODAC @ Ryukyu MS Okinawa District	8	9	10	
11	12 SIP Committee Mtg	13	14 <i>Faculty Meeting @0745 in IC</i>	15 0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting	16	17	
18	19 Martin Luther King Day/ No School	20	21 SILT Mtg 1515	22 1515 SAC End of 2nd Quarter	23 No School Teacher Work Day	24	
25	26 Beginning of 3rd Quarter	27	28	29	30 1125 Early Dismissal/ SIP-NCA (Tentative)	31	
					All Dates are subject to change.		

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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 DoDD'S 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.

CONFERENCES

Communication between home and school is invaluable in helping students. Frequent parent-teacher conferences are encouraged. There will be one scheduled conference where all parents will be invited to meet with teachers at the end of the 1st quarter. Report cards will be given to parents at this time. Teachers, parents, or administrators may request additional conferences at any time deemed appropriate. However, you should call to speak with your child's teacher or to schedule a conference if you have questions. In order to facilitate this important dialogue, we ask that you please leave children at home. As collaborative partners, with undivided focus, we can better serve your child/ren.

CHANGES IN PERSONAL DATA

****Please keep your child's emergency data current!**** It is essential for your child's safety and well being that the school have the following information at all times:

- Correct address
- Home/Work telephone numbers
- E-mail address
- Emergency contacts (other than home and duty numbers of sponsors).

Information about disabling conditions and medication must be kept current at all times. In case of illness, accident, or other pertinent reasons, the school must be able to locate and contact parents quickly. If the sponsor or emergency contact is not available, we will contact the Military Police and the sponsor's commanding officer as needed to cope with the emergency.

LATE ARRIVALS/EARLY DISMISSALS

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.**

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.**

A student cannot be released to a non-family member or friend without the parent's written authorization, which will be confirmed by the office in advance of releasing the student. Please provide your babysitter's name, telephone number and address, and any change in the child's after school schedule. Babysitters picking up a student must have a Power of Attorney.

PCS MOVE, ON ISLAND TRANSFER AND DEROS EXTENSIONS

Please notify the school office in writing at least 10 working days in advance of your PCS date or 5 working days for an on island transfer. This will give the school adequate time to prepare student records for transfer. We suggest that the parents hand carry the student's school records. A copy of PCS orders is required before records can be released to families leaving Okinawa. In addition, please bring a copy of your extension orders if you are staying on Okinawa past your current rotation date.

PARENT NEWSLETTER - GECKO GAZETTE

Killin Elementary School makes a concerted effort to communicate with all parents. The Gecko Gazette, our School Newsletter, is one way our faculty and staff communicate with you. You will be advised of school happenings and important dates to remember through this newsletter. The parent newsletter will be emailed or sent home with your youngest child every other Friday. Please ask your child for this newsletter since many students frequently forget to deliver them. **It is very important that you read this newsletter so that you will be well informed.** If you don't receive your biweekly Gecko Gazette, please contact the main office at 645-7760.

PARENT TEACHER ORGANIZATION (PTO)

The ECK PTO is a volunteer organization that consists of parents and teachers who are interested in the welfare of all children at ECK. Our main objective is to foster a closer relationship between the home and school, so that parents and teachers may cooperate intelligently in the education of our children. We actively support the School Advisory Committee (SAC), School-Home Community Partnership (SHP), 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.

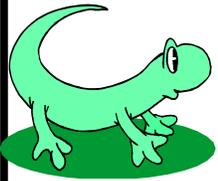
SCHOOL ADVISORY COMMITTEE

Each DoDDS School has a School Advisory Committee (SAC) composed of parents and teachers. They serve as a link between the community and the school. The agenda for each meeting with exact times and dates of the meetings will be publicized through the Parent Newsletter. This committee is advisory in nature and not a policy making board. It advises and assists in examining matters such as school policy, staffing needs, educational programs, educational resources, facilities and maintenance, and other related areas of education for children. The SAC is a means through which parents may present their concerns. Parents are urged to become active participants and to attend the SAC meetings. Parents who cannot attend, but wish to submit an item(s) for consideration, may contact any School Advisory Committee member.

