



South Carolina – Fort Stewart - Cuba District

LAUREL BAY SCHOOLS

Parent – Student Handbook and Calendar

School Year 2012-13



Bolden Elementary/Middle



Elliott Elementary



Galer Elementary

Department of Defense Education Activity
Domestic Dependent Elementary and Secondary Schools

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

1620 Cardinal Lane, Beaufort, SC 29906 - 3477

LAUREL BAY SCHOOLS

Elliott ES 843-846-6982 Galer ES 843-846-6100 Bolden ES/MS 843-846-6112

Normal School Hours: 7:55 - 2:30 Normal PreK Hours: (AM) 7:55 - 10:30 (PM) 11:55 - 2:30

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													

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												

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														

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															

- 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-8
- Holiday - No School
- Early Release - 1:30 PM

Presented to School Board - April 12, 2012

School Hours and Schedules are located on the next page.

Incliment Weather / Make Up Days (if needed)
September 28, 2012
October 19, 2012
January 18, 2013
February 15, 2013
March 25, 2013

2012/2013 DISTRICT CALENDAR

Domestic Dependent Elementary and Secondary Schools (DESS)

Tuesday Early Release Day 1:30pm PreK Early Release Hours: (AM) 7:55 - 9:55 (PM) 11:30-1:30

South Carolina-Fort Stewart-DoDDS Cuba School District	
13-15 Aug	No School - Professional Development
15-Aug	Meet the Teacher - Bolden 1-2pm Galer / Elliott 2-3pm
16-Aug	1st Day for Students K-8
16-22 Aug	Kindergarten 7:55-11:30 a.m.
16-29 Aug	PreK Home Visits
23-Aug	Kindergarten Full Day Begins
30-Aug	PreK / PSCD Begins School
3-Sep	No School - Labor Day Holiday / Federal Holiday
4-Sep	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
18-Sep	Interim Progress Reports Grades K - 8
28-Sep	No School - Professional Development
2-Oct	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
8-Oct	No School - Columbus Day Holiday / Federal Holiday
18-Oct	End of 1st Marking Period (43 days)
19-Oct	No School - Teacher Work Day / Report Card Prep
25-Oct	1/2 Day Dismissal at 11:30 - Parent Teacher Conferences / No School for PreK / No PSCD
26-Oct	No School - Parent-Teacher Conferences / Report Cards will be distributed
6-Nov	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
12-Nov	No School - Veteran's Day Holiday / Federal Holiday
21-23 Nov	No School - Thanksgiving Break
29-Nov	Interim Progress Reports Grades K - 8
4-Dec	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
24-Dec - 4 Jan	No School - Winter Break
7-Jan	School Resumes for Students and Staff
8-Jan	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
15-Jan	End of 2nd Marking Period (47 days)
18-Jan	No School - Teacher Work Day / Report Card Prep
21-Jan	No School - M.L. King, Jr. Holiday/Federal Holiday
24-Jan	Report Cards Issued
25-Jan	1/2 Day Dismissal at 11:30 - Parent-Teacher Conferences / No School for PreK / No PSCD
5-Feb	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
15-Feb	No School - Professional Development
18-Feb	No School - Washington's Birthday / Federal Holiday
20-Feb	Interim Progress Reports Grades K - 8
5-Mar	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
11-Mar	1/2 Day Dismissal at 11:30 - Professional Development / No School for PreK / No PSCD
22-Mar	End of 3rd Marking Period (44 days)
25-Mar	No School - Teacher Work Day / Report Card Prep
28-Mar	Report Cards Issued
1-5 Apr	No School - Spring Break
9-Apr	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
2-May	Interim Progress Reports Grades K - 8
7-May	1:30 Early Release - PreK Hours: AM 7:55-9:55 PM 11:30-1:30
27-May	No School - Memorial Day / Federal Holiday
4-Jun	Last day of School for PreK & PSCD
5-Jun	End of 4th Marking Period (46 days)
5-Jun	1/2 Day Dismissal at 11:30 - Last day of School for Grades K-8
6-Jun	No School - Teacher Work Day / Report Card Prep
10-Jun	Report Cards Mailed to Parents

