

KWAJALEIN JR/SR HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2018-2019





## KJSHS SPARTANS

*Dear Spartans and Parents,*

*Welcome to Kwajalein Jr/Sr High School!*

*I look forward to working with you to promote a positive and thriving school culture in pursuit of academic excellence and student achievement. Our staff strives to maintain consistency in our schools and work to build trusting relationships with those we serve. This handbook contains information on curricular and non-curricular programs. It also describes school practices and procedures. These programs, practices, and procedures provide the best possible learning environment for our students, while protecting their health, safety, and welfare. It is important that each student and parent become familiar with our programs and expectations.*

*Neither handbooks nor newsletters can answer all of the questions that may arise throughout the year. Parents are encouraged to contact the school if they have concerns, questions or would like to make suggestions for improving the school program.*

*We are looking forward to working with you to make this a successful, productive, and rewarding school year for all of our students and families.*

***It's a Great Day to be a Spartan!***

*Tarah Yurovchak*  
*Kwajalein Jr/Sr High School Principal*  
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*(805) 355-2011/(805) 355-3761*

# **KWAJALEIN JR/SR HIGH SCHOOL (KJSHS) FACULTY**

2018-2019

Tarah Yurovchak – Principal  
Masina McCollum – Counselor

## **FACULTY**

Bicanich, Barbara  
Cardillo, Christi  
Chernobrov, Ron  
Christy, Jane  
Coleman, Alex  
Connor, Meghan  
Crump, Dawn  
Engen, Cindy  
Engen, Donald  
Fernandez, Maria  
Gerber, Matt  
Gerber, Mindi  
Hepler, Douglas  
Lavery, Dan  
Masciarelli, Mallory  
Newberry, Jennifer  
Pamperin, Tom  
Ryan, Tim  
Young, Rosario  
TBA  
TBA

## **SUBJECT**

French  
Social Studies  
Computers  
Art  
Physical Education & Health  
Math & Drama  
Resource/Student Assistance  
Library  
Math  
Spanish  
Science  
Social Studies  
Industrial Arts & Social Studies  
Science  
Math & Yearbook  
English  
English & Reading  
Instrumental Music & Choir  
English Language Learner  
English  
Science

## **SUPPORT PERSONNEL**

Dowell, Anne  
Reed, Chelsea

Registrar  
Administrative Assistant

# VISION, MISSION, AND PHILOSOPHY

## Vision

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

## Mission

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

## Philosophy

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

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

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

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

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

## **STUDENTS AT KWAJALEIN JR/SR HIGH SCHOOL (KJSHS) ARE**

### **Self-Directed, Life Long Learners**

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

### **Critical and Creative Thinkers**

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

### **Effective Communicators**

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

### **Collaborative, Productive Workers**

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

### **Ethical Persons**

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

## **STUDENT LIFE**

### **QUESTIONS, CONCERNS AND SUGGESTIONS**

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

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

### **Steps to Take if You Have a Concern (Direct Problem Solving)**

- Step one: Teacher and student discuss the problem and attempt to resolve it.
- Step two: Teacher and parent discuss the problem and attempt to resolve it.
- Step three: Parent, principal and teacher discuss the problem and work to resolve it.
- Step four: Parent will take request to the Department Program Manager.
- Step five: Parent writes a letter to the School Advisory Council stating the specific problem and asks to be put on the agenda for discussion.

### **Conferences with Teachers**

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

## **STUDENT INFORMATION**

### **Accidents/ Medical/Health Procedures**

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

If an injury is beyond the realm of simple first aid the school will do its best to contact parents when a student is injured or ill. If the school is unable to contact the parents, then they will work to contact the emergency contact. If an accident/injury appears to require immediate medical attention, students will be taken to the hospital as contact is being made with the parent/guardian or designee.

The school reserves the right to require that a child be medically examined if it is felt the following conditions exist: impetigo, head lice, scabies, ringworm, chicken pox, conjunctivitis (pink eye) or other contagious diseases.

### **Bicycle Parking**

Bicycles should be parked in designated areas in the bicycle racks. Bikes not in racks are subject to relocation. Skateboards, in-line skates, and scooters are not to be ridden on campus.

### **Dayve Davis Multi-Purpose Room**

The school and the community both have use of the multi-purpose room with the school having first priority for school activities and/or events on long-range planning. Any group that would like to use the facility must schedule it through the office.

### **Equal Opportunity Policy**

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

### **Fire Drills**

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

### **Food or Drink at School**

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

### **Guidance Library**

The college and career readiness guidance library is located in the Guidance Counselor's office. Resources there include college catalogs, bulletins, standardized test resource materials, career opportunity handbooks and guides, as well as a few books on how to study and/or reduce stress levels, what to expect at college, and financial aid information. The guidance library is available for students as well as their parents to browse and check out materials. It is open during regular office hours.