VOLUNTEER AIDS

American Red Cross, community and school volunteers are an integral and highly valued part of the school program. These valuable volunteers are always needed. Their contributions provide teachers with more time to devote to student instruction. Volunteers assist by working with small groups of children, checking papers, preparing materials, working in the library, helping on the school playground/cafeteria and in many other essential areas. When you are volunteering in any capacity at school, in order for your full concentration to focus on the volunteer purpose, we ask that siblings not accompany you. Please make PRIOR ARRANGEMENTS with your child's teacher before coming to school to volunteer. If they do not have activities where they need volunteers, then please check with the main office as there are always volunteer opportunities. Parents and interested friends are encouraged to volunteer and should contact the school for additional information.

* If you are a registered American Red Cross volunteer they may pay up to a specific amount for babysitting.



February 2009



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Info
1	2	3	4 <i>Team Leader Mtg @1515 in CR</i>	5 <i>4-5, MA 4/5 Awards</i>	6 <i>1-3, MA 1/2, 2/3 Awards</i>	7	<p>Our school's mission statement: Edward C. Killin Elementary is dedicated to preparing our diverse student population to be productive, contributing members of a global society.</p> <p>Guiding Principals To realize this goal, the faculty and staff will work in partnership with the home and the military community to:</p> <ul style="list-style-type: none"> • Provide a challenging curriculum that develops the unique abilities of each child; • Foster the qualities of responsibility, respect, resourcefulness and reliability in our school community • Infuse technology into the curriculum in order to support educational goals; • Instill a desire to learn in each of our students; • Offer curricular and extracurricular programs that develop knowledge and skills.
8	9 <i>SIP Committee Mtgs</i>	10	11 <i>Faculty Mtg @ 0745 in IC</i>	12	13	14	
15	16 <i>President's Day-No School</i>	17	18 <i>SILT Mtg 1515</i>	19 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	20	21	
22	23	24	25	26 <i>1515 SAC</i>	27	28	
					<i>All Dates are subject to change.</i>		

SIP Goals: **Goal 1: All students will improve their English writing skills across the curriculum.**
Goal 2: All students will improve their reading comprehension in 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 (4th – 6th) 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 themselves 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 you 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. A

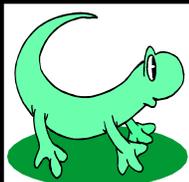
Discipline Slip is a consequence for a negative behavior choice. The slip comes in a 3-part form. Parents receive the original white copy, which must be signed and returned the next day. The teacher keeps the pink in the classroom, and the yellow copy is kept in the school administrative office for the course of the school year.

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.

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.

SEVERE CLAUSE:

Fighting, using abusive language or gestures, 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.



March 2009



	Mon	Tue	Wed	Thu	Fri	Sat	Info
							<p>“You’re never too old, too wacky, too wild, to pick up a book and read to a child.” Dr. Seuss</p>
1	2 <i>Dr. Seuss Birthday Celebration</i>	3 <i>Read</i>	4 <i>Across</i> <small>Team leader Meeting @1515 in CR</small>	5 <i>America</i>	6 <i>Week</i>	7	
8	9 <i>Terra</i>	10 <i>Nova</i>	11 <i>Testing</i> <small>Faculty Meeting @0745 in IC</small>	12 <i>Week</i> →	13	14	
15	16 <i>SIP Committee Mtgs</i>	17	18 <i>SILT 1515</i>	19 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	20	21	
22	23	24	25	26 <i>1515 SAC</i>	27	28	
29	30	31			<p>All Dates are subject to change.</p>		

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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:

1. Student/parent discuss the matter with the teacher concerned.
2. Student/parent or teacher involves other personnel such as specialists or school administration.
3. 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.

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.

EMERGENCY INFORMATION

It is imperative that we maintain up-to-date information on all children attending E. C. Killin Elementary School. This includes vital information needed in case of illness, accidental injury, or an emergency at school. If at any time during the school year there is a change in any of the contact information (such as work phone number), please notify the school office immediately. Failure to keep the school office informed could mean loss of precious minutes in the event of a medical emergency.