School Hours and Schedules

SY 2012-2013

Kindergarten-8th Grades		
<u>Day</u>	<u>Begins</u>	<u>Ends</u>
Monday	7:55	2:30
Tuesday**	7:55	2:30
Wednesday	7:55	2:30
Thursday	7:55	2:30
Friday	7:55	2:30

PreK & PSCD Students		
<u>Day</u>	<u>A.M.</u>	<u>P.M.</u>
Monday	7:55-10:30	11:55-2:30
Tuesday**	7:55-10:30	11:55-2:30
Wednesday	7:55-10:30	11:55-2:30
Thursday	7:55-10:30	11:55-2:30
Friday	7:55-10:30	11:55-2:30

**First TUESDAY Schedule—Monthly			
K-8th		PreK-PSCD	
7:55-1:30		A.M.	7:55-9:55
		P.M.	11:30-1:30

Early Release Dates	
⇒ September 4, 2012	⇒ January 8, 2013
⇒ October 2, 2012	⇒ February 5, 2013
⇒ November 6, 2012	⇒ March 5, 2013
⇒ December 4, 2012	⇒ April 9, 2013
	⇒ May 7, 2013

****Note that FIRST TUESDAYS ONLY are EARLY RELEASE**



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

Welcome!

Dear Parents and Students,

This handbook is for all Laurel Bay 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 Laurel Bay Schools!

You are encouraged to read and review this handbook with your child(ren). **Please sign and return one copy of the Home, Community Partnership form on the back of this page for each of your children 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 Laurel Bay Schools' Student-Parent Handbook and have discussed it as a family.

Date: _____

Student Name: _____

Teacher: _____

Student Signature: _____

Sponsor Signature: _____

LAUREL BAY SCHOOLS

The Laurel Bay 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 Ft. Stewart Schools in Hinesville, GA 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. Galer Elementary School and Elliott Elementary School accommodates children in grades PreK - 2, while Bolden Elementary/Middle School serves children in grades 3 - 8.

LAUREL BAY SCHOOLS ADMINSTRATIVE STAFF

District

Superintendent, Dr. Samantha Ingram
Assistant Superintendent, Dr. Gael Coyle
Education Operations, Dr. Margie Waters
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, Dr. Twila Patten
ISS-MS/HS ELA/SS, Merilee Cox
ISS-Early Childhood Math/Science, Dr. Lemuel Patterson
ISS-MS/HS Math/Science, Shelman Burton

Laurel Bay

Robert Edward Galer Elementary School, 843-846-6100
Principal, Ms. Carol Lee Kipp-Caldwell

Middleton Stuart Elliott Elementary School, 843-846-6982
Principal, Ms. Latonya Leeks

Charles Frank Bolden Elementary/Middle School, 843-846-6112
Principal, Ms. Vicky Parr

Ft. Stewart Administration Building 912-369-6691

DoDEA GUIDING PRINCIPLES

Student achievement...a shared responsibility
Trust and respect for other's rights
Unlimited opportunities to reach high expectations
Dedication to lifelong learning
Equal access to a quality education based on standards
New and motivating challenges to inspire excellence
Total accountability with teamwork
Success 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!

This handbook is for all Laurel Bay Schools. 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 the Laurel Bay Schools!

Robert Edward Galer Elementary School
 1516 Cardinal Lane Beaufort, SC 29906
 (843) 846-6100

Middleton Stuart Elliott Elementary School
 1635 Albacore Street Beaufort, SC 29906
 (843) 846-6982

Charles Frank Bolden Elementary/Middle School
 1523 Laurel Bay Blvd. Beaufort, SC 29906
 (843) 846-6112

Laurel Bay Schools Administration Building
 1620 Cardinal Lane Beaufort, SC 29906
 (843) 846-6105

South Carolina/Ft. Stewart DDESS Philosophy

The primary objective of the SC/Stewart DDESS 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.

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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 Laurel Bay Schools are accredited by the AdvancED. The school programs, personnel, and facilities are reviewed annually.

ACHIEVEMENT TESTING

Achievement testing at the Laurel Bay 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 8 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).

