



South Carolina – Fort Stewart District

LAUREL BAY SCHOOLS

Parent – Student Handbook and Calendar
School Year 2007 - 2008



Bolden Elementary



Elliott Elementary



Galer Elementary

Department of Defense Education Activity
Domestic Dependent Elementary and Secondary Schools

<http://www.am.dodea.edu/laurel-bay/index.htm>

1620 Cardinal Lane, Beaufort, SC 29906 - 3477

LAUREL BAY SCHOOLS SCHOOL CALENDAR 2007—2008

<u>School Begins</u>	20 August 2007 27 August 2007 29 August 2007	Grades 1 – 6 Kindergarten Pre-Kindergarten & PSCD
<u>School Ends</u>	10 June 2008 11 June 2008	Pre-Kindergarten & PSCD K—6
<u>Attendance Periods:</u>		
1st Quarter	20 August – 24 October 19 September 29 October—30 October	1st Marking Period Interim Reports Grades 4—6 Parent Teacher Conferences
2nd Quarter	25 October – 17 January 28 November	2nd Marking Period Interim Reports Grades 4—6
3rd Quarter	18 January – 4 April 20 February	3rd Marking Period Interim Reports Grades 4—6
4th Quarter	7 April—11 June 7 May 16 June	4th Marking Period Interim Reports Grades 4—6 Report Cards Mailed Home
<u>Holidays</u>	3 September 2007 8 October 2007 12 November 2007 19 – 23 November 2007 21 December 2007 – 4 January 2008 21 January 2008 18 February 2008 21 – 28 March 2008 26 May 2008	Labor Day Columbus Day Veteran’s Day Thanksgiving Break Winter Break Martin Luther King Day President’s Day Spring Break Memorial Day



DEPARTMENT OF DEFENSE
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY
SCHOOLS
SOUTH CAROLINA/FORT STEWART SCHOOL SYSTEM
1620 CARDINAL LANE, BEAUFORT, SOUTH CAROLINA 29906-3477
Telephone (843) 846-6105 Fax (843) 846-6316

August 20, 2007

Dear Parents,

Welcome to the 2007—2008 school year. The Laurel Bay Schools are operated by the Department of Defense for military dependents who reside in housing on post. We are a part of the world-wide school system operated by DoD and are very proud of our role in the quality of military life at Laurel Bay, including Parris Island, the Naval Hospital, and the MCAS.

We offer a full array of educational programs to meet your child's needs. I hope that you find the information in this handbook relevant and worthwhile. If there is something that you don't find or have questions about, please ask either myself or one of the principals.

Best wishes for a great school year!

Sincerely

A handwritten signature in black ink, appearing to read "Joseph R. Guiendon".

Joseph R. Guiendon, Ph.D
Superintendent, South Carolina/Ft. Stewart

LAUREL BAY SCHOOLS

The Laurel Bay Schools are part of the larger consolidated school district known as the South Carolina/Ft. Stewart Department of Defense Domestic Dependent Elementary and Secondary Schools (SC/Ft. Stewart DoD DDESS). The Fort Jackson Schools in Columbia, SC and the Ft. Stewart Schools in Hinesville, GA are also a part of our consolidated district. The schools are attended by dependent children in grades PK-6 who reside on federal property in the vicinities of Beaufort, Columbia, and Hinesville. 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 School serves children in grades 3-6.

LAUREL BAY SCHOOLS ADMINSTRATIVE STAFF

District

Superintendent, Dr. Joseph R. Guiendon
Assistant Superintendent, Mr. Norman Heitzman
Administrative Management Specialist, Ms. Debra Booker
Supervisory Instructional Systems Specialist, Ms. Diana Patton
Instructional Systems Specialist, Dr. Barbara McCoy
Laurel Bay Administration Building 843-846-6105
Ft. Jackson Administration Building 803-782-2720
Ft. Stewart Administration Building 912-408-3080

Laurel Bay

Robert Edward Galer Elementary School, 843-846-6100
Principal, Mr. Noel Tillman

Middleton Stuart Elliott Elementary School, 843-846-6982
Principal, Mrs. Barbara Hazzard

Charles Frank Bolden Elementary School, 843-846-6112
Principal, Dr. Jacque Taton-Saunders

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 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/Ft. Stewart DDESS 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 DDESS 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 NCA CASI/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 Developmental Reading Assessment, is used with students in grades K-3. At this time, students in grades 3 through 6 take the CTBS TerraNova Multiple Assessments. Additionally, schools administer local assessments to monitor student progress throughout the school year. Criterion referenced assessments are given to fifth and sixth graders in the spring. 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). DoDEA sponsored On-line Science (Grade 5) and Social Studies (Grades 3 and 6) assessments are given to students at the identified grades annually.