FAMILY LEAVE

If your child will not be in school due to a family trip, please send a note notifying the teacher of the dates. If your child will be going on leave and not returning before the final day of classes (May or June before school lets out for the summer), please notify the teacher. There is no need to notify the office but please be aware that your child will be counted absent for the days missed prior to the end of the school year. Please note that it is the parents' responsibility to plan and provide educational activities and assignments during this period. See your child's teacher for suggestions.

POWER OF ATTORNEY

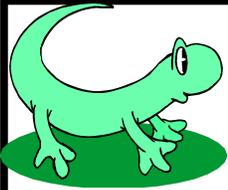
Please provide the school office with a copy of your power of attorney when students are left with another family when you leave town, even if it is for a couple of days. For your child's well being, it is important that we know whom to contact if the need should arise.

REGISTRATION / RE-REGISTRATION

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 and enrollment projections. **The following documents are required for registration:**

- OnBase Housing Assignment Letter or OffBase Housing lease and map, *(If different from last year)*
- Emergency contact information;
- Military: **IF DEROS expires before Aug 09, document verifying extension of orders. IF INDEFINITE DEROS need annual verification;**
- LocalHire Civilian: **Current year Certification of Employment letter noting Regular FullTime (required annually);**
- CONUSHire Civilian: **IF your DEROS expires before Aug 09, current Certification of Employment or new travel orders (required every 2 years);**
- DoDDS Educators: **Current Renewal Agreement Travel orders or Cert. of Employment letter signed by HRO or School Principal (required annually);**
- DoD Contractors: **Contractor letter of identification/travel orders indicating privileges, dependents and contract period, letter from company for Authorization of central billing.**

Even though your child may be transferring to or being promoted to another school on Okinawa for SY 08/09, you will need to complete Spring Registration with the school your student currently attends.



April 2009



	Mon	Tue	Wed	Thu	Fri	Sat	Info
			1 <i>Team leader Meeting @1515 in CR</i>	2 <i>End 3rd Quarter</i>	3 <i>No School/ Teachers Work Day</i>	4	<p>April is the Month of the Military Child. "Former Defense Secretary Caspar Weinberger established the Defense Department commemoration "Month of the Military Child" in 1986 because he understood the challenges that military children face by having a parent serve in the Armed Forces. Military children undergo hardships and face many obstacles by having a parent deployed for wide-ranging periods of time."</p> <p>For more information visit http://www.monthofthemilitarychild.com/</p>
5	6 ← <i>No School/</i>	7 <i>School/</i>	8 <i>Spring</i>	9 <i>Recess</i>	10 →	11	
12	13 <i>Beginning 4th Quarter SIP Committee Mtg</i>	14	15 <i>SILT Mtg @ 1515</i>	16 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	17 <i>1125 Early Dismissal Parent-Teacher Conferences</i>	18	
19	20	21	22 <i>Faculty Mtg @ 0745 in IC</i>	23 <i>1515 SAC 4-5, MA 4/5 Awards</i>	24 <i>1-3, MA 1/2, 2/3 Awards</i>	25	
26	27	28	29	30 <i>1515 Military Volunteer Appreciation</i>			
					<i>All Dates are subject to change.</i>		

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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.**

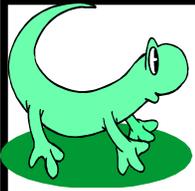
SCREENING PROGRAMS:

