



South Carolina – Fort Stewart District

## **FORT JACKSON SCHOOLS**

Parent – Student Handbook and Calendar

**School Year 2012-2013**



C.C. Pinckney Elementary



Pierce Terrace Elementary

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

5900 CHESNUT ROAD, COLUMBIA, SOUTH CAROLINA, 29206-5365

# FORT JACKSON SCHOOLS

Pierce Terrace ES (803) 782-1772 CC Pinckney ES (803) 787-6815

Normal School Hours: PT 8:00 - 2:45/CCP 7:55 - 2:55 Normal PreK Hours: (AM) 8:00 - 10:35 (PM) 2:10 - 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													

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-6
- Holiday - No School
- Early Release - 1:30 PM

Endorsed by School Board - April 19, 2012

School Hours and Schedules are located on the next page.

Incliment Weather / Make Up Days (if Needed)
October 5, 2012
December 21, 2012
January 4, 2013
March 22, 2012
June 6, 2012

# 2012/2013 DISTRICT CALENDAR

Domestic Dependent Elementary and Secondary Schools (DDESS)

Thursday ER Day PT 1:30 / CCP 1:40 PreK Early Release Hours: (AM)8:00 - 10:10 (PM)11:20-1:30

## South Carolina-Fort Stewart-DoDDS Cuba School District

13-15 Aug	No School - Professional Development
15-Aug	Meet and Greet at each School 3-5 pm
16-Aug	1st Day for Students K-6
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
19-Sep	Interim Progress Reports Grades K-6
5-Oct	No School - Professional Development
8-Oct	No School - Columbus Day Holiday / Federal Holiday
18-Oct	1/2 Day Dismissal at 11:30 - No School PreK / PSCD / .5 Professional Development
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
12-Nov	No School - Veteran's Day Holiday / Federal Holiday
21-23 Nov	No School - Thanksgiving Break
5-Dec	Interim Progress Reports Grades K-6
21-Dec - 3 Jan	No School - Winter Break
4-Jan	No School - Professional Development
7-Jan	School Resumes for Students
17-Jan	1/2 Day Dismissal at 11:30 - No School PreK / PSCD / .5 Professional Development
17-Jan	End of 2nd Marking Period (48 Days)
18-Jan	No School - Teacher Work Day / Report Card Prep
21-Jan	No School - M.L. King, Jr. Holiday / Federal Holiday
25-Jan	Report Cards Issued
18-Feb	No School - Washington's Birthday / Federal Holiday
27-Feb	Interim Progress Reports Grades K-6
21-Mar	1/2 Day Dismissal at 11:30 - No School PreK / PSCD / .5 Professional Development
21-Mar	End of 3rd Marking Period (42 days)
22-Mar	No School - Teacher Work Day / Report Card Prep
29-Mar	Report Cards Issued
1-5 Apr	No School - Spring Break
8-May	Interim Progress Reports Grades K - 6
27-May	No School - Memorial Day / Federal Holiday
4-Jun	Last day of School for PreK & PSCD
5-Jun	1/2 Day Dismissal at 11:30 - End of 4th Marking Period (47 days)
5-Jun	Last day of School for Grades K-6
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-6th Grades

<u>Day</u>	<u>Begins</u>	<u>Ends</u> <small>Pierce Terrace/Pinckney</small>
<b>Monday</b>	8:00	2:45/2:55
<b>Tuesday</b>	8:00	2:45/2:55
<b>Wednesday</b>	8:00	2:45/2:55
<b>Thursday**</b>	8:00	<b>1:30/1:40</b>
<b>Friday</b>	8:00	2:45/2:55

## PreK & PSCD Students

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

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

# Welcome!

Dear Parents and Students,

This handbook is for all Ft. Jackson 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 the Ft. Jackson Schools!

You are encourage 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.

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In order to support a positive school experience for my child, we have read and understood the Fort Jackson 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 that reads "Samantha J. Ingram". The signature is fluid and cursive.

Samantha J. Ingram Ph.D.

Superintendent

South Carolina/Fort Stewart/DoDDS Cuba District

## FT JACKSON SCHOOLS

The Ft. Jackson 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 Laurel Bay Schools in Beaufort, 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. Pierce Terrace Elementary School accommodates children in grades PreK - 2, while C.C. Pinckney Elementary School serves children in grades 3 - 6.