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. The music teachers use, among other resources, a program called Music in Education, which helps all children to learn music skills through use of an electronic keyboards. 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 a key factor in student achievement. Absence from school represents an educational loss to the student. Patterns of good attendance are set by children in their early school years and are dependent in part on the support of the parents. It is recognized, however, that some absences are unavoidable. Therefore, this policy is designed to minimize student absenteeism and improve student achievement.

The following constitute lawful (excused) and unlawful (unexcused) absences:

Lawful (excused) absences:

- Extended/chronic illnesses certified by a physician
- Illnesses and health-related conditions (medical/dental appointments) or short-term illnesses not requiring a physician

- Death or serious illness of a relative: The absence arising from this situation is limited to a period of five days unless a reasonable cause may be shown for a longer absence.
- Observance of religious holidays: Any child of any religious faith will be excused if the absence is for the purpose of observing a religious holiday consistent with the child's creed or belief, upon written request from the parent or guardian.
- School related activities approved by the principal
- Suspension from school
- Authorized Leave of the military sponsor Parents must furnish leave slip or copy of orders to the principal
- Emergencies or unique circumstances, which in the judgment of the principal, constitute a good and sufficient cause of absence from school. If the principal believes the absence would be educationally harmful, the principal need not grant permission, and resulting absences will be unexcused.
- **Unlawful (unexcused) absences:**
 - Willful absences without knowledge of parent/guardian
 - Absences without acceptable cause with knowledge of parent/guardian

After a student has five (5) unexcused absences, the principal may issue a warning letter to the parents, attaching a copy of the Attendance Policy. **After ten (10) unexcused absences**, the principal may send a reporting letter to the parents and a copy to the designated local military Commander. Principals will continue to seek support from the appropriate military personnel and/or agencies if the problem continues.

All absences require a written explanation from parent/guardian, from a certified medical practitioner, or from a legal officer. If the reason for the absence does not meet the criteria for lawful absences set forth in this policy, the absence will be unexcused. **All absences will be considered as unexcused until a written note has been received.** Children who move into the system after school begins will have days pro-rated at the rate of one (1) absence per month. Students with excessive absences during the year may not be eligible for promotion to the next grade due to the excessive absences.

Homebound Instruction

The school can provide homebound instruction because of a student's long-term illness or disability. This instruction can be arranged upon a request from the student's physician and subsequent approval of the Superintendent or designee.

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.

Student Promotion after 160th Day

No student will be officially eligible for promotion or retention until on or after the 160th day of the 180-day school year. 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.

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 cafeteria director at 846-6105.

Due to the limited time allowed for lunch, students are required to remain at school. The student may either eat a school lunch or bring a lunch from home. To assist you in determining which choice is best for you, a monthly menu will be sent home.

Each student is assigned a meal account. Money may be added to student accounts each morning between 0800 and 0930. Money should be in an envelope, with the amount indicated on the envelope. Each student will be issued a magnetic "debit card" for accessing his or her account to pay for meals. A check to pay for meals should be made out to Laurel Bay Schools. Students will not be allowed to pay cash for meals at the time of service. All student monies will be collected at the designated time each morning. 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.

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

1. Students will be allowed to charge meals if they do not have funds to pay for their meals.
2. The cashier will send a notification to parents when the number of charges reaches three

or at the end of the month, whichever happens first. If the number of charges reaches five, the cashier will notify the appropriate School Principal and the cashier will call the student's parent/sponsor. If the charges are not paid within three calendar days of the phone call, the cafeteria manager will notify the appropriate Food Service Director who will send a letter to the service member to request that the debt be cleared. In extreme situations assistance from the service member's commander may be requested.

3. 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.
4. Cashiers will report to the Food Service Director the monetary value of outstanding charges as of the last day of each month.

Parents are welcome to eat breakfast or 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

It is important that the school be notified of change in home address, changes in quarters, changes of organizations and phone numbers in case 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 on the appropriate military installation. Our school staff plans to be vigilant in an effort to protect children from any form of abuse and neglect.

COMMUNITY RELATIONS

Partnerships between our school district with parents, other individual volunteers, businesses, the military community, government and non-governmental agencies, and/or community organizations, will enhance students' social, emotional, and academic growth, and/or maximize the school district's resources. The SC/Ft. Stewart DDESS district promotes strong bonds between families, schools, and the community. Students see value in their work when others recognize and contribute toward the learning process. Communities that work together toward shared educational goals reinforce the mission of the school. Students benefit by developing intrinsic motivation to perform to the best of their abilities, knowing they have the support and guidance of their teachers, family, and the wider community.