### **School Office Hours**

Kwajalein Jr/Sr High School office is open from 7:30 a.m. to 4:30 p.m., Tuesday through Saturday throughout the year for registration, room reservations, and all other pertinent needs of students, parents, community, and staff.

### **Library**

Students may check out books for two weeks and renew them if there is no standing request. Overdue notices may be sent after two weeks. Students are encouraged to use the library for study, research, and general reading. The library is generally open from 7:45 to 3:45. If books are lost or damaged, replacement fees may be charged and is payable to Kwajalein High School.

### **Lockers**

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

Students must keep the lockers assigned to them unless changed by the office. Lockers may be inspected by school administration. To avoid theft and vandalism to your things, please lock your lockers! When decorating your lockers, you must use non-permanent materials or you may be fined for damages. The school is not responsible for items removed from lockers.

### **Guidelines for Locker Decorations**

Lockers may be decorated for special occasions but must be approved in the office prior to doing so. Obey the rules with respect to decorum.

### **Lost and Found**

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

### **Announcements**

Announcements pertaining to students may be read over the public address system each morning during 3<sup>rd</sup> period and is also accessible on the portal. Notices of activities by school organizations must be approved and signed by a faculty advisor and/or the principal before they will be read.

### **Registration**

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

### **School Sponsored Activities for Home-schooled Students**

Home-schooled students may ask to participate in grades seven through twelve school sponsored activities such as dances, clubs, athletics and any other school activities approved by the principal on a space available, non-interference basis. Home-schooled students participating in such events will be held accountable for the same expectations and requirements as our KJSHS students.

### **Student Records**

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

### **Student Schedules**

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

### **Telephones**

Telephones for student use are located on each floor of the main classroom building hallways (Bldg. 361). The phone in the office should be used only in an emergency situation.

### **Textbooks**

Each student is furnished with textbooks and workbooks without charge. Lost or damaged books will be charged to the student and is payable at the High School office.

### **DIRECTORY INFORMATION**

Directory information is information related to the student which is legally disclosed to the public such as awards received, earning a spot on the honor roll, etc. If any parent does not want his child's name appearing on such lists, notify the school within 30 days of enrollment.



## **STUDENT RIGHTS**

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

## **Freedom of Expression**

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

## **STUDENT RESPONSIBILITIES**

1. It is the responsibility of the student to report to the administration any physical, sexual, verbal harassment or assault that occurs in the school environment.
2. It is the student's responsibility to attend all assigned classes on time and to follow correct procedures when absent from a class or classes.
3. It is the student's responsibility to be familiar with all items listed in the Student Handbook.
4. It is the student's responsibility to be in class on time, prepared for the lesson, and to follow classroom rules and procedures.
5. It is the student's responsibility to work up to his/her potential.
6. It is the student's responsibility to show respect for all students and school staff.
7. It is the student's responsibility to contact their teachers to make arrangements for any classwork or assignments they missed due to absences.

## **PARENT RESPONSIBILITIES**

1. It is the responsibility of the parent to ensure that their child(ren) attend all classes and be prepared for those classes.
2. It is the parent's responsibility to inform the school by **phone or in writing** anytime a student is absent and the reason for the absence.
3. It is the parent's responsibility to work cooperatively with the school in order that the student receives an optimal education.
4. It is the parent's responsibility to inform the school of the dates they plan to be off-island and who will be assuming responsibility for their children.

## **RULES OF CONDUCT**

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

## **MAJOR VIOLATIONS**

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

School consequences for alcohol or controlled substances violations on school grounds may result in an immediate request to the USAG-KA Commander, for expulsion and/or administrative action. Violations are filed for the entire career of a student at Kwajalein Jr/Sr High School.

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

### **Dangerous Threats**

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

### **Oral/Written Assault**

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

### **Bullying (including Cyberbullying)**

Bullying another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

### **Physical Assault**

An act that intentionally inflicts or attempts to inflict bodily harm upon another.

### **Sexual Harassment/Assault**

Deliberate or repeated offensive comments, gesture, or acts of physical contact of a sexual nature.

### **Theft**

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

### **Tobacco - Use of Tobacco Products**

Use of tobacco products (including betel nut) on school property or at school events.

### **Vandalism**

Damage to or destruction of school property or the property of others.

### **Weapons**

A student shall not possess any object that can reasonably be used as a weapon on school grounds or at any school activity.