### FT JACKSON 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

#### Ft. Jackson Administration

**Pierce Terrace Elementary School, 803-782-1772**

Principal, Mr. Brian Perry

**C.C. Pinckney Elementary School, 803-787-6815**

Principal, TBD

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 Ft. Jackson 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 Ft. Jackson Schools!

**C.C. Pinckney Elementary School**  
 5900 Chesnut Road  
 (803) 787-6815

**Pierce Terrace Elementary School**  
 5715 Adams Ct  
 (803) 782-1772

### **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.

### **Table of Contents**

DoDEA Vision Statement	7	Dress Code	13	Parent/Teacher Communication	15
DoDEA Mission Statement	7	Emergency Closing	13-14	Physical Education	15-16
DoDEA Guiding Principals	7	English as a 2nd Language	14	Promotion/Retention	16
Philosophy	8	Enrollment Minimum Age Requirement	14	Releasing Children from School	16
Access to Student Records	9	Enrollment/Registration Requirements	14	Reporting Student Progress	16
Accreditation	9	Fallen Soldier's Dependent Enrollment	14	Safety	16
Achievement Testing	9	Field Trips	14	Continuous School Improvement Team	16
Art & Music	9	Gifted Education	14	Special Education	16
Attendance/Tardy Policy	9-10	Homebound Instruction	14	Student Health Services	16-17
Bicycle Rules	10	Home Schooling	14-15	Student Rights and Responsibilities	17-18
Birthday Celebrations	10	Homework	15	Technology	18
Cafeteria Program	10	Items Not Allowed at School	15	Time Schedules	18
Change of Address/Email/Phone	11	Lost & Found	15	Unsupervised Children	18
Child Abuse/Neglect Policy	11	Make Up Work	15	Visits to Schools	18
Child Find	11	Middle/Junior/High School Facilities	15	Volunteers	18
Counselor	11	Parent Advisory Council	15	Withdrawal/Transfer of Pupils	18
Crisis Management Plan	11	Parental Grievance	15		
Curriculum Standards	11	Parent/Teacher Conferences	15		
Discipline and Student Behavior	11-13			Student School Supply Lists	19-20



## **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 Ft. Jackson Schools are accredited by the AdvancED. The school programs, personnel, and facilities are reviewed annually.

## **ACHIEVEMENT TESTING**

Achievement testing at the Ft. Jackson 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).

## **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. **Scooters, skateboards, skate shoes, and rollerblades/inline skates are not permitted.**

#### **BIRTHDAY CELEBRATIONS**

To protect instructional time, no birthday parties are to be held at school. Children may bring birthday invitations to school only if there is an invitation for each child in the class. Teachers will determine an appropriate time for distribution. Simple birthday treats may be brought for sharing at assigned lunchtimes. Store bought cupcakes, cookies, or brownies are required. Homemade baked goods are not allowed. Ice cream cakes or cakes that need to be cut should not be brought. Please contact your child's teacher if you wish to send a birthday treat. Please do not send or bring flowers, balloons, or gifts to school for your child.

#### **CAFETERIA PROGRAM**

The Fort Jackson Schools participate in the National School Lunch Program sponsored by the United States Department of Agriculture. This program includes the Free and Reduced meal programs for which you may be eligible. If you need more information concerning these programs, please call the cafeteria at 803-787-6893. 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 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. Payments should be in a sealed envelope with your child's name on it.

#### **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 9:00-11:00 at Pinckney and 9:30-11:00 a.m. at Pierce Terrace, 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 during lunch).**

A check to pay for meals should be made out to Fort Jackson Schools. Parents may also pay online at [www.lunchprepay.com](http://www.lunchprepay.com).

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.

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. The Food Service Director will initiate payroll deduction on all accounts referred by the cashier. ONCE INITIATED, A PAYROLL DEDUCTION CANNOT BE REVERSED.** 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 lunch in the school cafeteria, but advance notice is appreciated. Please call the school office by 9:00 a.m. 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 Fort Jackson 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.

#### 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

#### 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, 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.
- Posses or used tobacco, or any product containing tobacco or nicotine products or any herb, including but not limited to cigarette, 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.
- Gambled in any form.
- Engaged in conduct, including fighting, that endangers the well0being of self or other.
- 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 plays, 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.
- 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.

- 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).