ART AND MUSIC

Art and music teachers are provided for our schools. The art program allows for the development of the creative talent and ability of the children, and teaches history and concepts about art. Music teachers provide a sequential program, including basic theory. Choral and band groups are provided for interested students at upper grade levels. Members of these groups prepare music to present at special programs and assemblies.

ATTENDANCE 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, administrative review of academic performance and possible referral to the Student Support Team (SST).
- Absent/Tardy for 7 Days-Convene 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 withdrawals 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. According to Air Station Order P5110.1E, 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 Laurel Bay 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. If you need more information concerning these programs, please call the Food Service Director at 846-4933 extension 4.

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. Parents are strongly encouraged to pay for meals at least a week at a time. Payment will be accepted for any amount up to the end of the 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 (i.e., peanut, lactose, gluten, etc.) your child may have, **so that appropriate accommodations can be made.**

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:

Money may be added to student accounts each morning between 8:00-9:30 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). Checks should be made out to Laurel Bay Schools.

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 manager. Children will not be allowed to charge a-la-carte items/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.

3. **When the amount due exceeds \$20.00, the Food Service Director will mail a Student Bill to the parents.**
4. **When the amount due exceeds \$40.00, the Food Service Director will mail a letter to the parents informing them that command assistance is being sought in collection of the debt which may include payroll deduction.** A copy of the letter will be provided to the School Liaison Officer.

In order to help ensure that charges are paid by the end of the school year, students will be encouraged not to charge meals the last two weeks of the school year. *Parents are welcome to eat in the school cafeteria but advance notice is appreciated. Please call the school office by 9:00 am to order lunch.*

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, the staff members of the Laurel Bay Schools have a legal requirement to promptly report all suspected and/or alleged child abuse 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.

CLASSROOM PARTIES/CELEBRATIONS

All parties are classroom managed and subject to teacher approval. Please coordinate with the teacher. Commercial products are preferred over home baked. Juice should be served instead of sodas. We discourage celebrations that in any way excludes others (i.e, invitations, flower deliveries, etc.).

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.

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, dress code violations, 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 educator. Such equipment and devices are subject to confiscation by school authorities. NOTE: Schools are not liable for damaged or lost items.
- 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 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.

Standardized Dress Code Policy

In the interest of improved school safety, focus on academics and a reduction in student disruptions, the Laurel Bay Schools has enacted a standardized dress code policy for all students in kindergarten through eighth grades. School administrators will be responsible for making final determinations as to whether a

student's attire or appearance is in conflict with the written procedures. Items can be purchased at the MCX, at any other store, or through the PTO where available.

TOPS:

- **Red, White & Navy Blue Polo Collared** (with or without school logo)
- Shirts may have school-approved logos.
- Shorts may not exceed one size larger or smaller than necessary and may not be too tight as determined by the school administrator.
- Shirts must be tucked in. (Exceptions will be made for Primary Schools)
- If a shirt has buttons, only the top 2 buttons of the shirt may be undone.
- Shirts may not be sleeveless, and fabric may not be see through.
- Solid red, white, or navy T-shirts (long or short sleeves) may be worn under uniform shirts. Mock turtlenecks and turtlenecks are acceptable.
- Students may wear plain sweaters over school uniforms in solid red, white, or navy ONLY. Zippered or button-front sweaters are recommended, as the waistline must remain visible. Otherwise, the sweater must be tucked in. "Hooded" sweaters will be allowed, but the hood may not be worn in the building.

BOTTOMS (Boys or Girls):

- Bottoms may be solid khaki or navy uniform-style items. Denim, spandex and other stretch materials will not be permitted.
- Jeans are not permitted. (Exceptions will be made for Primary Schools) Principals may make exceptions for special days, but jeans worn on those days must conform to the Primary School standard.
- Boys will wear dress-style slacks or shorts.

- Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignia, words, or pictures.
- Shorts (boys and girls), shirts, skorts, and jumpers shall be of a modest and sufficient length or no more than three (3) inches above or below the center of the knee (both front and back) when standing.
- Cargo, overalls, and painter pants are not permitted.
- Clothing may not exceed one size larger or smaller than necessary and may not be too tight as determined by a school administrator. Baggy or sagging pants or shorts are not permitted. "Low rise" clothing is not permitted. Pants, shorts, and skirts must be worn above the hips at the natural waistline.
- Skinny pants are not permitted.
- Pockets must be inside the garment (inverted) and not sewn/stitched on the outside.
- Pants should not have drawstrings, excessive flair bottoms, loops, rivets, or other embellishment.
- Pants may not drag on the ground and may not have cuts or tears in them.
- Belts must be worn if pants, skirts, skorts, or shorts have belt loops. (Exceptions will be made for Primary Schools). Belts must be appropriately sized and worn through the belt loops. Belt excess must not exceed or hang beyond the first belt loop. Belts must not have metal studs. Novelty belts and novelty belt buckles are not allowed. Belt buckles must not be over-sized, computerized, or have any writing that is considered offensive.

OUTERWEAR (Coats, Jackets, Hats, Gloves, Fleece Pullovers, Sweatshirts):

- Outerwear may not be worn inside the school

building during the school day. Approved long-sleeved shirts and sweaters may be worn in the building and should be used when it is cool in the building.

- Outerwear may be worn outside at recess and during a class change if the student is exiting the building.
- Outerwear may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or other location designated by the Principal and/or the Principal's designee.
- The Principal and/or the Principal's designee may make an exception if the building/classroom is unusually cold.

SHOES:

- Footwear must be worn at all times, and, as needed, shoes shall conform to special requirements, e.g., P.E. classes.
- Shoes must be closed-toe. Sneakers, loafers, or heels may be worn. Shoes must not extend higher than the ankle. Heels must not exceed one (1) inch and must be closed heel or with a back strap.
- Laces or other fasteners on shoes on sneakers must be tied or properly fastened.
- High-tops, boots, platform shoes, flip-flops, Crocks, slippers, and hee-lies are not permitted.
- Unusual shoe fabrics and patterns will not be allowed. Shoe fabrics should be in solid colors.
- Administrators reserve the right to tell a student to put on a different pair of shoes if they find they the shoes worn by the student are unusually distracting to the learning environment through size, color, and/or pattern, or create a safety hazard for the student or others in the school.

OTHER CLOTHING ITEMS:

- Socks may be solid red, white, navy, or khaki.

Socks may be not longer than the height of the leg calf.

- Tight/hosiery/leggings must be solid red, white, navy, or khaki, or be neutral in color. Leggings must be worn underneath an approved skirt, skort, or jumper.
- Head coverings of any kind (hats, caps, hoods, visors, kerchiefs, bandanas, scarves, athletic sweatbands, masks, earmuffs, curlers, or sunglasses) are not permitted. Hats may be worn during outside recess only.
- Any adornment that could be perceived as or used as a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Large pendants, medallions, oversized jewelry or colorful beads are not permitted. School administrators have the final say on determining whether these items are appropriate or not. No more than eight items may be worn, including no more than two sets of earrings, two bracelets, two rings, two necklaces, and one watch.
- Lanyards for keys are allowed, but must be worn inside the shirt.
- Tattoos (real or temporary) that are visible should be covered to the maximum extent possible. Facial piercing is not acceptable.
- Student wearing excessive or distracting makeup that is not age-appropriate, will be cautioned.

EARLY ARRIVAL

School begins at 7:55 a.m. each morning. Students are permitted on the school grounds at 7:50 a.m. each morning and should proceed directly to their classrooms. Students eating breakfast may arrive as early as 7:30 and should report directly to the cafeteria.

In all schools arrangements can be made for students to arrive as early as 7:30 a.m., if necessary. Parents having a need for this accommodation should fill out the form for the Early Bird Program. Parents will be notified of approval/disapproval.

EMERGENCY CLOSING

School closings will be messaged through *One Call Now*. The Superintendent will notify the Joint Public Affairs Office. School closings will be announced by the Joint Public Affairs Office on local radio and TV stations as well as on TV Channel 2 and Beaufort Approach (228-6028), 98.3 FM, 98.7 FM, 107.9 FM, and 106.9 FM. Please do not call the school (due to limited phone lines). Laurel Bay Schools are within the jurisdiction of the MCAS Official Destructive Weather Information Hotline System. Current information regarding the operation of the Laurel Bay Schools, during periods of severe weather or other emergencies, may be accessed by calling **1-800-343-0639, and pressing "4" for Laurel Bay**. This number is routinely updated and will provide information regarding the status of when school will resume.

