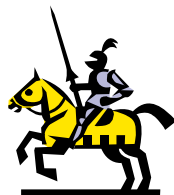




South Carolina – Fort Stewart – DoDDs Cuba District

## **FORT STEWART SCHOOLS**

Parent - Student Handbook and Calendar  
**School Year 2012-2013**



Brittin Elementary



Diamond Elementary



Kessler Elementary

Department of Defense Education Activity  
Domestic Dependent Elementary and Secondary Schools  
<http://www.am.dodea.edu/SCStewartCuba/index.htm>

376 DAVIS AVENUE, FORT STEWART, GEORGIA 31315-1033

# FORT STEWART SCHOOLS

**Diamond ES 912-876-6094    Brittin ES 912-368-3324    Kessler ES 912-368-3598**

Normal School Hours: 8:00 - 2:45    Normal PreK Hours: (AM) 8:00 - 10:35    (PM) 12:10 - 2:45

AUGUST 2012							SEPTEMBER 2012							OCTOBER 2012							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4							1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
							30						30								

NOVEMBER 2012							DECEMBER 2012							JANUARY 2013							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3							1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			
							30	31					30								

FEBRUARY 2013							MARCH 2013							APRIL 2013							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2						1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					
							31						31								

MAY 2013							JUNE 2013							JULY 2013							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4							1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
							30						30								

- First Day of School for Students
- Student Holiday/Teacher Workday/Professional Development
- 1/2 Day Dismissal, 11:30am
- Parent-Teacher Conference/Student Holiday
- End of Quarter
- Interim Progress Reports Grades K-6
- Holiday - No School
- Early Release - 1:30 PM

Approved on April 30, 2012

Increment Weather / Make Up Days (If Needed)
August 31, 2012
October 19, 2012
January 7, 2013
March 18, 2013
May 29, 2013

# 2012/2013 DISTRICT CALENDAR

**Domestic Dependent Elementary and Secondary Schools (DDESS)**

Thursday Early Release Day 1:30pm    PreK Early Release Hours: (AM) 8:00 - 10:10 (PM) 11:20-1:30

South Carolina-Fort Stewart-DoDDS Cuba School District	
1-3 Aug	No School - Professional Development
3-Aug	Open House at each School 3-5 P.M.
6-Aug	1st Day for Students K-6
6-10 Aug	Kindergarten 8:00-11:30 a.m.
6-17 Aug	Pre K Home Visits
13-Aug	Full Day Kindergarten Begins
20-Aug	PreK / PSCD Begins School
31-Aug	No School - Professional Development
3-Sep	No School - Labor Day / Federal Holiday
6-Sep	Interim Progress Reports Grades K-6
8-Oct	No School - Columbus Day / Federal Holiday
10-Oct	End of 1st Marking Period (46 days)
12-Oct	No School - Teacher Work Day / Report Card Prep
18-Oct	1/2 Day Dismissal at 11:30 - Parent-Teacher Conferences / No School PreK / No PSCD
19-Oct	No School - Parent-Teacher Conferences / Report Cards will be distributed
9-Nov	No School - Professional Development
12-Nov	No School - Veteran's Day / Federal Holiday
15-Nov	Interim Progress Reports Grades K - 6
19-23 Nov	No School - Thanksgiving Break
21-Dec	1/2 Day Dismissal at 11:30 - No School for PreK / No PSCD / 5 Professional Development
21-Dec	End of 2nd Marking Period (43 Days)
24-Dec - 4-Jan	No School - Winter Break for Students
25-Dec	No School - Christmas Holiday / Federal Holiday
1-Jan	No School - New Years Day / Federal Holiday
7-Jan	No School - Teacher Work Day / Report Card Prep
8-Jan	Students Return to School
14-Jan	Report Cards Issued
17-Jan	1/2 Day Dismissal at 11:30 - Parent-Teacher Conferences / No School for PreK / No PSCD
21-Jan	No School - M.L. King, Jr. Holiday / Federal Holiday
11-Feb	Interim Progress Reports Grades K- 6
18-Feb	No School - Washington's Birthday / Federal Holiday
15-Mar	End of 3rd Marking Period (47 days)
18-Mar	No School - Teacher Work Day / Report Card Prep
25-Mar	Report Cards Issued
1-5 Apr	No School - Spring Break
25-Apr	Interim Progress Reports Grades K - 6
24-May	Last day of School for PreK & PSCD
27-May	No School - Memorial Day / Federal Holiday
28-May	1/2 Day Dismissal at 11:30 - No School for PreK / No PSCD
28-May	End of 4th Marking Period (45 days)
28-May	Last day of School for Grades K-6
29-May	No School - Teacher Work Day / Report Card Prep
	Report Cards Mailed to Parents

Please note the school hours and schedules on the following page.

# School Hours and Schedules

SY 2012-2013

## Kindergarten-6th Grades

<u>Day</u>	<u>Begins</u>	<u>Ends</u>
Monday	8:00	2:45
Tuesday	8:00	2:45
Wednesday	8:00	2:45
Thursday**	8:00	1:30
Friday	8:00	2:45

## PreK & PSCD Students

<u>Day</u>	<u>A.M.</u>	<u>P.M.</u>
Monday	8:00-10:35	12:10-2:45
Tuesday	8:00-10:35	12:10-2:45
Wednesday	8:00-10:35	12:10-2:45
Thursday**	8:00-10:10	11:20-1:30
Friday	8:00-10:35	12:10-2:45

3 \*\*Note that THURSDAYS are EARLY RELEASE days

# WELCOME!

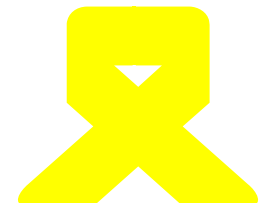
Dear Parents and Students,

**This handbook is for all Ft. Stewart Schools.** This handbook is revised yearly. We have tried to anticipate many of your questions and concerns regarding your child's school and his/her education. If you have a question that is not answered here, contact your child's school. We have provided a school-year calendar within the handbook for recording important dates and other information that you receive throughout the year. We hope you enjoy using it. Welcome to Ft. Stewart Schools!

You are encouraged to read and review this handbook with your child.

**Please return the Home, Community Partnership form to your child's teacher within one week of starting classes.**

Students are held accountable for the policies and procedures outlined in this handbook.



## HOME-COMMUNITY PARTNERSHIP FORM

**PLEASE DETACH AND RETURN TO CLASSROOM TEACHER WITHIN ONE WEEK OF ENROLLMENT.**

.....

In order to support a positive school experience for my child, we have read and understand the Fort Stewart School System Student-Parent Handbook and have discussed it as a family.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Sponsor Signature:** \_\_\_\_\_



**DEPARTMENT OF DEFENSE**  
**DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS**  
**SOUTH CAROLINA/FORT STEWART/DoDDS-CUBA DISTRICT**  
**DISTRICT SUPERINTENDENT OFFICE**  
Telephone (912) 369-6691 Fax (912) 876-8417

August 1, 2012

Dear Students and Parents,

Welcome to the 2012-2013 School Year. We are looking forward to working with you and your child. It is our privilege and honor to provide our nation's defense children with a welcoming, nurturing, and high quality learning environment. As you know, in order your child to have a successful educational experience, it has to be a cooperative effort between you, your child, your child's teachers, and the school. Yes, it will take each of us to ensure that your child's learning experience is the best!