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.**





May 2009



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Info
					1	2	<p>Parental Involvement</p> <ul style="list-style-type: none"> • A home environment that encourages learning is more important to student achievement than income, education level or cultural background. • Reading aloud to children is the most important activity that parents can do to increase their child's chance of reading success. • When children and parents talk regularly about school, children perform better academically. • Three kinds of parental involvement at home are consistently associated with higher student achievement: actively organizing and monitoring a child's time, helping with homework and discussing school matters. • The earlier that parent involvement begins in a child's educational process, the more powerful the effects. <p><i>~from Why Is Parental Involvement Important?</i> http://www.nea.org/parents/index.html</p>
3	4	5	6 <i>Team Leader Mtg @1515 in CR 1830 ODAC @ RMS</i>	7	8	9	
10	11	12	13 <i>Faculty Mtg @0745 in IC Accelerated Withdrawal Date</i>	14 <i>Field Day</i>	15	16	
17	18	19	20 <i>SILT Mtg 1515</i>	21 <i>0900 New Parent Coffee 1000 Literacy Training 1800 PTO Meeting</i>	22 <i>1125 Early Dismissal 1145 Parent Volunteer Appreciation & SIP Training</i>	23	
24	25 <i>Memorial Day/No School</i>	26	27	28 <i>1515 SAC</i>	29	30	
31					All Dates are subject to change.		

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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.”

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.

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.

One of our primary concerns in the safety and security of our schools and students. For that reason, we require all visitors to report first to the school office to sign in and receive a “Visitor’s Badge.” 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.” Maintain 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.

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.

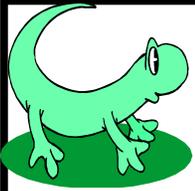
Membership in the PTO is open to parents, faculty, staff and interested community members. The PTO has monthly meetings and a number of other social and educational programs throughout the year.



SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee (SAC) is composed of parent, teacher, and community representatives. The purpose of the committee is to advise the school administration on pertinent matters that have an impact on the quality of education in the school. This committee is advisory in nature and not a policy making board. The committee meets on a quarterly basis and all parents, staff and community members are welcome and encouraged to attend. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member.





June 2009



	Mon	Tue	Wed	Thu	Fri	Sat	Info
	1	2	3	4	5	6	Have a great summer and don't forget to read!
7	8	9	10	11 <i>1125 Early Dismissal/ Last Day of School Faculty Mtg @ 1230 in IC</i>	12 <i>No School/ Teacher Work Day</i>	13	
14	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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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, Bechtel ES, Bob Hope, Kadena ES, Killin ES

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

DODDS OKINAWA TYPHOON GUIDE

CONDI-TION	TIME	ACTION
(TC-4, TC-3 or TC-2)	0835 - 1500	ECK NORMAL SCHOOL HOURS
(TC-1)	0600 – 0759	<u>NO SCHOOL</u> - 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.
	0800 – 1159	<u>NO SCHOOL</u> - 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	<u>NO SCHOOL</u> – 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	<u>NO SCHOOL</u> – 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) STORM-WATCH	0800 – 1159	<u>NO SCHOOL</u> 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	<u>MODIFIED SCHOOL HOURS</u> – 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	<u>MODIFIED SCHOOL HOURS</u> – 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: <u>ALL IN ATTENDANCE</u>
	1100 – 1500	<u>NO SCHOOL</u> NO: STUDENTS OR EDUCATIONAL AIDES (EXCEPT SS & CSC). YES: TEACHER, OFFICE STAFF AND SUPPLY/MAINTENANCE WORK.

ATTENDANCE

An accounting of each student's attendance is kept in the teacher's class register. The student's attendance will be checked formally at the opening of each school day, and informally after lunch. Any student needing to leave early on a regular school day should present a note from parents to the teacher, requesting early dismissal. The parent must complete a sign out register located in the Main Office before a student can be taken from school during the day.

We request that parents please try to schedule medical appointments at times other than during school hours. When a child is tardy or has an early dismissal, he/she is missing an important part of his/her educational program. Students who are dismissed from school for a half-day are missing out on valuable class work. The clinics are cooperative about scheduling routine appointments after school hours.

Family trips are often invaluable to a child's development, but loss of school time should be taken into consideration before making plans. Prior to departing on an extended trip, parents should come to the office to complete a "Request for a Pre-planned Absence" form. **It is the parents' responsibility to ensure their child completes all make-up work or assignments.** School textbooks should not be taken on trips. Other assignments may be made, such as keeping a journal of the trip with drawings, photos and/or postcards.