ENGLISH AS A SECOND LANGUAGE PROGRAM

The English as a Second Language (ESL) Program has been designed to meet the needs of students who have a background of experience with a language other than English. When a student enters the ESL program, the process may take from one to several consecutive years. By addressing the unique language needs of ESL students, and with the active support of parents, ESL students, with time, will acquire the skills needed for academic success.

ENROLLMENT 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.

FIELD TRIPS

Field trips are planned to supplement the curriculum. In an effort to ensure safety, transportation is provided by Laurel Bay School buses. Due to ticket or admission fees, we sometimes charge a small amount per student for each field trip; however, no child will be denied permission to attend field trips due to inability to pay. Every child must have written permission from a parent or legal guardian before he/she can go on a field trip.

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

Laurel Bay 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.

INCLEMENT WEATHER DISMISSAL PROCEDURES

On days when there is lightning and/or it is raining heavily at the end of the school day, the schools will hold all bike riders and walkers up to one-half hour, or until the storm ceases. Please make it clear to your child if you intend to pick him/her up in case of severe weather. It is important for parents to make prior arrangements with your child about rainy day transportation. At each school, a form is sent home at the beginning of the year or upon enrollment. Every parent should provide instructions for rainy days on the form provided.

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, make-up, 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.

LOST AND FOUND

Many articles of clothing and other personal belongings are turned in to the school office. We suggest that you MARK the inside of your child's clothing, lunch boxes, and backpacks with his/her name. This will aid in returning items to the proper child. Clothing and other lost belongings will be held to the end of the quarter, at that time all usable unclaimed items will be donated to charity.

MAKE UP WORK

Teachers will permit students to make up work missed during an absence so long as the student or parent/guardian makes appropriate arrangements with the teacher(s) no later than the student's fifth (5th) day back at school. The student must complete

the make up work within 10 days after his/her return to school unless additional time is approved by the Principal.

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.

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. 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 COMMUNICATION

Good communication between the home and school provides for a basis of understanding and support that will unite our efforts to help each child's growth and development. School personnel will communicate with parents through a variety of methods, including continuous progress report/report cards, telephone calls, written notes, parent-teacher conferences, home visits, and opportunities for

parents to visit the school. Parents of students in grades 4 ~ 8 are encouraged to use GradeSpeed to monitor their child's grades.

PHYSICAL EDUCATION

In keeping the President's Council on Youth Fitness the Laurel Bay 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.

PROMOTION/RETENTION POLICY

The ultimate goal of the Laurel Bay schools is to give students the opportunity to achieve high academic standards of learning therefore, the promotion or retention of students must be considered on an individual basis.

Student Promotion after 160th Day

No student will be officially eligible for promotion or retention until on or after the 160th day (20th day of instruction of the 4th quarter). If a student withdraws prior to the 160th day, the teacher, in consultation with the Principal, may make a recommendation to the receiving school regarding the student's placement for the next year, but may not take official action on any of the student's records. In making a recommendation or in taking official action regarding promotion/retention, consideration must be given to the total number of absences the student has accrued during the year, including the days missed due to early withdrawal.

If a student withdraws prior to the 20th day of instruction of the 4th quarter, PCS orders are required. After 20 days of instruction, final grades and promotion can be annotated on the report card.

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.

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 periodic progress reports, report cards, and individual conferences. In addition, telephone calls and brief notes are utilized.

Evaluation Codes (Grades 1—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.

Assessment of student progress will be based on the standards that have been covered for the quarter.

Evaluation Codes (Grades 4—8)

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 7:20-8:20 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 playground 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.

18 **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

It is anticipated that with counseling, parent intervention, and further disciplinary action having been taken, the child would be given the opportunity to start again without being penalized for past offenses. However, if marked improvement is not apparent, expulsion from the bus for the remainder of the school year could be initiated. The school administrators will work closely with parents as they consider the developmental level of the child, as well as any special needs, problems or concerns particular to the individual child. However, full cooperation from all parents in solving problems will be required.