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

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

1. **First Violation**

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

2. **Second Violation**

An automatic suspension from school and all school activities pending face-to-face parent/student conference with the principal. The incident will be reported to KPD. Detention or additional suspension will result. A referral may be made to the JRB and the USAG-KA Command for possible bar from the island.

3. **Subsequent Violations**

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

**MINOR VIOLATIONS**

**Closed Campus**

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

**Dress**

Students should not wear clothing that might be offensive to others, either because of its length or its message. Examples might be: clothing advertising alcohol, tobacco, or rude/suggestive slogans. Short shirts, shorts, or skirts are also inappropriate. Shorts should not be shorter than a student's longest finger held to the side of their leg. Students may not wear caps or hats in the buildings. ***Because of the danger of coral cuts, appropriate footwear must be worn at all times while at school.*** Students will be sent to the office to correct any issues as quickly as possible and return to school. Parents will be notified if it becomes a consistent issue.

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

**Improper Use of Bicycles or Other Wheeled Equipment**

No riding on sidewalks on the school campus. Please park in a designated area.

**Insubordination**

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

### **Electronic Devices/Ear Buds**

All personal electronic devices and ear buds are to be turned off upon arriving on campus in the morning. They are permitted during lunch. These devices are not to be used before or after lunch until 3:00pm when the dismissal bell has rung. Use of electronic devices in the classroom will be allowed when directly instructed by the teacher for educational purposes only. Students who bring electronic devices to school do so at their own risk. Electronic devices and ear buds visible at unauthorized times and places will be confiscated. The student will be required to pick up the device from the office staff at the end of the school day for the first offense. The second offense, parents must come to the school to pick up the electronic device. Third offenses, students will not be allowed to bring their personal device to school. Students found to be using a personal device to defame or hurt another at anytime on campus will face other consequences to include possible loss of all technology privileges and suspension.

Simply stated, if you bring a personal electronic device and ear buds to school, they must be out of sight on campus except during lunch, or when a teacher directs students to use them for educational purposes. Checking email to receive an assignment from a teacher is ok when directed by the teacher. Checking personal email, chatting, messaging, browsing Facebook, Twitter, Instagram, or other social media is not allowed, except at lunch.

### **Consequences for Minor Violations**

1. **First Violation**  
With the exception of dress code, a staff member will counsel with the student and shall inform the parents.
2. **Second Violation**  
Staff member will counsel with the student, assign detention, and shall inform the parents of the infraction and disciplinary action.
3. **Third Violation**  
The staff member will refer student to the principal's office and complete a statement outlining the infraction and actions taken thus far. The principal will do some or all of the following: counsel with the student, inform parents, assign detention and/or suspend the student.
4. **Additional Violations**  
The student may be suspended pending an in-person conference with the parents. Other possible action may include a referral to KPD (if warranted) or a recommendation to the USAG-KA command for action.

### **CHEATING AND ITS CONSEQUENCES**

Cheating is considered very serious. Plagiarism is considered a form of cheating. An offense may result in loss of credit, suspension or recommendation for action to the USAG- KA Commander. Violations are filed for the entire career of a student at Kwajalein Jr/Sr High School.

### **Definition of Plagiarism:**

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

**1. First Violation**

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

**2. Second Violation**

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

**3. Third Violation**

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

**CLASSROOM BEHAVIOR VIOLATIONS**

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

**ATTENDANCE PHILOSOPHY FOR KWAJALEIN JR/SR HIGH SCHOOL**

Students are expected to be on time for school and in class every day.

**ATTENDANCE**

Regular school attendance correlates with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

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

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

**A. Excused Absences**

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities. Absences will be excused if they are for student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student’s pregnancy/parenting needs, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences. It is also excused to go to the airport to greet a family member arriving or departing as long as the legal guardians

approve of that absence from school. Students will be given reasonable time to make up work missed due to an excused absence. This time will be set by the teacher.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the date and reason for the absence. Failure to clear this absence will result in a documented unexcused absence. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate or a pattern of chronic absenteeism exists. A doctor's note or other official documentation may be required. Failure to provide such documentation would result in an unexcused absence. A student must arrange for all make-up work following an absence. After a student has been absent for three (3) days, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow at least 24 hours for teachers to prepare materials.

**B. Unexcused Absences**

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

**C. Pre-Arranged/Extended Absences**

A parent/guardian may request a prearranged absence for a maximum of ten (10) school days for any reason. The due date for all make-up work, tests and quizzes for all prearranged/extended absences will be determined by each teacher. Students are to pick up a prearranged absence form in the office **at least one week in advance** and meet with each teacher to get assignments and due dates. The student will complete work in order to keep pace with peers. Parents/guardians acknowledge that it is the student's responsibility to complete their schoolwork and to stay in touch with their teachers via email during their absence. Teachers will provide assignments and opportunity to complete quizzes and tests upon the student's return.