Student success requires open, two-way communication between the home and school. We promise to do everything within our power to make your child's learning experiences relevant and rigorous. We need you to assist us by ensuring that on-time daily attendance is a priority in your home. Students need to be here all day, every day. It is essential that they arrive rested and ready for success.

Please know that you are welcome in our schools and classrooms at all times. We would ask that you contact the school ahead of time to schedule visits and meetings to avoid interruption of instructional time. If you have questions or concerns, contact your child's teacher and schedule a meeting if necessary. The SC/Ft. Stewart/DoDDS Cuba School District is committed to providing exemplary learning opportunities and experiences for your child. Please join us in this very important responsibility.

Again, welcome to the 2012-2013 School Year. We are excited to have the opportunity to provide a high quality education to our military defense children.

Sincerely,

A handwritten signature in black ink, reading "Samantha J. Ingram".

Samantha J. Ingram Ph.D.

Superintendent

South Carolina/Fort Stewart/DoDDS Cuba District

## FT. STEWART SCHOOLS

The Ft. Stewart Schools are part of the larger consolidated school district known as the South Carolina/Ft. Stewart/Cuba District of the Department of Defense Education Activity/Domestic Dependent Elementary and Secondary Schools. The Fort Jackson Schools in Columbia, SC, the Laurel Bay Schools in Beaufort, SC and the schools in Guantanamo Bay, Cuba are also a part of our consolidated district. The schools are attended by dependent children in grades Pre-Kindergarten through 12 who reside on federal property in the vicinities of Beaufort and Columbia, South Carolina, Hinesville, Georgia and Guantanamo Bay, Cuba. Our students represent three branches of the Armed Forces: Army, Marine Corps, and Navy. All Ft. Stewart schools serve children in grades Pre-K through 6th grade.

### DISTRICT ADMINISTRATIVE STAFF

Ft. Stewart Administration Building, 912-369-6691  
Ft. Stewart Education Center Bldg. 5601, 912-369-1427

Superintendent, Dr. Samantha Ingram  
Assistant Superintendent, Dr. Gael Coyle  
Education Operations, Dr. Margie Waters  
Budget Officer, Becky Cipolla  
ISS-Ed Technology, Wynelle Welsh  
ISS-SPED, Lori Crawford  
ISS-Continuous School Improvement, Nicole Pangelinan

ISS-Information Systems, Mitch Finley  
ISS-Early Childhood ELA/SS, Elizabeth Fales  
ISS-Education Research, Twila Patten  
ISS-MS/HS ELA/SS, Merilee Cox  
ISS-Early Childhood Math/Science, Dr. Lemuel Patterson  
ISS-MS/HS Math/Science, Shelman Burton

### DODEA GUIDING PRINCIPLES

**S**tudent achievement...a shared responsibility  
**T**rust and respect for other's rights  
**U**nlimited opportunities to reach high expectations  
**D**edication to lifelong learning  
**E**qual access to a quality education based on standards  
**N**ew and motivating challenges to inspire excellence  
**T**otal accountability with teamwork  
**S**uccess for all...students first!

### DoDEA Mission Statement

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

### DoDEA Vision Statement

Communities Investing in Success for ALL Students!

## South Carolina/Stewart /Cuba Philosophy

The primary objective of the SC/Stewart/Cuba District is to provide a high quality program so that each child will become a lifelong learner able to achieve success in a global community. Our schools provide a balanced educational program and opportunities for every student to cultivate his/her capabilities to the fullest extent. Emphasis is placed upon the teaching and learning of basic academic skills in accordance with the DoDEA Curriculum Standards. Each child is taught to develop the independent thinking skills necessary to gather information from many sources, analyze the information gathered, and arrive at satisfactory solutions to problems. The child's self-concept is of paramount importance. All staff members strive to help each child gain self confidence and take pride in his/her capabilities and accomplishments, while developing into a special, unique individual. The SC/Stewart/Cuba District upholds and supports the Vision, Mission and Guiding Principles of the DoDEA Community Strategic Plan that can be located online at <http://www.dodea.edu/csp.index.cfm>

### **Nelson Brittin Elementary School**

#### **Home of the Knights**

2772 Hero & Austin Road

Phone: 912-368-3324, 767-7514, 767-8182

Fax: 912-368-7515

Principal: Ms. Shelia Cary

Assistant Principal: Dr. Odessa Morman

<http://www.am.dodea.edu/stewart/brittin/index.htm>

### **James Diamond Elementary School**

#### **Home of the Gators**

482 Davis Avenue

Phone: 912-876-6094, 876-5795, 876-6203

Fax: 912-876-8350

Principal: Ms. Brenda Gilchrist

Assistant Principal: Ms. Christie Cook

<http://www.am.dodea.edu/stewart/Diamond/>

### **Patrick Kessler Elementary School**

#### **Home of the Eagles**

1127 Austin Road

Phone: 912-368-3598

Fax: 912-368-5048

Principal: Ms. Djuna Underwood

Assistant Principal: Dr. Debora Williams

<http://www.am.dodea.edu/stewart/Kessler/index.htm>

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## **ACCESS TO STUDENT RECORDS**

Release of information contained in student records is controlled by the Family Educational and Privacy Rights Act of 1974, U.S.Code Title 20, Section 1232g, and U.S. Code, Title 5, Section 552a. It is the policy of the SC/Stewart/Cuba District to follow the provisions of this and all subsequent state and federal laws that apply. Copies of the policy are available for review by parents and eligible students (those 18 and older) in the principal's office of each school building, and in the Superintendent's office.

### **Responsibility**

The principal of each school is the primary custodian of educational records within his/her building.

Personally identifiable records or files of students shall not be released without the written consent of their parents to an individual, agency, or organization, other than the following:

- Other school officials within the present educational system of the student
- Officials of other school systems in which the student intends to enroll
- To any other persons or agencies unless there is written consent from the parents
- To courts when subpoenas and orders are received. In such cases, the parents shall be notified prior to compliance by sending them a copy of the order of subpoena.
- To courts when subpoenas and orders are received. In such cases, the parents shall be notified prior to compliance by sending them a copy of the order or subpoena.

### **Rights of Parents and Students**

School officials will have access to student education records for legitimate educational purposes to carry out their responsibilities to each student. Release of information to others is strictly controlled.

Parents of students under the age of 18 shall have

the right to inspect and review all official records, files and data directly related to their children, including all material that is incorporated into the student's cumulative folder, and intended for school use or to be available to parties outside the school or school system. Parents have the right to examine but not copy or take away information. They have the right to information and not to property. The parent or student may seek to correct parts of the record that he/she believes to be inaccurate, misleading, or in violation of the student's privacy by filing a complaint with the Superintendent. Parents shall have the opportunity for a hearing to challenge the content of their child's record by making such request in writing to the Superintendent.

### **ACCREDITATION**

All Fort Stewart Schools are accredited by AdvancED. The school programs, personnel, and facilities are reviewed annually.

### **ACHIEVEMENT TESTING**

Achievement testing at the Fort Stewart Schools is conducted annually to assist staff members in diagnosing and planning for individual student needs as well as developing priority goals for our schools. A measure of reading proficiency, The Benchmark Assessment, System, 2nd Edition, is used with students in grades K-3. At this time, students in grades 3 through 6 take the CTBS TerraNova III Multiple Assessments. Additionally, schools administer local assessments to monitor student progress throughout the school year. In accordance with the requirements of the Department of Defense Education Activity (DODEA), other tests may be scheduled, such as the National Assessment of Educational Progress (NAEP).