Interference with Operation Of School Bus

No person shall willfully and wrongfully interfere with the operation of a school bus by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger.

Pupils will ride on assigned buses, board, and debark at their designated stops. Parents must request in writing any exception to this rule. Requests shall be made to the Principal for approval. **This includes daily changes.**
Ex: My child will not ride the bus today.

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.

SPECIAL EDUCATION

The Laurel Bay 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 Laurel Bay 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 South Carolina, and a South Carolina Certificate of Immunization is in every cumulative record at the time of registration. DoDEA policy may supersede South Carolina 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 Beaufort Naval Hospital (BNH).
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. Develop and implement a K-8 Family Living curriculum.
8. Follow up on medical referrals.

HEALTH CARE GUIDELINES:

All students' health cards must contain parents' home and work addresses and phone numbers, as well as two emergency contacts. The cards should be updated as changes occur, so that the information is always accurate in the event of an emergency. Health care at Laurel Bay Schools will be provided by the School Nurse, or an appropriate substitute. The nurse will be trained in basic first aid and

will be CPR certified. Emergency Medical Services (EMS) may be called with the authority of an administrator or the nurse. Routine health care cannot be administered, since we are not a health care facility. Parents will be notified about all head injuries even if minor.

Non-prescription medications/treatments may not be administered to students without written consent from parent and physician. Treatment may be administered as follows:

1. Ice to scrapes, abrasions, or bruises which occurred at school.
2. Water flush of eyes.

All temperatures 100F or above require parent notification, and the student will be sent home with their parent(s). Students should remain at home for 24 hours after the temperature returns to normal without the use of fever reducing medication. Students should not attend school if either of the following symptoms are present: fever 100F or above, or vomiting/diarrhea.

Head lice are extremely contagious. Students having evidence of head lice will be sent home by the school nurse. They may not return to school until all lice bugs and eggs have been removed and the student is cleared by the school nurse. Contact your school nurse for more detailed instructions.

Medication Administration Policy

If your child is placed on medication which must be given during school hours, Laurel Bay 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, cough medicines, or ointments such as Vaseline or Vapor Rub 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 administered 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.

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 two computer labs. The technology curriculum in each school is implemented and monitored through the school's Educational Technologist. Computer Specialists at the district office level support the educational efforts of the schools.

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."

The web sites for the Laurel Bay Schools are:

Bolden: <http://www.am.dodea.edu/Bolden/>

Elliott: <http://www.am.dodea.edu/Elliott/>

Galer: <http://www.am.dodea.edu/Galer/>

There are links at the web sites allowing for contact to all Principals as well as other information regarding the schools.

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, 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.

The schools will follow command order in regards to minimum supervisory requirements for children walking and/or riding bikes to and from school. PreK and Kindergarten students (4 and 5 year olds) "Parents must provide auditory and sight supervision or child must be accompanied by a child 10 year old or older."

follow the rules as prescribed by the building Principal.



BOLDEN ELEMENTARY/MIDDLE SCHOOL

2011-2012 SCHOOL SUPPLY LIST



GRADE 3

- 1 1" Standard 3-Ring binder
(No Trapper Keepers or Zipper Binders)
- 6 Pocket Folders with prongs
(Red, Yellow, Blue, Green, Purple,
Orange, Solid Colors Only)
- 2 Wide ruled loose-leaf paper (200 Count)
- 3 Composition notebooks (black & white)
- 20 #2 Pencils
- 2 Highlighters
- 8 Glue sticks
- 1 Box colored pencils (12)
- 1 Box of large Crayola Markers
- 1 Box Crayola Crayons (24)
- 1 Safety scissors (school size)
- 1 12" Ruler with Metric scale
- 1 Large box of tissues
- 1 Roll of paper towels
- 1 Box of gallon zip lock storage bags
- 1 package of pencil top erasers
- 2 Clorox wipes