**D. Acknowledgements**

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

**E. Excessive School Absences**

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

1. All prearranged/planned absences in excess of ten (10) days during a school year shall be considered unexcused.
2. Students who exceed ten (10) unexcused absences in any course during the semester shall receive a failing semester grade, shall not earn semester credit for that course and may be retained in the current grade.
3. Up to five (5) school days will be considered exempt from this policy for bereavement related absences.

4. Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from the identification of excessive school absence.
5. School administration shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave.

***F. Tardies***

Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or guardian, consistent with the reasons for excused absences. Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness. Students are responsible for making up all missed work when arriving late to class.

***G. Excessive Tardies***

School administration shall monitor attendance data to identify students who frequently arrive late to school or to class(es). Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances. The school may develop an intervention plan to support the student's successful completion and advancement for the current school year.

***H. Unexcused Tardies***

**1-3 Unexcused Tardies:** Teachers will handle tardies according to his/her syllabus which could include a warning, a parent contact, and/or a consequence.

**4th Unexcused Tardy:** Office Referral-Meet with the counselor and assigned detention.

**5th Unexcused Tardy:** Administrative Referral-Principal, parent and student will create attendance plan. The student will be expected to check in at the front office every day at 7:45 for the remainder of the school year or until a satisfactory habit has been established..

**6-7 Unexcused Tardies:** Administrative Referral-Principal will assign before and/or after school detention. Lead Administrator will be notified and will meet with the parent or guardian.

**7 Unexcused Tardies:** In School Suspension. Required meeting with school administration and Command representative to ensure that appropriate action or services are implemented to improve school attendance.

## **KWAJALEIN SCHOOLS TECHNOLOGY USE AGREEMENT**

1. Users are prohibited from accessing the computer network services for any private or commercial purposes. Users are not allowed to advertise, attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless pre-approved by the superintendent or designee.
2. Users are prohibited from engaging in cyberbullying, including, but not limited to, using a computer, computer system, or computer network service to convey a message in any format (audio or video, text, graphics, photographic, or any combination thereof) that is harassment, intimidation, or bullying, or is otherwise intended to harm another individual.
3. Users are prohibited from submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encouraging the use of controlled substances.
4. Illegal activity is prohibited and may result in referral to law enforcement.
  - i. Sending, receiving, or accessing obscene or pornographic material is prohibited.
  - ii. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
5. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
6. Students and staff will use the computer network service resources efficiently to minimize interference with others.
7. Users are responsible for making back-up copies as needed.
8. Users are responsible for taking precautions against computer viruses on their own equipment and the schools' equipment.
9. Attempts to log in to the system using another user's account will result in disciplinary action.
10. Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
11. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
12. All communications and information accessible via the computer network service should be assumed to be private property, but open to district scrutiny and review at any time.
13. Any online conduct that is determined by the system administrator to constitute an inappropriate use of the schools' computer network service or to improperly restrict or inhibit other users from using and enjoying the schools' computer network service is strictly prohibited and may result in disciplinary action.

### **ELECTRONIC MAIL**

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access.

The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
3. The system administrators may remove e-mail messages if not attended to regularly by the users.
4. E-mail may be viewed by others. There is no reasonable expectation of privacy or confidentiality regarding e-mail sent using school computers or the schools' network.



5. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by policies, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. Kwajalein Schools will cooperate fully with officials in any investigation concerning or relating to any e-mail transmitted on the schools' computer network service.

### **DISK USE**

The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to Compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request

The decision of the administrator regarding disk use is final and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have his or her files removed by a system administrator.

### **SECURITY**

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

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

### **VANDALISM**

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

### **STUDENT DISCIPLINE**

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

1. A student may lose computer privileges/network access. The duration of loss will depend on the student's age and severity of the violation as determined by the system administrator. Students found to flagrantly or persistently violate this policy may lose all computer privileges/network service access for the remainder of the school year, or for the duration of school attendance.

2. A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitute flagrant or persistent violations of this policy or could be considered illegal. Students committing illegal acts may be referred to the local law enforcement agency.
3. Each student is responsible for any damage he or she may cause to Kwajalein Schools computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
4. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under direct teacher supervision unless he or she has been removed from the class.

### **STAFF DISCIPLINE**

1. A staff member may lose computer privileges and/or network access. The duration of loss will depend on the severity of the violation as determined by the building administrator.
2. A staff member may be disciplined, up to and including termination from employment, if he or she engages in conduct on the computer network service that constitutes flagrant or persistent violations of this policy or could be considered illegal. Staff members committing illegal acts may be referred to the local law enforcement agency.