### **ADOPT- A -SCHOOL BATTALIONS**

The Fort Stewart Military Community actively supports the Fort Stewart Schools. Each school has been adopted by a battalion from the 3rd Infantry Division. Adopt-A-School Battalions have

been fully engaged as military partners, providing mentors and classroom helpers, and assisting in field days and other activities during the year when not deployed.

- Brittin Elementary is adopted by 3-7 Infantry
- Diamond Elementary is adopted by 3-69 Armor, 1st Brigade
- Kessler Elementary is adopted by 4-3 Brigade, Troops BN

### **ATTENDANCE/TARDY POLICY**

Attendance is mandatory. Attendance is a key factor in student achievement. Absence from school represents an educational loss to the student. Therefore, this policy is designed to minimize student absenteeism and improve student achievement.

### **DoDEA's Policy**

- Students are required to attend school 180 instructional days per school year to ensure they are able to meet academic standards and demonstrate continuous educational progress.
- Except for urgent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
- Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
- Parents or sponsors are responsible for ensuring that students attend school every day it is in session and to establish regular communication with the classroom teacher.
- Student educational monitor plans will be implemented during all pre-approved extended absences to lessen the impact on the student's educational program.
- Students with excessive absences will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

### **Late Arrival/Tardy Designation**

All late arrivals during the instructional day will be marked as unexcused unless the student is accompanied by a parent to sign in at the office.

- 1-10 minutes of school missed =Late Arrival
  - Recorded as tardy
- 11-90 minutes of school missed=1/4 day absent
  - Recorded as tardy with time noted
- 91-180 minutes of school missed=1/2 day absent
  - Recorded as tardy with time noted
- 181-270 minutes of school missed=3/4 day absent
  - Recorded as tardy with time noted
- Over 270 minutes of school missed=Full day absent
  - Recorded as tardy with time noted
- No student checkout during the last 30 minutes of the instructional day without Principal approval.
- Early dismissals will follow the above time frames for the purpose of counting absences.

### **Excused Absences:**

- Personal illness.
- Medical, dental, or mental health appointment.
- Serious illness in the student's immediate family.
- A death in the student's immediate family or of a relative.
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.
- College visits that cannot be scheduled on non-school days.
- Pandemic event.

Emergencies or unique circumstances, which in the judgment of the principal, constitute a good and sufficient cause of absence from school may be approved. If the principal believes the absence would be educationally harmful, the principal need

not grant permission, and resulting absences will be unexcused.

### **Unexcused Absences:**

All absences will be considered unexcused until the school receives a written verification from a parent or sponsor. All excuses shall be dated and brought to the school within 3 days of the student's absence. If the reason for the absence does not meet the criteria as described above, the absence will be unexcused.

A student who accumulates excessive parent/guardian notes may be required to submit a doctor's note in order to receive excused status.

### **Interventions for Absences/Tardies**

Because DoDEA acknowledges that attendance is a joint effort between the school, parents, student and community the following guidelines will be used by the schools:

- Absent 1 Day-Contact parents for excused and unexcused absences within first hour of school.
- Absent 3 Days-Letter sent to parents and school intervention to determine the reason
- Absent/Tardy for 5 Days-Letter sent to parents, possible personal contact of parents, copy of letter sent to the school liaison officer/family liaison officer, Student Education Monitoring Plan (See p. \_\_\_\_), administrative review of academic performance and possible referral to the Student Support Team (SST).
- Absent/Tardy for 7 Days-Convvene SST to review educational progress for absences or tardies, develop or modify intervention plan to support the student to regularly attend school, conference with parent for SST action steps, and possible command notification to support the school plan.
- Absent/Tardy 10 Days-School contacts command to intervene.

Educational Neglect is knowingly allowing the child to have extended or frequent absences from school, neglecting to enroll a child in school, or preventing

the child from attending school for other than justified reasons.

The district utilizes *One Call Now*, an automated parent notification service that notifies parents/guardians when students are absent or tardy. If students are not present by 8:45, parents are subject to receive a notification from the automated service.

### **Accelerated Withdrawal for Military Sponsored Reasons**

The principal may authorize an accelerated withdrawal for a student who must withdraw from school 20 or less instructional days prior to the end of a semester with the following conditions:

- The parent/guardian/sponsor presents verification of the date required for student departure (e.g., permanent change-of-station orders) AND
- The conditions have been met for grades to be assigned and credit to be granted.

This policy does not apply to early withdrawal for the convenience of family travel, visits, or other discretionary reasons. Student who withdraw prior to the 20 day limitation will receive "withdrawal" grades rather than final grades.

### **Perfect Attendance**

Perfect Attendance is defined as attending school for 180 days on time, all day, everyday. Tardies and early dismissals will affect Perfect Attendance counts.

### **BICYCLE RULES**

A student is never permitted to ride a bicycle on the school grounds because of the possible dangers to self and others. The student must dismount and push the bicycle to the rack in the morning and push it off school grounds before riding it home in the afternoon. All bicycles are to be parked in the designated bicycle rack areas, and are to be locked at all times. Students riding bicycles to school are required to wear helmets. **Scooters, skateboards, skate shoes, and**

rollerblades/in-line skates are not permitted.

### **CAFETERIA PROGRAM**

The Fort Stewart Schools participate in the National School Lunch and National School Breakfast Programs sponsored by the United States Department of Agriculture. These programs include the Free and Reduced meal programs for which you may be eligible. Breakfast and lunch are served daily at each school. If you need more information concerning these programs, please call the food service director at 912-408-3088.

Although a student may normally bring lunch from home, it is a good idea to have a little money deposited in the school meal account for an emergency breakfast and/or lunch, so that the student can always eat a hot meal. Money that is not used can be refunded to you at the end of the school year or carried over to the next school year.

### **FOOD ALLERGIES**

Food Allergies are serious health risks. **Please coordinate with the respective school nurse** and provide a physician's slip explaining the food allergies your child may have, so that appropriate accommodations can be made.

### **Cost of Meals**

Breakfast Reduced Price	\$ 0.30
Breakfast Full Price	\$ 1.25
Breakfast Adult/Teacher Price	\$ 2.00
Lunch Reduced Price	\$ 0.40
Lunch Full Price	\$ 2.00
Salad Full Price	\$ 2.00
2nd Lunch	\$ 2.25
Lunch Adult/Teacher Price	\$ 3.50
Salad Adult/Teacher Price	\$ 3.50
Student Entrée	\$ 1.65
Adult/Teacher Entrée	\$ 2.25
Student Side	\$ 0.75

Adult/Teacher Side	\$ 1.00
Adult/Teacher Dessert	\$ 0.75
Milk	\$ 0.40
Tea (Adults/Teachers)	\$ 0.75

### **CHARGING MEALS**

Charging meals must be kept to a minimum and used as a last resort only. The following policy will be used for student charges:

**The Cash Clerk's office**, located in the cafeteria, **will accept minimum advanced payments** of \$4 for reduced-priced meals, and \$14 for regular priced meals, **8:30-10:00 a.m., Monday through Friday**. Applications for free and reduced-price meals can be made during these hours. **(Cash or other payments will not be taken while students are in the line for breakfast or lunch).**