- Sale or distribution of 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 OR INCLEMENT WEATHER 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 and on local radio and TV stations. On rainy days in the past, school offices have been overwhelmed with children asking permission to call home and make arrangements for transportation. We will not be able to give all children permission to use the telephone. We can allow children to make phone calls of an emergency nature only. We urge you to make prior arrangements with your child about rainy day transportation. When your child comes to school and it starts to rain, he/she should know what to do when school is dismissed. In the event inclement weather (snow, sleet, etc.) warrants the closing or early dismissal of school, an announcement will be made via the news media (radio, television, etc.) concerning the Fort Jackson Elementary Schools. Other school district notices do not necessarily apply to Ft. Jackson Elementary schools.

### **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/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.

### **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**

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 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 kinds, 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 (5<sup>th</sup>) 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.

### **MIDDLE SCHOOL, JUNIOR HIGH, & HIGH SCHOOL FACILITIES**

On base children in grade 7-12 will attend public schools off post. Children in grades 7-8 will attend Dent Middle School located in the Dentsville area, School District #2, Richland County. Dent Middle School is located on Decker Blvd., telephone 699-2750. High school students (grades 9-12) will attend Richland Northeast High School, on Brookfield Road, telephone 699-2800. State school bus transportation is provided for children in grades 7-12, residing on post. Bus schedules are announced through the Richland School District #2.

### **PARENT ADVISORY COUNCIL**

The Parent Advisory Council (PAC) is a vital part of the total school program. It encompasses Parent Teacher Organization (PTO) responsibilities for student support and advisory council functions. 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 of volunteering for the different groups and activities. It is vitally important that you serve if called upon to do so. 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 PAC will present programs and fundraisers, which will aid the school in providing quality education to the children. These programs will not be successful without your assistance. In addition to other projects, the PAC will help the school staff in sponsoring a school picture sale during the year.

### **PARENTAL GRIEVANCES**

Parents with a grievance or concern about their child or school should take that grievance or concern 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, website, email and opportunities for parents to visit the school.

### **PARENT/TEACHER CONFERENCES**

The regular school calendar provides time for parent-teacher conferences. During these conference periods each family shall be scheduled for a conference. You will be notified in advance regarding appointments for the conferences. Each conference will vary in time according to the child's needs.

We feel that these scheduled conferences are of utmost importance in establishing a cooperative, working spirit involving the child, parent, and teacher. Should subsequent conferences be necessary, either by parent or teacher, we suggest that this be worked out with your child's teacher.

### **PHYSICAL EDUCATION**

In keeping the President's Council on Youth Fitness the Fort Jackson 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 Fort Jackson 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 (25th 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. Students must be picked up on time. Students can not be checked out after 2:00 p.m. unless it is an emergency. Tardy rules will apply for students 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's 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. 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.

### **CONTINUOUS SCHOOL IMPROVEMENT TEAMS**

Each school has its own School Improvement

Team. The Team consists of teachers, administrators, and parents. Its 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. Please refer to the front of this handbook to review these goals and outcomes.

### **SPECIAL EDUCATION SERVICES**

The Ft. Jackson 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 Ft. Jackson 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 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 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 students' 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 a computer lab. 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 Ft. Jackson schools are:

Pinckney: <http://www.am.dodea.edu/jackson/fjcp/index.htm>

Pierce Terrace: <http://www.am.dodea.edu/jackson/fjpt/index.htm>

There are links at this web site allowing for contact to all principals. At the web site, other information regarding the schools may also be accessed.

### **TIME SCHEDULES**

School will begin each day for all children at different times of the morning, depending upon the school that they attend. Students should not report to school earlier than 7:50AM at Pierce Terrace and no earlier than 7:45AM at Pinckney, as there is no supervision prior to these times.

#### **Pierce Terrace Elementary School**

Two sessions of pre-kindergarten are provided. Please refer to page 6 of this handbook for days and times. The instructional day for kindergarten and those in Grade 1 and 2 is from 8:00 AM – 2:45 PM. The tardy bell rings at 8:10 AM.

#### **Pinckney Elementary School**

For pupils in grades 3-6 the first bell rings at 7:55 AM. Please refer to page 6 of this handbook for dismissal days and times. The tardy bell rings at 8:00 AM.

### **UNSUPERVISED CHILDREN**

As stated in Ft. Jackson Policy Memorandum 5-3 Supervision of Children 2.h.(4), "Elementary School age children (grade 1 and up) may walk to and from school and other youth activities by themselves or in groups by a pre-arranged route and with their parent's permission."