ABSENCE

Students absent from school should, upon returning, bring a note from home signed by the parent/guardian explaining the absence. Excused absences are granted for the following reasons:

- Illness
- Family emergency
- Medical reasons/appointments
- Family trips.

TARDINESS

Students that are tardy (for any reason) **Must** be accompanied to the main office by a parent or guardian to sign in and receive a pass before going to class. 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.

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 to arrange a conference. **Please help us keep the lines of communication open.**

HONOR ROLL AND OTHER AWARDS

There will be three awards assemblies during the year; at the end of the first, second and third quarters.

HOMEWORK

Studies show that student achievement increases as parents and families become more involved and committed to the education of their children. Instilling a respect for education, and creating within the home an environment conducive to learning are essential for success. As parents participate in the homework process at each grade level, their children feel comfortable learning and come to school willing and prepared to study. Good homework assignments help students:

- practice newly learned skills
- do more in-depth work
- expand their interest in the subject
- develop management skills

Study time should be part of a daily routine. Even when there is no homework assigned, time should be spent on reading for pleasure or working on an upcoming assignment. This procedure needs to be made a regular school night practice.

Homework Tips:

- 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 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.** When PCSing before the end of the school year, agendas are to be returned to the classroom teacher.

SUPPLIES

On the first day of school, students should bring a pencil and a pad of paper or a notebook. A grade level supply list is available in the Main Office, in this Handbook, and at local Base Exchanges. Teachers may ask for additional supplies appropriate to individual classroom needs throughout the year. Students will also need a pair of tennis shoes or shoes with a similar type sole for use only in the gymnasium. **Shoes with cleats of any type (even rubber and heel wheels) are not acceptable anywhere at school.**

REPORT CARDS AND GRADES

Report cards are issued to parents four times per year to inform them of their child's progress. At the end of the first quarter, time will be set aside to conduct parent/teacher conferences. Additional parent conferences are held at the end of the third quarter. Students must attend 20 days per quarter in order to receive a report card.

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 90%**
- C = Good – 70 to 80 %**
- 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. Any student with an all "A" report card will be on the **Principal's**

Honor Roll. Students with all "A"s and "B"s in the major curriculum areas will be on the **Honor Roll**. Any student with a "C" or below is disqualified for an honor roll, regardless of their GPA.

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.

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.

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 after 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. We do not have the office staff to handle routine reminders to students.***
- Notify the teacher in writing if your child is to be dismissed from school for a medical or dental appointment. This will provide the teacher with a special reminder so your child will meet you at the office on time, eliminating the need to call the classroom and interrupt the lesson in progress. **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.

Again, please help eliminate classroom interruptions, reinforce student organizational skills, and reinforce daily routines by limiting telephone calls/messages to students during the school day to those involving emergencies.

PARENT NEWSLETTERS

The Gecko Gazette newsletter is published and sent out via email once a month from the school secretary. Important school information is printed in the newsletters. Please make sure that you take the time to read each newsletter carefully. Newsletters are also posted outside at the commissary and on the school bulletin board by the main office.

LOST AND FOUND

A lost and found box is located near the playground next to the Nurse's office. ***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 the base Chapel. Please check the lost and found box on a frequent basis if your child is missing any personal property.



PLEASE NOTE: LOST OR DAMAGED BOOKS

****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 if this should occur.**

LUNCH

Students have a 45-minute lunch/recess period each day. M CCS 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 for lunch. Lunch money may be put into a child's account at the MCX. Lunches may not be bought at school. Information on free and reduced prices is available at the Personal Services Division in the Community Services building. Monthly menus are sent home during the last part of the previous month. Any questions regarding food services may be directed to the cafeteria food services supervisor at 253-3378.



VIDEO POLICY

Educational videos may be shown in the classroom to support learning objectives. Occasionally, some classrooms may show a fun video 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 school gym and have the option of watching cartoon videos during their regularly scheduled recess period.

TAPE/MP3/CD PLAYERS/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.