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. Standards are important because they set high levels of learning and performance for all students. The standards also serve as a basis for assessment across the curriculum. They focus on what is important in each curriculum area. The complete listing of DoDEA Curriculum Standards is in each principal's office and can be accessed on the Internet at http://www.am.dodea.edu/instruction/curriculum/DoDEA_Content_Stand.htm

DAILY SCHEDULE

Pre-K Morning Session:	8:00 - 10:30
Pre-K Afternoon Session:	12:00 - 2:30
Grades K - 2:	8:00 - 2:30
Grades 3 - 6:	8:00 - 2:40

Students are permitted on the school grounds at 7:50 a.m. each morning and should proceed directly to their classrooms. Please do not send children prior to 7:50 a.m., as there is no supervision before that time.

Early Arrival

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.

DISCIPLINE AND STUDENT BEHAVIOR

1. **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 share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. 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.
2. **Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

3. **Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, 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. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.
4. **Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days

require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

- a. Cause, threaten or attempt to cause physical injury to another person.
- b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
- c. Possess, use or distribute, or attempt such, of alcoholic beverages.
- d. Possess or used tobacco or tobacco products.
- e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
- k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official

- m. Engage in gambling in any form.
- n. Fighting or otherwise engaging in conduct endangering others.
- o. Bullying, intimidating, taunting, hazing, name calling, or harassment.
- p. Unauthorized use of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.

Discipline Procedures Involving Students With Disabilities

All regular disciplinary rules and procedures applicable to the students attending Laurel Bay schools apply to students with disabilities who violate school rules and the discipline regulation. The suspension of students with disabilities for 10 days or less does not require a CSC meeting or special education procedure. However, disciplinary consequences for students with disabilities may not be more severe than consequences for students without disabilities. When a suspension of more than 10 cumulative days or expulsion is proposed very specific

special education requirements are implemented. Parents will be given notice, informed of the requirements, involved in these actions and participate in the decision making process.

Applicability of Disciplinary Procedures

In disciplinary situations (except those involving possible suspension/expulsion), all regular disciplinary rules and procedures applicable to students receiving educational instruction will apply to students with disabilities. The IEP should be reviewed to ensure that it meets the student's needs. Continuing disciplinary problems might indicate a need to consider a modification to the student's special education program. In the event the Case Study Committee (CSC) is required to review disciplinary actions, more detailed procedures will be followed.

Determining If Program or Placement Modifications Are in Order and if Conduct is Due to a Disability

Prior to any decision concerning the suspension or expulsion of a student with a disability, the appropriate CSC (including parents) or authorized school officials shall meet to determine whether a program or placement modification is in order. Also, the appropriate CSC, including parents, will meet to determine whether the behavioral conduct is related to the student's disability. If conduct is found to be due in part or whole to the disability, the student may not be subject to the regular disciplinary rules and actions.

Emergency Suspension

Emergency suspension may take place when a disabled student endangers or reasonably appears to endanger the health, welfare, or safety of self or any other student, teacher, or school personnel:

1. The student's parents will be notified immediately of the suspension.
2. The suspension is only effective for the duration of the emergency.
3. The appropriate CSC shall determine whether the student's conduct relates to the what disabling condition and, if any, change in educational placement, program, intervention, therapy, etc., is appropriate for the student. Ten days of suspension requires a CSC meeting.
4. If it is determined that the student requires a change in educational placement, the CSC will ensure that a meeting is held to determine the appropriate educational placement for the student in consideration of his or her conduct.

Expulsion

In the event expulsion is required, DDESS will provide special education and related services in another setting as determined appropriate by the CSC.

EMERGENCY CLOSING

When school is in session, the superintendent will notify principals in case of emergency dismissal due to Civil Defense, weather, etc. The teachers will remain at school until all students have left the building.

When school is not in session, the superintendent will notify the designated personnel and the Joint Public Affairs Office. Designated personnel shall inform other personnel. All adult employees shall report to work unless otherwise directed.

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 ELIGIBILITY AND REQUIREMENTS

Students may be enrolled in the SC/Ft. Stewart DDESS District based upon the requirements of Department of Defense Instruction

1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools." This instruction in its entirety can be accessed at the DoDEA web site <http://www.dodea.edu/>

In summary, enrollment is offered to dependent children, grades PK-6, of active-duty military personnel residing in permanent housing on a military installation. The military member sponsoring the child must provide proof of status for the child's admission.

If permanent housing is not available, the child may be enrolled if the sponsor presents a statement from the family housing office indicating that quarters will be assigned to that sponsor within 90 school days after the sponsor reports to the new duty station.

Once a child is enrolled in school and the military sponsor is reassigned, the child may complete the school year, provided the family takes up residence in an adjacent community and furnishes transportation for the child. Forced movement from housing renders the child ineligible for continued enrollment in the SC/Stewart DDESS district.