### **UPDATING USER ACCOUNT INFORMATION**

The computer network service may occasionally require new registration and information from users to continue the service. Users' must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.).

### **TERMINATION OF ACCOUNT**

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

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

## **ACADEMICS**

### **Class Grading Systems and Expectations**

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

### **Examinations**

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

### **Computation of Cumulative Grade Point Average (GPA)**

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

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

Percentages are converted to letter grades in the following way:

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

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

***Point Values to Calculate G.P.A.***

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

**Correspondence/Online Courses**

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

**Course Approval Process**

For courses that are *not* offered at Kwajalein Jr/Sr High School, please review the policy, school position, and process below:

**Kwajalein School System Policy:**

.25 Credits from Alternate Sources

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

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

**School Position:**

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

**Process:**

Please address request to school principal in writing:

Tarah Yurovchak  
Kwajalein Jr/Sr High School Principal  
Kwajalein School System  
Unit 17001 Box 83 APO AP 96555-0100  
(805) 355-2011  
yurovcht@kwajalein-school.com

Be sure to include the following:

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

Grades and credits are awarded by the correspondence/online school. These will be entered on the student’s transcript and will be computed into the GPA. It is the student and parent’s responsibility to initiate and to pay for correspondence/online courses and to have the courses pre-approved by the school administration.

**Course Changes**

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

**Retaking a Course**

Students may repeat courses for various reasons, to include strengthening of knowledge through content and skill mastery or to earn credit for a failed course.

1. All courses attempted and all grades earned will appear on the student’s transcript. Credit will be granted only once.
2. The GPA will be calculated using the letter grade of the most recent course taken.
3. A “#” sign before the course name designates the course was repeated and the grade was replaced.
4. When a student elects to repeat a course that he/she previously passed and then fails the course, course credit previously earned is counted; however, the grade of the most recent course taken (“F”) is calculated in the GPA.

### **Withdrawing and Adding a Course**

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

### **Class Rank**

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

### **Class Standing for High School Students**

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

### **University Courses/Dual Credit**

KJSHS accepts credit earned from an accredited university or college. Three college semester credits equal .5 credits (one semester class) at KJSHS. The student must make prior arrangements with the principal or the counselor. Students are allowed to take up to (2) dual credit courses a year.

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

### **Early Graduation**

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

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

**Graduation Requirements (Students in 10-12 Grade):**  
**KSS Graduation Requirements: Classes of 2019, 2020, 2021**

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

**Graduation Requirements (Students entering 9th Grade):**

**KSS Graduation Requirements: Class of 2022 and Subsequent School years**

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

Fine Arts	● 1.0 credit (Course in visual arts, music, theater, and/or humanities)	1.0 credit	1.0 credit
Health Education	● 0.5 credit (Health education course offering)	0.5 credit	0.5 credit
Honors Diploma	● 0.5 credit in Economics	Not Required	0.5 credit
Summary		Standard Diploma	Honors Diploma
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
Advanced Placement and/or IB Courses and requisite exams		Not Required	4 courses
Minimum GPA		2.0 GPA	3.8 GPA

**Career Technical Education Endorsement(Students entering 9th Grade):**

1. Students are afforded the opportunity to earn a Career Technical Education (CTE) endorsement in addition to a diploma. (See Glossary, Part II: Definitions.) A CTE endorsement is an acknowledgement of a student's successful completion of the required coursework in a specific CTE Pathway. The CTE endorsement is an indicator of career readiness and includes a variety of career areas referred to as Career Pathways.
2. A CTE endorsement may be earned through the completion of four credits of required courses for a specific pathway.
3. Official recognition of successful achievement of an endorsement will include:
  - a. Specific notation on student's official transcript, and
  - b. Acknowledgment during the commencement ceremony.
4. An endorsement designation may be earned with either the standard or honors diploma.
5. The principal, school counselor and faculty must publicize, promote, and encourage students to pursue an endorsement pathway as they prepare for college and/or postsecondary careers.

**Report Cards**

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

Progress reports for all students are available at any time in the portal system. Parents struggling to access the portal should contact the school for assistance. If any parent wants a conference with a teacher, please contact the teacher directly.



**Honor Roll (Students in 10-12 Grade):**

High Honor roll = 3.667      Honor roll = 3.500      Merit Roll = 3.000

The honor rolls for the first and third quarters are figured from quarter grades. The honor roll at the end of each semester is figured from semester grades. A student with an incomplete will not be included on the term's honor roll.

Graduating seniors with a cumulative grade point average of 3.85 or higher will be acknowledged in the graduation program.