VISITORS

Visitors are welcome at E. C. Killin Elementary School. Visitors are asked to make arrangements for classroom visits in advance. For the safety of our students, all visitors are required to check in at the Main Office and receive a Visitor's Badge PRIOR to visiting the classroom. Parents interested in a visiting an area should check with the teacher regarding the daily program. It is very difficult for teachers to conference with parents during visitations. We suggest that a conference be arranged with the teacher at a mutually convenient time if you wish to discuss any concerns.

VOLUNTEERS

The Red Cross manages a Volunteer program. Applications for Red Cross Volunteers may be obtained at the Red Cross Office in Bldg. 210. Optimally, we would like to blend parental interests

with the needs of the students and teacher. Responsibilities can include working with individual students or small groups of children, preparing materials for the classroom, speaking to our students about your career, duplicating materials for classroom use, or anything you and the teacher work out together. Please be sure to sign in at the office and record the hours you volunteer. The Red Cross tracks and gives credit for all hours. They will also help with the cost of baby-sitting for younger siblings.

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 students are found with a weapon, they 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 replicas of any weapons.** Bringing items to school, in which themselves may not be inherently dangerous but are used to instill fear or cause injury, 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-chukas, ninja knives, metal “brass” knuckles, black-jacks, 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 – 6 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 – 6 students). Third offenses may result in expulsion of the student. Suspensions of more than 10 days require a Formal Hearing by a Disciplinary Committee.

SCHOOL IMPROVEMENT (SIP)

The purpose of the continuous school improvement 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 SIP process please contact the SIP 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: Student Council, chorus, yearbook, sports clubs, art, drama, science, homework club, video production and Reader's Theater.



No Parent Vehicles Allowed Past Road Barriers During Following Times: Morning: 0815 to 0845; Afternoon: 1500 to 1530. Traffic Guard Will Be Posted At Barriers