GRADE 4

- 1 1½" Standard 3-Ring hardback binder
(No Zipper Binders) or Trapper Keeper
- 4 Dividers with pockets for 3-Ring binder
- 6 Multi-colored pocket folders with prongs
- 2 Loose-leaf paper (200 count) wide rule
- 3 Non-spiral composition notebooks
(black & white)
- 24 #2 Pencils
- 2 Glue sticks
- 1 Box colored pencils

GRADE 4 (CONT)

- 1 Box Crayola Crayons (24)
- 1 Scissors (school size)
- 1 12" Ruler with Metric scale
- 1 Large box of tissues
- 1 Roll of clear tape
- 1 Roll paper towels

GRADE 5

- 1 1 ½" or 2" Standard 3-Ring binder
- 12 Index dividers for 3-Ring binder
- 6 Pocket folders with prongs- multi color
- 2 Non-spiral composition notebooks
(black & white)
- 2 Ruled loose-leaf paper (200 count)
- 24 #2 pencils
- 4 Red checking pens
- 3 Glue sticks
- 1 Box colored pencils (24)
- 1 Box of Large Markers
- 1 Box Crayons (24)
- 1 Scissors (school size)
- 1 Large box of tissues
- 1 Package of highlighters (4)
- 1 Mini pencil sharpener with lid
- 1 Bottle of Liquid Hand Sanitizer
- 1 Tub of Clorox Wipes
- 1 zippered pencil pouch
- 1 Eagle Pride T-shirt (optional)

GRADE 6

- 6 dividers
- 1 Zipper Binder (3 ring)
- 1 Zipper pencil pouch to put in binder
- 4 Pocket folders with prongs
- 4 Non-spiral composition notebooks
- Ruled loose-leaf paper
- #2 Pencils
- 1 Box colored pencils or crayons
- 1 Scissors
- 2 Glue sticks
- 2 Large boxes of tissues
- 2 Rolls of paper towels
- 1 Bottle of Liquid hand sanitizer
- 1 box gallon size zip lock storage bag
- 1 pack of 3 x 5 index cards
- 1 Eagle Pride T-shirt (optional)

GRADE 7 & 8

SUPPLIES NEEDED FOR ALL CLASSES INCLUDING AVID, SPANISH, & STUDY SKILLS

- One 3" Three Ring Binder
- Subject Dividers
- Pencil Pouch
- Lined Paper - three hole
- Graph Paper
- Ruler inches and metric
- Colored Pencils
- Blue Ink Pens
- Red Ink Pens
- 2 glue sticks
- AVID-2 composition books
- AVID- highlighters & markers

NOTE: One Inspirational or Motivational book will be required to be read over the summer and brought to class the first week of school to share with the class.

LANGUAGE ARTS

- ONE Composition Book

MATHEMATICS

- ONE 70 page Spiral Notebook
- ONE 1½" Binder
- TWO packages of Blue Ink Pens
- 25 Pencils

SCIENCE

- ONE 70 page Spiral Notebook
- Old apron or large shirt
- 1 - 1" binder

SOCIAL STUDIES

- ONE 1" Binder
- ONE Composition Book
- Colored Pencils

Some teachers may request additional items for their specific classroom program. Certain items may need replenishing after the first semester.



ELLIOTT ELEMENTARY SCHOOL
Supply Lists for School Year 2011-2012

Pre-K

- 1 Box of Kleenex tissues
- 1 Washable Crayola crayons – large (8 basic colors)
- 1 Washable Crayola markers – large (10 classic colors)
- 1 Spiral notebook (70 pages)
- 4 Glue sticks
- 1 Set change of clothes (underwear, pants, shirt, socks) in ziploc bag marked with child's name
- 1 Book bag (no wheels) – large enough to carry a folder and/or artwork. Please label with child's name
- 2 Containers Lysol disinfectant wipes
- 1 Bottle hand sanitizer (boys only)
- 1 Box gallon size ziploc bags (boys only)
- 1 Bottle of hand soap (girls only)
- 1 Box quart size ziploc bags (girls only)

First Grade

- 1 Large box of tissues
- 24 Yellow wooden pencils (standard size)
- 2 Box Crayola crayons (16 or 24 count)
- 1 Box broad tip Crayola markers (8 count)
- 2 Sturdy folders, bottom pocket (1 red and 1 green, no brads)
- 2 Composition books (black & white marble)
- 12 Glue sticks
- 2 Bar erasers