1. Students **will** be allowed to charge meals if they do not have funds to pay for their meals. **If you do not want your child to charge meals, you must provide written notification to the cafeteria. Children will not be allowed to charge snacks.**
2. The cashier will send a written notification to parents when the child's account reaches a negative balance. Thereafter, letters are sent home weekly through the child's teacher.
3. If the charges are not paid within 30 days, the cashier will notify the Food Service Director. **Charges not paid within 30 days of the first notification, will be subject to payroll deduction.**
4. **The Food Service Director will initiate payroll deduction on all accounts referred by the cashier. There will be a \$35 service charge assessed on all collections. ONCE INITIATED, A PAYROLL DEDUCTION CANNOT BE REVERSED.**

5. Free/Reduced meal application packets will be sent home with students on the first day of school.

### **CHANGE OF ADDRESS/PHONE NUMBERS/EMAIL ADDRESS**

**It is important that the school be notified of change in home address, changes in quarters, changes of unit organizations, change in email address and all phone numbers in the event of a need to reach the parent in an emergency.**

You can phone the school office or send the information in writing to school with your child.

### **CHILD ABUSE/NEGLECT POLICY**

In accordance with the Department of Defense Education Activity reporting requirements for suspected child abuse/neglect, the staff members of the Fort Stewart Schools have a legal requirement to promptly report all suspected and/or alleged child abuse/neglect to the local Family Advocacy Program. Our school staff will be vigilant in an effort to protect children from any form of abuse and neglect.

### **CHILD FIND**

Child Find is the ongoing process used by schools and the military Early Developmental Intervention Services (EDIS) to identify children ages 3—21 who are eligible for special education and related services. At the school level Child Find activities include identifying children at risk for failure and providing educational and behavioral interventions as appropriate. In some cases when the interventions are not successful the child may be referred for an evaluation to determine if he or she is in need and eligible for special education and related services.

In addition, the schools in cooperation with EDIS conduct Child Find activities within the community to identify children ages 3 and 4 who may be in

need of special education and related services. For more information on Child Find contact your local school principal.

### **CLASSROOM PARTIES**

All party treats are subject to teacher approval. Please coordinate with the teacher. Home baked items are not allowed. Juice should be served instead of sodas.

Birthdays parties must be coordinated with classroom teachers. Celebrations are recommended during the lunch period. Teachers have detailed guidance for any parent wishing to host any of these events. Please be sure to discuss all plans several days in advance with the teacher.

### **COUNSELOR**

Our school counselors have adopted a developmental guidance program that includes all students. Counselors teach students on-going skills in three broad instruction areas:

1. Understanding self and others
2. Becoming life-long learners (educational development) and
3. Developing school-to-work skills.

School counselors are available in all of our schools to counsel students and consult with parents and teachers.

### **CRISIS MANAGEMENT PLAN**

A detailed crisis management plan is in place which delineates the procedures and responsibilities that are necessary to protect students, personnel, facilities, and equipment in the event of a natural or person-caused crisis situation. The care and safety of our students and staff will be paramount during any emergency situation. The district utilizes *One Call Now*, an automated parent notification service that notifies parents/guardians in the event

of a crisis situation.

### **CURRICULUM STANDARDS**

To create a world-class education system, DoDEA has developed rigorous and demanding curriculum standards. The curriculum standards specify what students should know and be able to do. DoDEA curriculum standards are based on the content standards produced by the National Council of Teachers of Mathematics, the National Council of Teachers of English/The International Reading Association, the National Research Council's National Science Education Standards and the National Council for Teachers of Social Studies. The complete listing of DoDEA Curriculum Standards is in each principal's office and can be accessed on the Internet at <http://www.dodea.edu/parents/parentGuides.cfm>

### **DISCIPLINE AND STUDENT BEHAVIOR**

**Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others.

Students, Parents and Guardians shall:

- Comply with all student disciplinary rules, regulations and procedures.
- Have the following rights:
  - The right to notice of a disciplinary infraction and of the proposed or actual disciplinary consequence as soon as practical, and in all cases involving expulsions or suspensions for more than 10 days, prior to any disciplinary review committee hearing.
  - The right to a formal hearing before a

school disciplinary committee prior to any suspension for more than 10 school days or expulsion.

- The right to appeal:
  - From a Principal's disciplinary action, appeal to the District Superintendent. No further appeal is authorized, unless the disciplinary action includes expulsion.
  - From a Superintendent's decision to initiate disciplinary action (as opposed to the Principal) against a student, appeal to the DDESS Director. No further appeal is authorized.

Management of student behavior is a responsibility shared by administrators, students, parents/guardians, teachers, and the school community, and consists of teaching and reinforcing positive student attitudes and behaviors.

The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.

### **Grounds for Discipline Including Suspension or Expulsion**

Student conduct that might be subject to a disciplinary action or consequence while on school property, while enroute between school and home, including when on school-owned or operated or chartered buses, during lunch period whether on or off campus, during or while going to or from all school-sponsored or school-supervised events/activities including field trips, stadium assemblies and after school related activities.

This does not list every offense, nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient

specificity to inform the student and parent of the type of conduct which may result in disciplinary consequence.

### **Discipline for Minor or First Offenses**

A student may be disciplined for relatively minor or first offenses, through the use of written or oral reprimands or notice to parents, in-school suspensions, alternate in-school temporary placements (formerly referred to as “time out”), teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate.

***Examples of conduct for which minor discipline may be appropriate include, but are not limited to:*** tardiness, unexcused absence, chewing gum or eating food in class, being unprepared for class, running or horseplay in the halls or classrooms, cheating or lying, possessing items in violation of school rules, use of offensive or vulgar language, minor failing to follow instructions, disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity, and engaging in inappropriate behavior on the school bus. Nothing in this paragraph precludes the imposition of more serious disciplinary actions such as suspension or expulsion, when a student engages in repeated or multiple acts of misconduct which individually might not warrant suspension or expulsion, and/or when the teacher or Principal determined that the nature or offense, in the context of all circumstances, warrants a more severe consequence .

### **Grounds for Suspension or Expulsion**

A student may be suspended or expelled from school, if the Principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- Possessed, sold, brandished, used without clear school supervision and authority, or otherwise furnished to another any firearm, knife, explosive, or other dangerous object.
- Engaged in substance abuse, including possessing, using, selling, dispensing or being under the influence of any illegal/controlled substance. A mandatory expulsion recommendation is required for a second offense.
- Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in 21 USC 863.
- Committed or attempted to commit robbery or extortion.
- Damaged or attempted to damage personal or real property. This includes property owned, leased or used by the school or that is encountered in connection with school activities including property that belongs to or is owned or used by the school, government, vendor, contractor, or any private person.
- Stolen or wrongfully appropriated, or attempted to steal or wrongfully appropriate, and/or knowingly receive the stolen property of another, whether the property is owned by the school, the government, a vendor, a contractor, or is the private property of an individual.
- Possessed or used tobacco, or any product containing tobacco or nicotine products or any herb, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, including snuff, chew packets, and betel nut.
- Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other disorderly conduct, but also includes lying to and/or making false statements to school personnel, violation of school honor codes or other rules and guidance established for an orderly educational atmosphere.
- Gambling in any form.
- Engaged in conduct, including fighting, that endangers the well-being of self or others.
- Presented him or her self without authorization in the school, on the school grounds, or on school buses or failed to leave promptly after being told to do so by the Principal or staff member in charge.
- Engaged in the unauthorized use of portable communications devices (including beepers and cell phones), electronic games, portable radio and/or compact disc players, iPods, personal computers or other electronic devices during classes, unless specifically authorized by the Principal or DDESS/DoDDS educator. Such equipment and devices are subject to confiscation by school authorities.
- Used cell phones during class, except in emergency situations that threaten the safety of personnel in the school or when specifically authorized by the DDESS/DoDDS educator or Principal.
- Engaged in vandalism, arson, or any threat to bomb, burn, or destroy in any manner a building or school property.
- Used or possessed fireworks, or any other explosive device.
- Cursed, gestured, or verbally abused any person, including but not limited to conduct involving abuse or harassment based on that person’s race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or sexual

orientation.