Student Drop Off / No Parking. Traffic Guard / Escort Will Be Posted

DODDS Student Bus Transportation Entrance

Traffic Guard / Camp Services Will Provide For the First 3 Days Of School

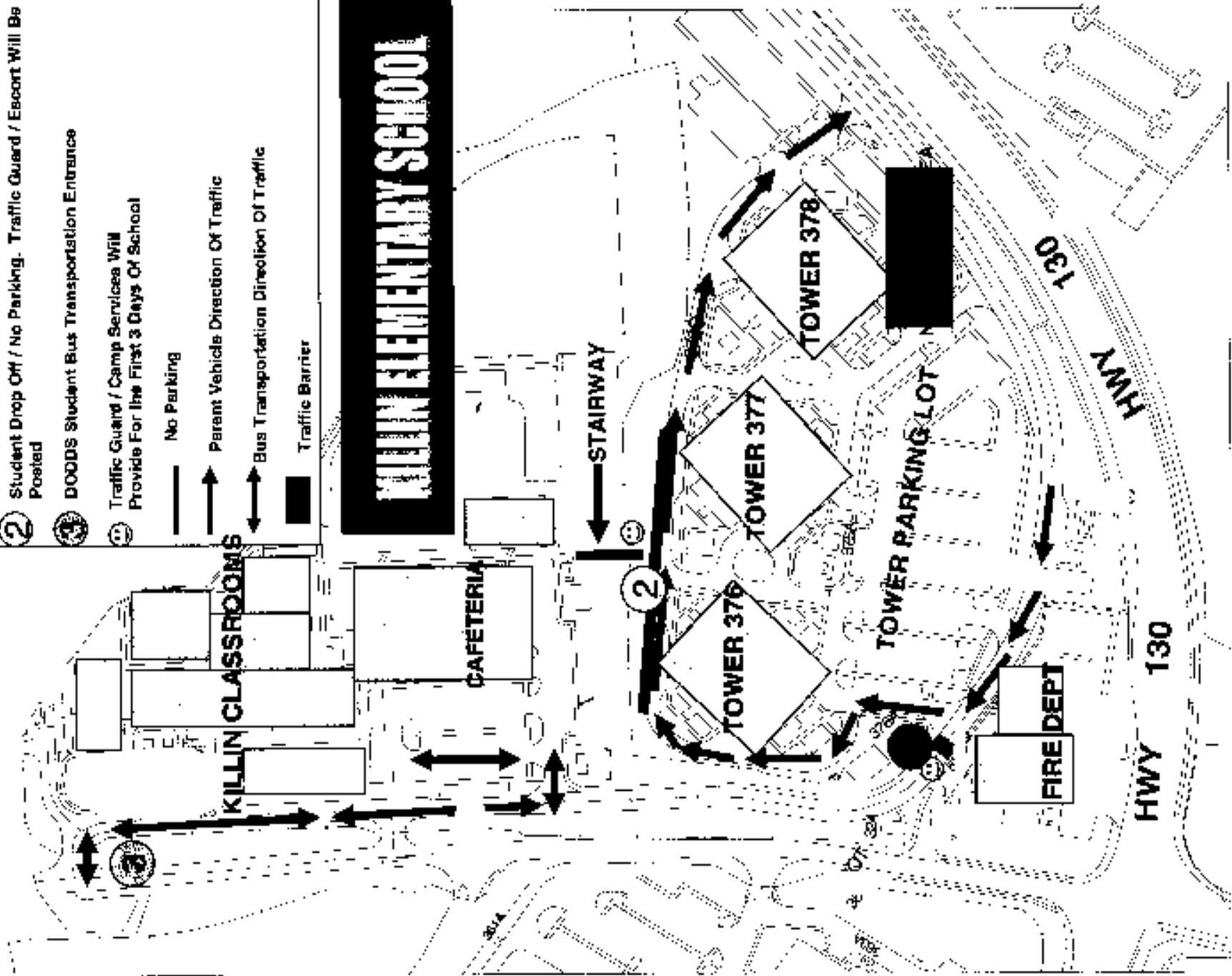
No Parking

Parent Vehicle Direction Of Traffic

Bus Transportation Direction Of Traffic

Traffic Barrier

MILLEN ELEMENTARY SCHOOL



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.



Thank you to Fire Station #1
Camp Foster for letting us use
their ladder Truck to take our
cover picture.



Edward C. Killin Elementary School SY 2008-2009

SUPPLY LIST - Parents are requested to purchase the following basic educational supplies for their children. Additional materials may be requested by your child's teacher, specific to their class, as the school year progresses. ****Some items are considered "community property" when working in groups.**