**Honor Roll (Students entering 9th Grade):**

An honors diploma is awarded upon completion of the following additional requirements:

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

**Weighted Course Grades**

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

**Incomplete Grades**

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

**Kwajalein High School Courses Taken in 7<sup>th</sup> and/or 8<sup>th</sup> Grade**

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

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

### **Promotion and Retention of 7th and 8th Grade Students**

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

### **Senior Transfers**

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

### **Extra Assistance**

Students may always seek additional help from teachers. Arrange a time with your teacher. It is important to get help early if you have difficulty with any assignments or class work, so don't wait.

### **Homework**

The amount of homework depends upon the grade level of the student and will be kept at a reasonable level. If parents are concerned about the amount of homework, they should contact the teacher involved.

### **Study Hall/Free Periods**

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

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

## **WITHDRAWAL, EXTENDED VACATION, AND PCS PROCEDURES**

### **Withdrawing Before the End of Either Semester**

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

### **Leaving Island for Vacation Before the End of Either Semester**

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

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

### **Procedures for Students who are PCSing or withdrawing.**

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

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

### **Release of School Records**

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

## **HIGH SCHOOL LIFE—ACTIVITIES**

### **School Dance Rules**

1. All dances sponsored by the school will end no later than 11:30 p.m. including Prom and Winter Ball.
2. No one will be admitted to any dance, including Prom, ½ hour after the start time. Exceptions may be approved for special circumstances (e.g. communicate to the advisor and receive approval prior to being late). **If a student is denied entry due to late arrival, the parent/guardian will be notified.**
3. Students or dates leaving the dance at any time will not be allowed to return to the dance.
4. Use of alcohol, tobacco or drugs will not be allowed at the dance. **If found in possession or if suspected to be under the influence of any of these items, a student will be removed from the dance and a parent/guardian will be notified to pick up.**
5. No one under 7th grade may attend dances sponsored by KHS classes or clubs.
6. The Prom and the Winter Ball will be limited to grades 9-12. No one below 9th grade may attend Prom and Winter Ball. Romp, held concurrently with Prom, is open to students in grades 7, 8 and 9. There may also be a 7th/8th grade dance held concurrently with Winter Ball. All other dances will be grades 7-12.
7. All clean up must be completed by the sponsoring organization at the end of the dance.
8. Chaperones must include all class advisors or organization sponsors and at least three parents and/or responsible adults who are approved by a class advisor for any dance.
9. Footwear must be worn for admission to a dance.

10. An adult must be present at the admissions table.
11. Spectators for Prom and Winter Ball are allowed for a designated time only for coronation. They may not participate in the dance.
12. No OPENED outside drinks, including bottled water, may be brought into a dance.
13. Students are strongly discouraged from bringing backpacks to school dances. If backpacks, purses, etc., are brought to a dance, the item may be searched for contraband at dance admission, anytime during the dance, or on exiting the dance.
14. All songs on the playlist (when students provide their own music) must be submitted for pre-approval by the Class Advisors.
15. No out of school dates for any school dance.
16. All class members or organization/sponsor members attending the dance must be present at the start of the dance.

### **Student Government Association (SGA)**

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

### **Class Meeting Attendance and Decorum**

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

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

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

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

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

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

Scholarship: NJHS candidates must have a cumulative GPA of at least 3.0 (on a 4.0 scale) and NHS must have a cumulative GPA of at least 3.3 (on a 4.0 scale)

Service: Candidates must have completed at least thirty service hours during the current semester, the previous two semesters and summer projects.

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

Note: Service projects and leadership roles can be demonstrated through involvement with Boy Scouts, Girl Scouts, the youth center, Church organizations, community band, community/church

choir, assisting with Sunday School or CCD, free tutoring, free baby- sitting, member of class or club activities, accompanist or participant in recitals, school play, etc.

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

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

## **ATHLETICS**

Intramural sports and Spartan teams are considered school-sponsored activities. Tryouts, practices, and games will be in the announcements and on the portal

### **Kwajalein Jr/Sr High School Athletic Code Expected Conduct for Athletes**

Athletes are expected to conduct themselves at all times in a manner which will reflect the high standards and ideals of their team, school, and community. Any athlete who willfully performs any act which interferes with or is detrimental to the orderly operation of the school's athletic program or acts in an un- sportsmanlike manner shall be subject to athletic discipline. Discipline may include permanent removal from the athletic and intramural programs.

The season shall be the first day of practice through the last contest of the season. This includes regular and post season play.