- Forged school documents, cheated on school projects or tests, or plagiarized the work of another.
- Violated attendance rules.
- Violated any law, rule or regulation of the military installation or school.
- Violated the terms and conditions of the student Computer and Internet Access Agreement, or used or gained access without proper authority to computers, software, telecommunications, and related technologies; and engaged in any willful act that causes physical or financial damage, or otherwise disrupts information technology; or use of a computer to communicate threatening, harassing, or indecent messages, or to download obscene materials.
- Been complicit in the violation of any rule described above. Students who have knowledge of, or who participate in the misconduct of others may also be disciplined as deemed appropriate. Students have an affirmative duty to report and must promptly report to their teacher or Principal knowledge of offenses that violate law, rule or regulation that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so may be grounds for discipline.
- Bullying (including cyber 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).
- Selling or distributing any illegal/controlled

substance.

- Making a bomb or a bomb threat, or engaging in arson or making a false report of a fire.

#### **Special Consideration for Expulsion**

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, explosive, incendiary device, or other weapon or dangerous object without specific approval from the Principal at school or at school-sponsored activity. A minimum one-year expulsion should be considered for this offense.

#### **Notice to Law Enforcement Authorities**

Incidental to suspending any student for more than 10 days, the Principal of the school, or his/her designee, shall notify the Installation Commander, or his/her designee for law enforcement or legal affairs, of any acts which may violate local laws.

#### **Confiscation of Property**

Authorized school employees may immediately confiscate any property belonging to, or in the possession of any student if the possession or use of that property is inconsistent with the conduct required by the regulation, or good order and discipline. Unless possession of the items is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of disciplinary action.

#### **DRESS CODE**

In accordance with Installation Policy, all children and adults should present a well-groomed and acceptable appearance at school and at all school functions. Any clothing that distracts students from

learning or presents a safety hazard is inappropriate for school. Students in violation of the dress code will be required to call parents for a change of clothing.

#### **Examples of distracting or unsafe clothing include:**

**Clothes which expose the midriff** (dresses, pants, or shirts including belly shirts, muscle shirts, halters, tank tops, elastic or mesh tube tops, spaghetti straps, cut-off tops, shirts with words that draw attention to the chest)

**Clothes that are too tight or too short** (dresses, skirts, mini-culottes, shorts)\*

**Clothes/tattoos with offensive pictures or logos** (obscenities, pornography, racial slurs, lewd pictures, or other controversial symbols).

**Hats, caps, visors, combs, picks, bandannas** (No bandannas worn or carried. Caps worn outside must have the bill turned forward at all times).

**Pants:** rolled-up pant legs, pants which sag, pants which drag on the ground, pants that are excessively large, pants with words written across the buttocks

**Shoes** which do not fasten. (Appropriate footwear should be worn for recess, PE, and play). No flip-flops.

**Gothic:** (excessive wearing of all black) **or gang-type clothing**

\*Parents can determine if clothing is too short by making sure that the **clothing exceeds the length of students' fingertips** when their arms are hanging by their sides.

If a child's waistline is exposed when arms are raised then the top is too small and parents will be contacted to bring a change of clothing to school.

**Use of hair coloring that is distracting** (i.e., neon red, pink, yellow, green etc.).

### **EMERGENCY CLOSING**

When school is not in session, the Superintendent will notify designated personnel and the Public Affairs Office. School closings will be messaged through *One Call Now*, announced by the Public Affairs Office on local radio and TV stations, as well as on Marne TV.

### **ENROLLMENT/REGISTRATION**

#### **MINIMUM AGE REQUIREMENT**

It is the policy of the Department of Defense Education Activity (DoDEA) that **a child must turn 4, 5 or 6 by September 1** of the enrolling year for entrance into prekindergarten, kindergarten and first grade respectively. **There are no exceptions.**

#### **ENROLLMENT/REGISTRATION REQUIREMENTS**

**All students are required to re-register every year.** It must be verified annually that the military sponsor is still on active duty or a full-time DoD civilian through current orders, ID card, SF 50, etc. All immunizations must be up to date. Parents may be issued a 10-day exemption, which allows them 10 days to obtain the immunizations for their children.

### **REQUIRED DOCUMENTATION**

#### **New Students**

1. **DoDEA Form 600**
2. **Birth Certificate (original required for PreK, K, Gr 1)**
3. **Verification of Dependent Status**
4. **Documentation of Active Duty or DoD Civilian Status**
5. **Documentation of Housing Assignment**

#### **Returning Students**

1. **DoDEA Form 600**
2. **Verification of Housing Status**
3. **Documentation of Active Duty or DoD Civilian Status**

To complete registration, you will need to provide a

**completed DoDEA Form 600 that must be signed and dated by the sponsor or spouse with a copy of a military ID, a current power of attorney, or a marriage certificate.**

**For students in prekindergarten, kindergarten, and grade 1, a birth certificate** issued by a state or local government, a certificate of birth abroad, a passport, or sponsor's orders listing dependent's names and dates of birth is required. A copy of the document presented will be retained.

**Verification of dependency status** must be established prior to registration. If the sponsor is not listed on the birth certificate and custody cannot be documented contact the registrar for a list of required documents. **Current active duty status or full-time DoD status must be verified through current orders, ID card SF 50, etc).**

#### **FALLEN SOLDIER'S DEPENDENT ENROLLMENT**

Children of fallen military Soldiers living off the post may remain in DDESS schools without limitations, neither on their physical residence, or next transition point.

#### **GIFTED EDUCATION**

Gifted education services are offered at all schools for identified children in grades K-6. A referral and identification process is conducted throughout the school year.

#### **HOMEBOUND INSTRUCTION**

Fort Stewart Schools offer homebound instruction to students who are unable to attend school for medical reasons. These students must have a statement from a medical doctor indicating the student's inability to attend school, including length of time. Homebound instruction will be approved by the superintendent or designee.

When it is determined that a student is in need of homebound instruction, an instructor is assigned to go to the student's home and provide instruction.

The parent or another adult must always be present during this instructional time. Generally, five hours per week are provided for homebound services.

#### **HOME SCHOOLING**

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their children. DoDEA recognizes that home schooling is a sponsor's right and can be a legitimate form of education for their dependents. A host nation, state, commonwealth, or territory where a DOD Sponsor is stationed may impose legal requirements on home schooling practices. DoD sponsors who wish to home school their dependents are to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. Sponsors are responsible for complying with applicable local requirements.