Kindergarten	1 st Grade	Multi-Age 1-3	3 rd Grade	5 th Grade	ALL GRADES:
<p>6 glue sticks 2 packages #2 pencils with erasers 1 plastic folder w/pocket on bottom 1 backpack with child's name on it 2 boxes crayons 24 count 1 pair Fiskars children's scissors 1 erasers 1 box snack size Ziploc bags 4 dry erase markers 1 packages FAT pencils 1 box washable markers 1 box fine-tip markers 1 box colored pencils 1 rest time towel-beach towel 1 bottles WHITE glue (no gel) 3 bottles liquid hand soap 1 box 5 oz paper cups 1 large packages wet-wipes GIRLS: 2 large boxes of tissue 1 box quart size Ziploc bags 1 large asst plastic utensils 1 box band-aids BOYS: 2 rolls of paper towels 1 box gallon size Ziploc bags 1 lg package plastic spoons 1 pkg. white paper plates</p>	<p>4 glue sticks 2 packages #2 pencils with erasers 1 plastic folder with pocket on bottom 1 ruler with inches and metric 1 backpack with child's name on it 2 boxes crayons 24 count 1 pair Fiskars children's scissors 2 erasers 1 pencil case or box 1 dry erase marker 1 bottle school glue (no gel) 3 pocket folders with prongs GIRLS: 1 box unscented baby wipes 1 bottle liquid hand soap 1 package stickers 1 large box of tissue 1 box quart size Ziploc bags BOYS: 1 package stickers 1 package white paper plates 1 box gallon size Ziploc bags 2 rolls of paper towels 1 bottle hand sanitizer</p> <p style="text-align: center;">2nd Grade</p> <p>4 glue sticks 2 packages #2 pencils with erasers 2 folders with pockets (Heavy Duty) 1 backpack with child's name on it 2 boxes crayons 24 count 1 pair pointed children's scissors 2 100 yen store white erasers 2 bottles liquid glue 1 box of tissues 1 roll of paper towels</p> <p>(additional items may be requested by individual teachers)</p>	<p style="text-align: center;">Multi-Age 1-3</p> <p>8 glue sticks 2 packages #2 pencils with erasers 2 plastic folder with pocket on bottom 1 ruler with inches and metric 1 backpack with child's name on it 2 boxes crayons 24 count 1 pair Fiskars children's scissors 2 erasers 1 pencil case or box 1 bottle liquid hand soap 1 package manila file folders 3 bottle school glue (no gel) 2 spiral notebooks 1 box colored pencils 24 count 1 box colored markers 2 paper folders with pocket on bottom 1 package wide ruled loose leaf paper GIRLS: 1 large box of tissue 1 box quart size Ziploc bags BOYS: 1 rolls of paper towels 1 box gallon size Ziploc bags</p> <p style="text-align: center;">(PLEASE DO NOT PUT NAMES ON ITEMS LISTED ABOVE)</p>	<p style="text-align: center;">3rd Grade</p> <p>4 glue sticks 2 packages #2 pencils with erasers 1 plastic folder with pocket on bottom 1 backpack with child's name on it 1 box crayons 24 count 1 pair Fiskars children's scissors 2 erasers 1 pencil case or box 1 bottle liquid hand soap 1 package wide ruled loose leaf paper 1 box colored pencils 24 count 2 composition notebooks 4 pocket folders 1 package dry erase markers 4 count 1 box quart size Ziploc bags 1 box gallon size Ziploc bags 1 Sanford dry erase marker 1 bottle Elmer's school glue (no gel) 1 box tissues (unscented) 3 pocket folders with prongs 1 package manila file folders GIRLS: 1 large box of tissue BOYS: 1 box manila file folders</p> <p style="text-align: center;">4th Grade & Multiage 4-5</p> <p>4 glue sticks 2 packages #2 pencils with erasers 1 plastic folder with pocket on bottom 1 ruler with inches and metric 1 backpack with child's name on it 2 boxes crayons 24 count 1 pair Fiskars children's scissors 2 erasers 1 pencil case or box 1 bottle liquid hand soap 4 dry erase markers 1 composition book 5 pocket folders Boys: 1 box tissue Girls: 1 roll paper towels Multiage 4-5 only 1 Binder 3 ring (1 1/2in) 2 packs wide-ruled paper (loose leaf) 2 single subject notebooks Earbuds (optional)</p>	<p style="text-align: center;">5th Grade</p> <p>4 glue sticks 2 packages of #2 pencils with erasers (no mechanical pencils) 1 ruler with inches and metric 1 box of tissues 1 backpack with child's name on it 1 box crayons 24 count 1 pair Fiskars children's scissors 1 pencil pouch to fit in binder 1 3" binder 1 package tabbed dividers with holes 1 bottle liquid hand soap 2 packages loose leaf notebook paper 1 small plastic pencil sharpener 1 box colored pencils 24 count 2 marble composition notebooks 2 spiral notebooks 1 yellow and 1 blue pocket folder with brads to use as Reader Response and Writer's Workshop folders 1 protractor GIRLS: 2 large boxes of tissue (200 count or more) 1 bottle liquid hand soap BOYS: 2 rolls paper towels 1 large bottle hand sanitizer</p>	<p>ALL GRADES:</p> <ul style="list-style-type: none"> ● Tennis shoes are encouraged daily for all students for safety while walking on campus, going up/down stairs, and especially on the playground. Please see Parent/Student Handbook for appropriate dress codes. ● Due to limited desk space, NO Trapper Keepers are allowed. ● Please ensure all items are clearly labeled. Due to limited space in class rooms—NO wheels on back packs. <p>*Special note from the PE teacher: ALL students are required to wear pants/shorts, and tennis shoes during PE classes.</p>