### **Rules for Participants in the Athletic Program**

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

1. Any athlete who is not in school for at least the last half of the school day will not be allowed to practice or play in a game or participate in the intramural program that day. Exceptions: dental and medical appointments, and other pre-approved absences.
2. Any athlete who has been absent unexcused or suspended (including in-school suspension) will not be allowed to participate in athletic events including practice, games, and the intramural program on that day.
3. Academic eligibility for athletics is determined based upon academic success and achievement. Students with one or more failing grades and/or 2 or more D grades may find themselves withheld from athletics until they are able to improve their daily academic success. This is not to discourage participation but to allow for more opportunity to hone academic skills. Academic eligibility will be determined by the athletic director in consultation with the counselor and principal.
4. An athlete will not possess, use or traffic in tobacco, alcoholic beverages or illicit drugs.
5. Athletes will comply with the rules set by the head coach. The Athletic Director must approve all rules.
6. To be excused from practice, an athlete must notify the head coach or assistant coach.
7. After being assigned to a team, if a student quits or is dismissed from that team, he or she will not be able to be placed on another team for that season. This does not apply if a student is unable to participate because of an injury or any other medical reason stated and signed by a doctor. A student may quit a team, with the approval of the Athletic Director, for good cause.

No player may be added to a team without the approval of the Athletic Director. If approval is granted, the team the player is assigned to will be determined by the Athletic Director.

8. If a student wishes to participate in more than one sport season at the same time the following rules apply:
  - First sport season has priority over the second sport season.
  - Games have priority over practice.
  - It is the responsibility of the student athlete to communicate with the coaches.
  - All final decisions concerning games and practices are at the coach's discretion.

### **Consequences for Violation of the Athletic Code**

Consequences for violations of Rules # 1 through # 6 have been set by the school and will be enforced by the Athletic Director and the head coaches. Other rules will be determined and enforced by the coaches in consultation with the Athletic Director.

1. The consequence of Rule # 1 shall be as follows:
  - Consequences for chronic violation of school rules, or infraction of a major violation of school rules as defined by the Parent - Student Handbook, may result in disciplinary action, including the removal from the athletic and intramural programs.
2. The consequence for Rule # 3 shall be as follows:
  - Ineligible students may try out for a team and may be allowed to practice but will not be allowed to participate in games until he/she regains eligibility.
  - The school principal may give students with an IEP special consideration.
3. The consequences for Rule # 4 are as follows:
  - The first violation of Rule # 4 involving tobacco on campus or at a school sponsored activity will result in suspension for a minimum of two games. The student may be required to attend practices at the discretion of the coach. A second violation will result in suspension for the remainder of the season.
  - Violation of Rule # 4 that involves drugs and or alcohol on campus or at a school sponsored activity will result in:
    - First Violation  
The suspension from the athletic program for the remainder of the current sport season at the discretion of the Athletic Director.
    - Second Violation  
The suspension from the athletic program for two sports seasons.
    - Third Violation  
Total suspension from all athletic programs for one full year from the date of the violation.
4. Guidelines for the enforcement of Rules # 6 through #8 are as follows:
  - Before an athlete may be removed from a team for the remainder of the season, the head coach, Athletic Director and the principal must confer.
  - The coach, Athletic Director, or principal may determine consequences less than removal for the remainder of the season.

## **AdvancED ACCREDITATION INFORMATION**

### **Overview**

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

### **AdvancED Accreditation**

To maintain accreditation, schools must:

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

Kwajalein School System is fully accredited by AdvancED through June 30, 2019. We will have an on-site visit the spring of 2019.

## **SCHEDULES**

### **TUESDAY, THURSDAY, FRIDAY & SATURDAY**

Zero Hour:	7:00-7:47
1 <sup>st</sup> period	8:00 – 8:47
2nd period	8:52 – 9:39
3rd period	9:44 – 10:33
4th period	10:38 – 11:25
LUNCH	11:25 – 12:25
5th period	12:25 – 1:13
6th period	1:18 – 2:06
7th period	2:11 – 3:00
8 <sup>th</sup> period	3:10-4:00

### **WEDNESDAY SCHEDULE**

Zero Hour:	7:00 – 7:47
1 <sup>st</sup> period	8:00 – 8:37
2nd period	8:42 – 9:19
3rd period	9:24 – 10:02
4th period	10:07 – 10:44
5th period	10:49 – 11:25
LUNCH	11:25 – 12:25
6th period	12:25 – 12:58
7th period	1:03 – 1:36
8 <sup>th</sup> period	1:41 – 2:15

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

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



## ***STANDARDIZED TESTING***

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

TEST	MEASURES	GRADE	REMARKS
NWEA	Student Progress Curriculum	K-10	Assess reading, language arts, & Mathematics

### **School Service Hours Requirement**

To promote participation in school service for Kwajalein Jr/Sr High School, each student in grades 7 - 12 is required to complete service hours for our school as follows:

12th & 11th Grade: Each new school year, 6 of your 10 service hours must be completed for your class. Your 10 hours can be all class hours just as long as you complete the mandatory 6 hours. (If a class fundraiser takes place after service hour sheets are due, they can be carried over to the next year and count as class hours such as sophomore tie dye and Junior/Senior Banquet).