Children who are home schooled and otherwise eligible for enrollment in the DDESS school may participate in the DoDEA system-wide assessment program. They are also entitled to receive auxiliary services of the school including academic resources, access to the library, and participation in music, sports, and other extracurricular and interscholastic activities. Participation in auxiliary services requires adherence to all applicable conduct codes. In some cases, home schooled students may be enrolled for a single class or special services. In this situation, the parents must comply with all applicable registry procedures.

#### **HOMEWORK**

Work to be completed by students outside the classroom may be assigned by teachers in order for students to achieve maximum growth and development. The amount and type of homework is left to the discretion of the teacher. Homework is generally given as an extension of new learning

introduced in the classroom. These homework assignments will help to build good independent study habits and develop a sense of responsibility in the child.

### **ITEMS NOT ALLOWED IN SCHOOL**

Students should **not** bring the following items to school: radios/cassette players, CD players, “boom boxes”, iPods, MP3 players, paging devices, cell phones, Bluetooth devices, trading cards, balls, makeup, hair spray, skateboards, scooters, shoe skates, roller blades, matches, lighters, tobacco, alcohol, medicines, cans or bottles of soda, guns, drugs, pets, knives of any kind, box cutters, laser pointers, toys, games /electronic games, fireworks or valuable items. These items may either be dangerous or disruptive to learning.

### **PARENTAL ISSUES/CONCERNS**

Parents with a grievance or concern about their child or school should take that to the teacher of the child. If the parent is not satisfied with the decision or actions of the teacher after the conference, then the parents should meet with the supervising principal of that teacher, or other person designated by the principal. If there is still no acceptable solution, the parents may arrange to meet with the superintendent of schools. In special cases where problems cannot be solved in this manner, parents will be referred to the DDESS Director.

### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) at each school is a vital part of the total school program. This organization provides a vehicle for parents and school officials to work together for student support. We encourage active participation of all parents. During the school year numerous committees and groups will be needed. Officers of the organization will give members the opportunity to volunteer for the

different groups and activities. Periodically, parents will be called upon to assist with parties, field trips, etc. These parents lend a tremendous assistance to the entire school program.

The PTO will attempt to present programs which will aid the school in providing quality education to the children. These programs will not be successful without your assistance.

### **PHYSICAL EDUCATION**

In keeping with the President’s Council on Youth Fitness, the Fort Stewart Schools offer a well rounded, diversified PE program taught by certified physical education teachers. Some emphasis will be placed on proper forms of vigorous exercise in an attempt to assure that your child will develop adequate strength, stamina, and endurance. Games and team sports are included in the program. Children are encouraged to strive for improvement, and to work effectively in teams. Good sportsmanship is always emphasized.

### **RELEASING CHILDREN FROM SCHOOL**

Children will be released from school only to their parents or to persons authorized in writing by their parents. The principal is responsible for verifying the fact that the person claiming to represent the parent is so authorized. Parents or other authorized persons must sign out and pick up children from the school office. Students will not be allowed to wait outside the school to be picked up. Student may checkout during the last 30 minutes of the instructional day with Principal approval. Tardy rules will apply for missing instructional time.

### **REPORTING STUDENT PROGRESS**

The educational welfare of children is best served when there is complete understanding and cooperation between the home and school.

Grading, reporting, and conferences are used to

provide parents and students with information about student progress. Information about student achievement is shared through progress reports, report cards, and individual conferences.

### **Evaluation Codes (Grades K—3)**

- **E (Exceeds)**  
The student is successfully working above grade level standards.
- **M (Meets)**  
The student is working at grade level. The student masters grade level standards.
- **S (Steady Progress)**  
The student is working at grade level standards. This is satisfactory performance.
- **L (Limited Progress)**  
The student needs to make significant improvement toward meeting the grade level standards.

### **Evaluation Codes (Grades 4—6)**

A	90 - 100%
B	80— 89%
C	70— 79%
D	60— 69%
F	Below 60%

### **SAFETY**

#### **Safety Rules**

All students are instructed on the subject of safety throughout the school. These safety measures are to be observed while in transit to and from school and while in attendance at school.

Military Police are stationed at designated crossings to assist the children. They are on duty from 7:30-8:00 a.m. and 2:30 -3:00 p.m. Everyone is to obey the safety patrol and the Military Police. Teachers or assistants are assigned to supervisory duty prior to school opening and after school is dismissed. PLEASE NOTE: Children will not play in the immediate area of the school buildings or enter



school buildings before or after school hours. This includes weekends and during school vacations.

### **SCHOOL BUS SERVICES**

School bus transportation is an important facet of the educational experience. The school bus is the first and last thing many of our students experience and it shapes how their day begins and ends.

**DDESS School Bus Transportation Eligibility Policy**—Students are eligible for DDESS school bus transportation if they meet the following criteria:

- Student must live on the post
- Student must be an authorized dependent enrolled in a DDESS school
- Student lives outside the walking distance
- Student lives within the commuting radius

**Walking Distance:** The distance a student may be required to walk between the student's primary residence and the school or designated bus stop should not exceed the state guidelines for the individual state in which the military installation is located.

**Commuting Radius:** A specific geographic area established by the school and military facility for determining eligibility for school bus transportation service to a school. The commuting area is outside the walking area and based on availability of housing and travel time for a bus to the school (should not exceed one hour).

This service is provided in full compliance with local, state and national safety requirements. Contact your school for school bus route information. Special needs students may receive special transportation based on the student's Individual Education Program (IEP).

Students must behave in a responsible and

respectful manner. Expected bus behavior is divided into three levels. At each level, the consequences for misbehavior are indicated. All misbehaviors include parental notification.

#### **Level I Behaviors**

- Be seated when the bus is moving
- Do not exit the bus once you have boarded
- Always share seats with others
- Speak quietly at all times
- Use only appropriate language
- Do not use language that teases, hurts or harasses others
- Keep the bus clean
- Do not eat or drink without permission
- Do not use cell phones
- Follow driver's directions the first time they are given

#### **Consequences of Level I Misbehavior**

*Parental notification and one or more of the following:*

- Warning
- In school suspension
- One to three days bus suspension

#### **Level II Behaviors**

- Keep hands, head and feet inside the bus
- Do not throw any object on the bus or out of the bus
- Do not threaten the safety of others on or off the bus
- Do not vandalize the bus or anyone's personal property

#### **Consequences of Level II Misbehavior (or continued Level I Misbehavior)**

*Parental notification and one or more of the following:*

- One to five days bus suspension
- One to three days Out of School Suspension

#### **Level III Behaviors**

- Possession or use of the following
  - Weapons
  - Matches or lighter
  - Controlled substance including drugs, alcohol and tobacco
  - Threaten or strike the bus driver

#### **Consequences of Level III Misbehavior (or continued Level II Misbehavior)**

*Parental notification and one or more of the following:*

- Five days or longer bus suspension
- Three to ten days Out of School Suspension
- Tribunal Hearing
- Contact with Military Police or School Resource Officer

#### **CONTINUOUS SCHOOL IMPROVEMENT TEAM**

Each school has its own School Improvement Team. The Team consists of teachers, administrators, and parents. It's mission is to continually review and recommend activities necessary for school improvement. The Team writes a yearly School Improvement Plan to address the goals and outcomes of our Department of Defense Education Activity's Community Strategic Plan.