Kindergarten

- 1 Box 8 Crayola Classic markers, (washable)
- 2 Box 16 Crayola Classic crayons
- 2 Green plastic folder (no pictures or graphics, pockets at the bottom, not on the side)
- 1 Box gallon size ziploc bags (boys only)
- 1 Box sandwich size ziploc bags (girls only)
- 8 Primary (large) pencils with erasers
- 2 Large box tissues
- 1 Box of colored pencils
- 1 Composition Book (black & white marble)
- 6 Glue sticks
- 1 Elmers glue bottle (boys only)
- 1 Liquid hand soap (girls only)

Second Grade

- 2 Sturdy pocket folders (double pockets on the bottom)
- 2 Composition books (black & white marble)
- 2 Packs Crayola crayons (24 count)
- 1 Pack of yellow #2 pencils (24 count)
- 4 Glue sticks
- 1 Pack of plain white notebook paper
- 3 Boxes of Kleenex
- 1 Colored pencils
- 1 Quart-size freezer bags
- 1 Box of Crayola markers
- 1 Gallon-size freezer bags
- No pencil boxes

**Some teachers may request additional items for their specific classroom program.
Certain items may need replenishing after the first semester.**

Galer Elementary School

Student Supply List
2011-2012 School Year



Kindergarten

- 1 Black & White Composition Book
- 1 box 8 Crayola Classic Markers, washable
- 2 boxes 16 Crayola Crayons (thin, nonwashable)
- 2 plastic folders (no pictures or graphics, pockets @ bottom)
- 1 (18 oz.) bottle of hand sanitizer
- 1 Bottle hand soap
- 1 backpack (large enough for file folder with no wheels)
- 8 glue sticks
- 1 gallon size box Ziploc freezer bags
- 1 box #2 standard size pencils
- 1 box Kleenex
- 1 Container Clorox Wipes

"No rolling bookbags, please"

First Grade

- 12 glue sticks
- 1 pair of Fiskars scissors (metal blades, round tip)
- 1 large box of tissues
- 24 yellow wooden #2 pencils (standard size)
- 2 boxes Crayola Crayons (16 Count)
- 1 box Crayola broad tip markers (8 Count)
- 4 hard plastic folders, bottom pocket, no brads (1 each red, green, yellow, blue)
- 1 bottle hand sanitizer
- 1 box colored pencils
- 1 box Ziploc freezer bags (gallon size - Easy Zipper or One Zip)
- 1 box Ziploc freezer bags (quart size - Easy Zipper or One Zip)
- 1 Container Clorox or Lysol Wipes
- 2 Primary Composition Journal Books by Mead (Bottom lined pages only)
- 2 Pks. Pencil top erasers
- 1 Plastic Clipboard

"No rolling book bags, please"

Second Grade

- 2 large box tissues
- 4 Composition books
- 1 hard plastic pocket folder (with bottom pocket) (It will last all year.)
- 1 Crayon box (16 Count)
- 1 packs of real wooden pencils (24 Count/soft #2)
- 1 pair Fiskars scissors (with a point)
- 2 glue sticks
- 2 package pencil top erasers
- 1 bottle Elmer's glue
- 1 bottle liquid soap/pump dispenser (no hand sanitizer)
- 1 box colored pencils
- 1 box markers
- 2 Containers Clorox wipes
- 1 Hand Sanitizer
- 1 Box Ziploc Freezer bags (quart size). Easy Zipper

(Supplies for school are considered community items and will be shared.)



Galer Elementary School Supplies for Pre-Kindergarten 2011-2012

- Sandwich and Gallon Bags (Ziplock)
- 1 Box Kleenex Tissues
- 1 Lg. Elmer's Glue
- 1 Box Colored Pencils
- 1 Box Crayola "Classic" Colored Markers
- 1 Box "Large" Crayons
- 1 Bookbag (No Rollers)

***PLEASE NOTE THAT ADDITIONAL SUPPLIES MAY BE NEEDED
THROUGHOUT THE YEAR***