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

8th & 7th Grade: You must complete 5 service hours annually for our school. Can be class or non-class hour service.

The class and/or club advisors will validate these service hours and the school administration will give final approval for students that have earned Student Service Celebration (Service Hour Verification Form in Appendix). Class/club advisor is to be present at each committee meeting and each class/club event. Prior to the annual Service Hours Celebration, class advisors must confirm with the office the number of service hours each student has completed. (If a student has not fulfilled the minimum service hour requirement, the student will not be allowed to attend the Celebration and will be required to attend school.) Students not attending the Service Hours Celebration will be supervised. If a student arrives any time during first semester, he/she will be required to fulfill the stated service hours. Exception for that school year requirement will be made for new students who arrive during second semester.

## SERVICE POSSIBILITIES

- ☉ Clean hallways & school grounds: 1 person each hallway:  $\frac{1}{2}$  hour PER day → 2  $\frac{1}{2}$  hours/wk  
OR 2 people each hallway and they split the 2  $\frac{1}{2}$  hrs evenly! 2 people outside:  $\frac{1}{2}$  hr/day/person → 2  $\frac{1}{2}$  hrs/wk/person
- ☉ Work on school sponsored dances
- ☉ Sell Christmas trees
- ☉ Sell ‘grams’ (Halloween, Christmas, Valentines, etc.)
- ☉ Work on *any school* club or grade level committee/event (ie: Jim Jera, Robotics)
- ☉ Help with lights & sound for school events (be sure no credit is received for a class)
- ☉ Raise & lower the school flag daily (be sure no credit is received for other organization)
- ☉ Help with 7<sup>th</sup> grade orientation
- ☉ Help with Parents Back to School Night
- ☉ Decorate Senior lockers
- ☉ Do “Senior Birthday” hall bulletin board
- ☉ Do a project for the Jr./Sr. high school & receive no type of school credit (web page, hall & outside bulletin boards, etc.)
- ☉ Assist *secondary & elementary school* teachers with Xeroxing, bulletin boards, setting up classrooms, etc. and not receive any class credit
- ☉ Create class signs, &/or a dance routine, &/or sand sculptures for the annual Turkey Bowl activity
- ☉ Provide entertainment for school functions
- ☉ Work on Honor Society school related projects that are NOT included as part of your Honor Society Hours
- ☉ Rehearsal & performance hours with X-Band if not taken for school credit
- ☉ Rehearsal & performance hours with Stage Band if not included in band grade & if not taken for school credit
- ☉ Assist with the elementary school book fair or school clubs
- ☉ Act in any of the following capacities for the school play: stage manager, assistant stage manager, make-up crew, stage crew (curtain, set construction & painting), sound/light technician, usher.
- ☉ PTO events

Types of service hours that are not counted as school service hours:

- Community service such as for Swim team, Scouts, church groups
- Member of school sports team or actor in school play if in Drama
- NHS/NJHS service projects that count towards NHS/NJHS hours to include annual fundraiser event (ie: Coffee Shop)
- Namo Weto Youth Center events
- Babysitting
- Coaching pre-school and/or elementary school sports teams
- Tutoring except for Faculty approved peer to peer tutoring
- Community Events such as beach cleanup, Scuba Santa, Easter Egg Hunt or any Yokwe Yuk Women’s Club or Marshallese Cultural Center Events





# **COMPUTER AND NETWORK SERVICE USER AGREEMENT**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand and will abide by this Kwajalein Schools policy titled “Computer and Network Service.” Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I understand that I have no reasonable expectation that my use of the school’s computer or network will be private. I know that my usage of the computer and network may be monitored or reviewed by administration or information technology staff at any time.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Parent or Guardian Section (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)**

As the parent or guardian of this student, I have read this policy entitled “Computer and Network Service.” I understand that this access is designed for educational purposes and this district has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Kwajalein Schools to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue a school gmail account for my child and certify that the information contained on this form is correct.

Parent/Guardian (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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*Two WIFI capable devices may be registered to use at school. Registration requires a device description and MAC address.*

Device #1 \_\_\_\_\_ MAC (wifi) address \_\_\_\_\_

Device #2 \_\_\_\_\_ MAC (wifi) address \_\_\_\_\_