#### **SCHOOL LIAISON OFFICER (SLO)**

Mr. Greg Cooke and Mr. Dave Smith serve as the SLO for both on and off post schools. They can be reached at 767-6533.

#### **SPECIAL EDUCATION**

The Fort Stewart School system provides a free and appropriate education to students with disabilities within its jurisdiction regardless of the nature and severity of the disability. It is the intent of the Fort Stewart Schools to ensure that all students with disabilities are identified, evaluated, and provided appropriate service, beginning at age 3 and continuing through sixth grade.

A Case Study Committee (CSC) at each school is in charge of the special education process. Parents are informed when a referral has been made to the committee and at that time become members of the CSC. Parents receive information regarding the process and their rights and responsibilities. Parents must give permission before any assessment may be conducted. Also, parents participate in the CSC decision making regarding eligibility and development of an Individual Education Plan (IEP).

### **STUDENT HEALTH SERVICES**

#### **School Nurse**

The responsibilities of the nurse include the following:

1. Assure that each child's immunizations meet the requirement of the State of Georgia and a Georgia Certificate of Immunization is in every cumulative record at the time of registration. DoDEA policy may supersede Georgia policy.
2. Be aware of any medical problem a child may have, and any accommodations that are needed within the school setting.
3. Monitor all health records.
4. Supervise the screening of each child (according to age-appropriateness) for vision, hearing, height, weight, scoliosis, and refer those needing further examination through the parent to the proper department at the Winn Army Community Hospital.
5. Maintain adequately equipped first aid supplies.
6. Render emergency care as necessary within the limits of ability.
7. Assist with health and wellness instruction for students.
8. Follow up on medical referrals.

#### **MEDICATION ADMINISTRATION POLICY**

If your child is placed on medication which must be given during school hours, Fort Stewart Schools require written permission from the physician and the parent to allow school personnel to administer it. Parent/Physician permission forms are available at

any school office, or from the school nurse.  
Physician's signature is required for all medications.

In order for **ANY** medication to be administered at school a parent/guardian must:

1. Assure that the school administration/nurse is aware of any unusual health conditions your child may have (i.e.: allergies, asthma, diabetes, etc.)
2. For prescription medications: Ensure that the pharmacist labels 2 containers - one for home use and one for school use if the child is to receive the medication at both sites.
3. Non-prescription medications such as Tylenol, Motrin, or cough medicines will not be administered unless prescribed by a physician.
4. Parents must deliver all medication to the school; DO NOT send medication to school with your child for any reason.
5. Provide new containers with pharmacy label or original package label when medication changes are made.
6. Remove medications from school premises within one week of the date they are discontinued by the physician, or on the student's last day of school, whichever comes first.
7. Any medication not removed by the parent within the specified time period will be promptly discarded.
8. Medications will not be sent home with students.

It is against school policy for students to have any medication in their possession at school. This includes non-prescription drugs such as Tylenol and aspirin. The only exceptions to the prescription medication policy are for those with severe asthma, or allergy to bee sting. This medication may be maintained in the student's backpack or desk in the classroom for self-administration or administration by the teacher with a written recommendation from a physician and approved by the school nurse.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have certain rights to which they are entitled as citizens of the United States of America. They also have certain responsibilities as citizens and as students to help ensure that the rights of everyone, including themselves, are protected.

#### **All students have the right to:**

- Equal educational opportunity without interference.
- Be informed of the behavior expected in the school, classrooms, and buses.
- Be informed about school academic requirements, and to be advised of their progress.
- Learn in a safe, healthy and orderly environment.
- Express their opinions, as long as they maintain dignity and respect for others.
- Be treated fairly and to be heard when being faced with disciplinary action.
- Be safe and protected and to have their property safe and protected.
- Be treated fairly and with kindness, to be free from discrimination, and to be respected as individuals.

#### **All students have the responsibility for:**

- Attending school to receive an education.
- Attending school daily and on time unless ill or legally excused.
- Respecting all others as individuals and treating them fairly, with kindness, and without discrimination.
- Attending school prepared with all necessary materials.
- Following school rules and the instructions of school personnel.
- Completing all assignments on time.
- Respecting and protecting public property and the property of others.
- Helping to keep the school an orderly, healthy,

and safe place to learn.

- Making sure correspondence from the school to the parents reaches home.

### **SUPERVISION OF CHILDREN** **THE ARMY FAMILY ADVOCACY PROGRAM** **CHILD SUPERVISION**

Ref: Army Regulation 608-18, Army Family Advocacy Program, 30 October 2007, US Army Garrison Policy Memorandum #22, Revised Fort Stewart and Hunter Army Airfield Home Alone Policy, 07 June 2012.

Section f.1-3

1. Children from Newborn through 5 years of age will have close supervision at all times, in and out of the home to include playgrounds and outdoor play. Children in this age group will not be left alone at any time.
2. Children 6-11 years of age will not be left alone in quarters at anytime. Children may play in a designated safe area outside but must have direct supervision (playing in the streets is prohibited). Children of this age range will have close supervision at all times walking to and from school.
3. Children 12 years of age may be left unattended in quarters for a maximum of 2 hours during the day, not caring for another child, if the child has access to an adult and demonstrates the ability to be responsible and mature.

### **TECHNOLOGY**

Technology is integrated into all areas of the curriculum through the use of a wide variety of software and hardware components. Students receive instruction leading to mastery of the DoDEA Technology Standards. All classrooms have computers for student use, and all schools have computer labs. The technology curriculum in each school is implemented and monitored through

the school's Educational Technologist.

Every student has access to the Internet and electronic mail systems. Each student is assigned a login ID. In order to maintain this access, students must sign and comply with the "Student Computer and Internet Access Agreement."

### **TRANSFERS AND WITHDRAWALS**

At least five school days notice is needed in order to have reports ready for children who transfer. Please inform the office of your departure by telephone, letter, or in person rather than sending a verbal message by your child. Permanent records will be sent to the receiving school upon request. A copy of the permanent record is also released to the parent for hand carrying to the next school. Early withdrawal date for PCS move is 20 days prior to the end of the 4th quarter. Orders are required.

### **VISITORS**

Parents are welcome to visit their children's classes. For the safety and protection of our children, all parents and visitors are REQUIRED to first sign in at the office, and obtain a visitor badge, whether visiting a classroom, delivering articles and messages to children, or reporting as a volunteer.

As a courtesy to the teacher, it is suggested that notification be made for all visitations. Contacting the teacher by note or telephone is recommended. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone or write a note to arrange for a visit.

Classroom instructional time is very important for all of our students. For this reason, teacher-parent conferences need to be scheduled at a mutually convenient time.

### **VOLUNTEERS**

An active group of parent and community volunteers is needed in each school to assist students and

teachers with various activities. Please contact the principal, assistant principal, or PTO president if you wish to volunteer your services to the school to obtain the necessary forms and information that need to be completed prior to working in our schools with the students.

### **WALKERS/CAR RIDERS**

The safety of walkers is of great concern. Please discuss with your child the importance of walking on the sidewalk and respecting the property of residents in the community. When your child walks to school, please advise him/her of safety rules for walking.

Parents who deliver and pick up children should follow the rules as prescribed by the building principal.