As stated in Fort Jackson Pamphlet 210-1, paragraphs 2-18:

- a. Baby-sitters should be at least 12 years old and should be capable of making emergency type decisions. It is the military sponsor's responsibility to insure baby sitters have instructions on how to handle emergencies such as fire or medical problems.
- b. Children under ten (10) years of age will not be left in quarters unless there is a responsible individual present designated to supervise them. A responsible individual is defined as a person who is at least twelve (12) years of age and capable of proper supervision and emergency response regardless of family relationship.

### **VISITS TO SCHOOL**

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.**

Conferences with teachers should be scheduled in advance. Please do not attempt to talk with the teacher during school hours, except in cases of extreme emergency. On every visit to the school, parents and guests are required by law to sign in at the office and wear a visitor badge so that school officials can know of your presence in the building.

Parents are invited to observe in the classroom when desired. Please notify the school in advance of your intention to observe. Certain

principles should be followed when observing instruction in the classroom. The following are some suggestions to make your visit more profitable:

1. Please do not bring small children with you since they will distract the pupils (unless you are attending a homeroom party or celebration).
2. Take a place in the rear of the classroom.
3. Refrain from talking to the children unless they engage you in conversation.
4. If others are observing, please do not converse with them, as this will distract the class.
5. Feel free to leave at anytime.

Each year during *American Education Week* in November, the schools provide programs which will afford all parents many opportunities to visit the school, observe instruction, participate in open house activities, and talk with teachers and administrators. You will be notified of other such open house activities as they are planned during the year.

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.

### **WITHDRAWAL AND TRANSFER OF PUPILS**

When it is known that the family will leave the post due to reassignment, the parent should notify the school at least one week in advance of the expected withdrawal date of the child. The teacher will then have adequate time to prepare the child's transfer materials. These materials will be given to the child on his/her last day in the school. If parents so desire, they may pick up the transfer materials at the school.

### Pre-Kindergarten

- 1 Backpack (no wheels please)
- 1 Package of #2 Pencils (yellow only please)
- 170 page Spiral Notebook (Solid Color only-No Black)
- 1 box of 24 Crayons (Crayola will last the longest)
- 4 Glue Sticks (No gel please)
- 1 Box of Tissue
- 2 Bottles of Hand Sanitizer (No soap please)
- 1 Two Pocket Folder Solid Color (No prongs/no black)
- 2 boxes of Ziploc Baggies (1 gallon size and 1 quart size)
- PT School Shirt

*Brouwer's Class: 2 White T-Shirts (that will fit all year long), 2 CD-R (holds graphics & music) and 1 Dry Erase Marker for personal use.*

# Pierce Terrace Elementary



## Supply List 2011/2012

### Second Grade

- # 2 Pencils
  - Crayons – Box 24
  - Glue Stick – 2 Large
  - 2 Folders with Pockets
  - Blunt end Scissors
  - Colored Pencils – box of 12
  - 2 Yellow Highlighters
  - Box of Tissues
  - Hand Sanitizer
  - Ziploc Bags (any size)
  - Small Pencil Box
  - 1 Package of Post-it tabs
  - 1 Pencil Bag (that zips)
  - Spiral Notebooks- (2) Five Subject Wide Ruled
  - (1) 70 Sheet Notebook (Wide Ruled)
  - PT School Shirt
- Since space is limited PLEASE DO NOT buy the large Trapper Keeper/Organizers and the large pencil boxes for school use.
- PLEASE REMEMBER TO PUT YOUR CHILD'S NAME ON ALL ITEMS**

### Kindergarten

- 1 Box of Crayons (8-24)
- 2 Large Glue Sticks
- 1 Package #2 Pencils
- 1 Large Eraser
- 1 Book Bag with NO Wheels, Please
- 1 Box of Tissue
- 1 Liquid Soap or 1 Liquid Dish Soap
- 1 Pair Blunt Tipped Scissors
- 1 Box Ziploc Bags
- PT School Shirt

### First Grade

- 2 Pencil Box (something that can fit in their desk)
- 1 Box of Crayola Crayons (24 count)
- 1 Box of Colored Pencils (24 count)
- Ziploc Bags (1 qt., 1-2gal. box each)
- 2 Large Erasers (magic-rub erasers do not smudge or tear up paper)
- 1 Bottle of Liquid Soap
- 1 Glue Stick
- 4 Large Boxes of Tissue
- 1 Pair Scissors (Fiskars)
- PT School Shirt