### **ZERO TOLERANCE FOR VIOLENCE & WEAPONS**

It is essential that our schools and buses be free of weapons. To this end, a policy of ZERO TOLERANCE for WEAPONS is in place. This means that students are not allowed to communicate about, and/or have the following at school:

- Weapons that could frighten or jeopardize the safety of individuals
- Objects that resemble weapons (replicas)
- The use of other objects not resembling weapons, that can be used to threaten or cause bodily harm or property damage
- The use of verbal threats with the intent to frighten or jeopardize the safety of individuals

In addition, the school staff, students, parents and community members should know that appropriate action and counseling will be applied to all violators. Appropriate action with "Zero Tolerance" means: that precise steps will be taken

immediately to rectify the problem; that severe, corrective and punitive action will be taken; and that no leniency will be shown towards violators.

If we are to have an effective Zero Tolerance program, everyone is responsible for making it work. Students, parents, commanders, and educators should unite to ensure that such a program is effectively applied at school. All students, independent of age, should be fully aware of this program. Weapons, replicas, and even toys that resemble weapons, including shooting games, water pistols, etc., are not to be brought to school.

*DoDEA Regulations 2051*

*Dated Aug 1996*

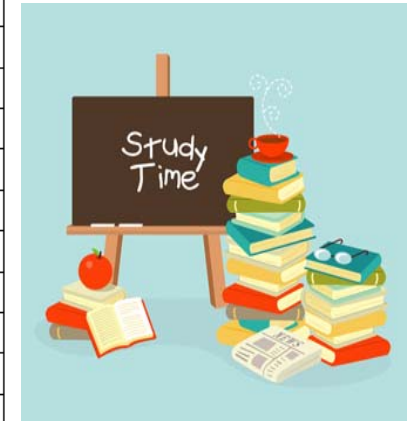
*U.S. Code 18&992 Federal Criminal Code, Chapter 44 clearly specifies it is unlawful for any person who is a juvenile to knowingly possess (A) a handgun; or (B) ammunition that is suitable for use only in a handgun. Live or expended ammunition brought to school by students of any age applies to this category code.*

# Ft. Stewart Schools Supply List 2012-2013

## Required Items

Item Description	PSCD	Pre-K	Kdg.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Book Bag w/o wheels	X	X	X	X	X	X	X	X	X
Notebook paper (Wide-ruled)*				X	X	X	X	X	X
#2 Wooden Pencils*				X	X	X	X	X	X
#2 Large Primary Pencils*		X	X						
Crayons (16 or 24 box)		X	X	X	X	X			
Colored Pencils							X	X	X
Pencil Bag			X	X	X	X	X	X	X
3 Composition Notebooks	X				X	X	X	X	X
2 <i>Primary</i> Composition Notebooks			X	X					
Scissors			X	X	X	X	X	X	X
Block Erasers			X	X	X	X	X	X	X
Glue Sticks*	X	X	X	X	X	X	X	X	X

\*Replenish as needed.



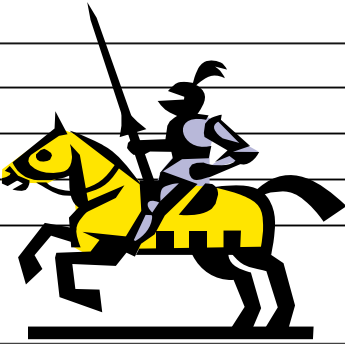
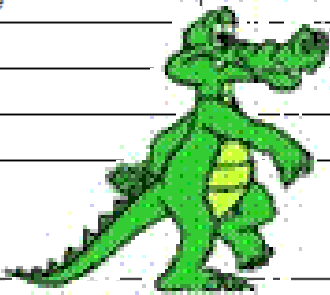

## Optional Items

Item Description	PSCD	Pre-K	Kdg.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Pens								X	X
Washable Markers			X	X	X	X	X	X	X
Graph Paper						X	X	X	X
Disinfecting Wipes	X	X	X	X	X	X	X	X	X
Inch/Centimeter Ruler				X	X	X	X	X	X
Protractor								X	X
Compass								X	X
Hand Sanitizer	X	X	X	X	X	X	X	X	X
Large Box of Tissues	X	X	X	X	X	X	X	X	X
Re-closable Baggies (qt. or gal size)	X	X	X	X	X	X	X	X	X
Paper Towels	X	X	X	X			X	X	X



## Fort Stewart Schools - School Zoning / Feeder Program Effective: School Year 2011/2012

Students from the following neighborhoods will attend schools as identified by column.

Brittin Elementary School 2772 Hero Road, Building 7392 (912) 368-3324	Diamond Elementary School 482 Davis Avenue, Building 5602 (912) 876-6094		Kessler Elementary School 1127 Austin Road, Building 7560 (912) 368-3598
North Bryan Village	Coastal Ridge / New Mame	Mame Woods	<b>Liberty Woods - See Street Address Below:</b>
South Bryan Village	Mame Homes	Isenhower Village	➤ <i>Liberty Woods Dr # (119 - 167)</i>
<b>Southern Oaks – See Street Address Below:</b>	Mame View	Isenhower Terrace	➤ <i>Southern Pines Dr # (134 - 164)</i>
➤ <i>Valley Oak Dr # (11 – 21)</i>	<b>Liberty Woods - See Street Address Below:</b>	<b>Southern Oaks – See Street Address Below:</b>	➤ <i>Skyland Spruce Dr # (119 - 166)</i>
➤ <i>Lacey Oak Dr # (10 – 46)</i>	➤ <i>Liberty Woods Dr # (11 – 116)</i>	➤ <i>Spanish Moss Ave # (10 – 26)</i>	➤ <i>Pleasant Grove Dr</i>
➤ <i>Wisteria Dr # (10 – 44)</i>	➤ <i>Southern Pines Dr # (51 – 133)</i>	➤ <i>Lacey Oak Dr # (51 – 87)</i>	➤ <i>Amberwood Dr</i>
➤ <i>Southern Oaks Dr # (10 – 40)</i>	➤ <i>Skyland Spruce Dr # (44 – 118)</i>	➤ <i>Wisteria Dr # (50 – 89)</i>	➤ <i>Jasmine Ave</i>
➤ <i>Laurel Bay Dr # (11 – 47)</i>	➤ <i>Bay Meadows Dr</i>	➤ <i>Southern Oak Dr # (60 – 86)</i>	➤ <i>Cherry Grove Way</i>
➤ <i>Scarlet Oak Dr # (10 – 45)</i>	➤ <i>Bay Leaf Point</i>	➤ <i>Laurel Bay Dr # (51 – 68)</i>	➤ <i>River Birch Dr</i>
➤ <i>Laurel Oak Ave # (11 – 68)</i>	➤ <i>Bay Spring Ave</i>	➤ <i>Scarlet Oak Dr # (50 – 71)</i>	➤ <i>HoneySuckle Lane</i>
➤ <i>Murray Ave # (11 – 67)</i>	➤ <i>Bay Berry Ave</i>	➤ <i>Shady Oak Ave # (10 – 49)</i>	
	➤ <i>Wild Cherry Dr</i>	➤ <i>Gardenia Ave # (10 – 47)</i>	
	➤ <i>Southern Wood Ave</i>		
	➤ <i>Sugar Maple Ave</i>		
	➤ <i>Wild Fern Ave</i>		
	➤ <i>Greenview Ave</i>		
	➤ <i>Golden Birch Dr</i>		
			
KNIGHTS	GATORS	EAGLES	