# CC Pinckney



# Supply List

## 3rd Grade

- 1 Backpack-No Wheels
  - 24 #2 Pencils (Plain Colored Ones)
  - 1 Package of Cap Erasers
  - 2 Spiral Notebooks (70 pages/WIDE RULE/Solid colors only)
  - 5 Bound Composition Notebooks
  - 1 Box of Crayola Markers
  - 1 Box of Crayola Colored Pencils
  - 1 Box of 24 Crayons
  - 1 Set of Watercolor Paint w/Brush
  - 1 Bottle Elmer's White School Glue
  - 4 Glue Sticks
  - 1 Pair Scissors
  - 1 Large Box of Tissues
  - 1 Bottle of Antibacterial Soap & 1 Bottle of Waterless Hand Sanitizer
  - 4 Two Pocket Folders (No Prongs-1 of Each color Red, Blue, Yellow, Green)
  - 1 Package of WIDE RULE loose leaf notebook paper
  - 1 CD-R (Must be able to hold graphics and music\_
  - 1 Black Dry Erase Marker (Personal Use)
- GIRLS: 1 Box Freezer Bags (GALLON size)  
BOYS: 1 Box Freezer Bags (QUART size)

## 4th Grade

- 1 Backpack-No Wheels
- 24 #2 Pencils (Plain Colored Ones)
- 1 Package of Cap Erasers
- 2 Spiral Notebooks (70 pages/WIDE RULE/Solid colors only)
- 5 Bound Composition Notebooks
- 1 Box of Crayola Markers
- 1 Box of Crayola Colored Pencils
- 1 Box of 24 Crayons
- 1 Set of Watercolor Paint w/Brush
- 1 Bottle Elmer's White School Glue
- 4 Glue Sticks
- 1 Pair Scissors
- 1 Large Box of Tissues

## 4th Grade (cont.)

- 1 Bottle of Antibacterial Soap & 1 Bottle of Waterless Hand Sanitizer
  - 2 Two Pocket Folders (No Prongs-1 of Each color Red, Blue, Yellow, Green)
  - 1 Package of WIDE RULE loose leaf notebook paper
  - 1 CD-R (Must be able to hold graphicsw and music\_
  - 1 Black Dry Erase Marker (Personal Use)
- GIRLS: 1 Box Freezer Bags (GALLON size)  
BOYS: 1 Box Freezer Bags (QUART size)

## 5th Grade

- 1 Two inch Clear view Binder
- 1 One inch, 3 ring binder with a hard cover
- 1 pack of pens (no red)
- 1 packs of loose leaf notebook paper
- Subject dividers-package of 5
- 12 #2 pencils
- Box or zippered back for pencils
- 1 pack each of Crayons, markers, and colored pencils
- 2 large glue sticks
- 3 composition notebooks or 3 spiral notebooks
- 1 pack of sectional dividers with index tabs
- 2 One subject spiral notebooks for science and writing
- 4 folders double pocket folders with fasteners
- 1 plastic double pocket folder with fasteners

## 5th Grade (cont.)

- 1 colored ballpoint pen
- 2 large Boxes of tissues (Classroom use)
- 1 pack index cards (5 x 7)
- Optional Supplies:
- 1 Gallon size box of freezer bags
- Erasers
- Small Scissors
- Waterless Hand Sanitizer

## 6th Grade

### Language Arts:

- Loose-leaf wide-ruled paper
- Several #2 pencils
- Red checking pen
- 1 box crayons
- 3 separate spiral notebooks
- Journal
- 6 pocket folders

### Science:

- 1 thick spiral notebook
- 1 Two inch three-ring binder
- 2 pocket folders with brads/fasteners

### T.E.S.T.(Technology Class):

- 1 double-sided Scotch tape
- 1 box colored pencils
- 1 pocket folders with brads/fasteners

### Social Studies (Technology Class):

- Loose-leaf wide-ruled paper
- 1 spiral notebook
- Several #2 pencils

### Math:

- 1 protractor
- 1 wide-ruled 3-subject spiral notebook
- Loose-leaf wide-ruled paper
- Several #2 pencils
- 1 unabridged Thesaurus (regular, not condensed version)