The following documents are required for registration:

Birth Certificate* - *Original certificate is required for enrolling a student in Pre-Kindergarten through Grade 6. (A copy will be made and the original returned to the parent.)* Students must be 4 for PK, 5 for K, or 6 for grade 1, on or before September 1.

Social Security Card* - The child's actual card is required. A copy of the card must be made and retained in the file., according to instructions provided by DDESS headquarters in memorandum dated March 27, 2007.

South Carolina Certificate of Immunization - If all immunizations are not up to date, parents may be issued a 30-day SC Certificate of Special Exemption, which allows them 30 days to obtain the immunizations for their children.

Proof of residence in government housing - Sponsors receive a housing assignment voucher or lease agreement from the Family Housing Office upon being assigned a house. They will show this document as proof of residence. If the sponsor has not yet been assigned quarters, the child can be enrolled if the sponsor presents a letter from Family Housing stating that quarters will be assigned within 90 school days after the sponsor reports to the new duty station. If sponsor acquires a new dependent during his/her assignment, a letter from housing authorizing that dependent to reside in the house is required.

Orders

A copy of current orders or extension assigning sponsor to the installation must be presented. Dependents must be listed or sponsor must obtain a letter from the unit personnel officer verifying dependent eligibility.

FIELD TRIPS

Field trips are planned to supplement and enrich units of school work. 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, a teacher 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. The local home schooling practices must meet the legal requirements set forth for the state of South Carolina.

In South Carolina, parents/guardians may home school their children in one of three ways:

1. Through the local district (the Laurel Bay Schools) (refer to SC 59-65-40)
2. Through the South Carolina Association of Independent Home Schools (refer to SC 59-65-45 or

3. Through a private home school association (refer to SC 59-65-47)

The parent must hold at least a high school diploma or its equivalent. The home schooling program must meet certain specified requirements for curriculum, scheduling, lesson planning and record-keeping. Parents must ensure that the child has access to library facilities.

Parents wishing to home school their dependents through the local school district should contact the superintendent's secretary in order to obtain an application form to submit for approval. Once the program is approved, parents will work with school district personnel to ensure a quality educational program and compliance with legal 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. Practicing new concepts in order to connect the new knowledge

to previously learned related information is necessary and can be very easily accomplished in the home with the support of the parent(s). Check with your child's teacher if you need help or information. We must follow DoDEA established policy regarding homework.

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. When your child comes to school and severe weather ensues, she/he should know what to do when school is dismissed. We will not be able to give children permission to use the telephone. We can allow children to make phone calls of an emergency nature only. If you vary from the procedure established with the teacher for your child's rainy day instructions, please send a note. If not, we will adhere to the initial directions you provided on the form at the beginning of the school year.

ITEMS NOT ALLOWED IN SCHOOL

Students should **not** bring the following items to school: radios/cassette players, CD players, paging devices, cell phones, matches, tobacco, alcohol, medicines, 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 may interfere with 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.

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.

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

Rationale

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. Our Promotion/Retention Policy outlines a comprehensive approach to making student placement decisions based upon proactive measures that lead to student success.

Summary of Research

Research on the effects of retention is extensive

and indicates that having students repeat a grade without providing intervention strategies is ineffective. Research also indicates that the achievement of retained students (without interventions) may still lag behind that of their peers after repeating a grade, and they may experience other adjustment problems. However, the practice of promoting students without regard to their achievement neither increases their achievement nor properly prepares them for future learning and employment. "Socially promoted" children often fall further behind their classmates academically, and either drop out or finish school without the knowledge and skills expected of high school graduates.

According to the National Association of School Psychologists, studies have not been able to accurately predict which children will gain from being retained. However, there are individual students who may benefit from retention, specifically:

- Those who show signs of difficulty in school because of a lack of opportunity for instruction rather than lack of ability,
- Those who do not have serious social, emotional, or behavioral deficits,
- Those who have positive self-esteem and good social skills, and
- Those who are less than one standard deviation below the mean on measures of academic achievement.

Conclusion

Recognizing that neither retention nor social promotion are desirable outcomes, alternative strategies will be used to address the individual needs of the student and strive for his/her success. The following strategies will be used in the Laurel Bay schools: 1) the early identifica-

tion of children at risk, 2) the use of specific intervention and remediation strategies to promote student success, and 3) the involvement of a team of educators, parents, and the student. The progress of students who are retained will be closely monitored and intervention support will be continued as needed as long as the students are enrolled in our schools.

Guidelines

- A decision to retain a student will be based upon a positive concern about the student's individual characteristics, strengths, and needs. A comprehensive body of information will be considered, including the student's age, academic progress, social and emotional factors, behavior, and poor attendance that has affected progress.
- Students will not be retained without implementing a specific intervention plan that details the student's needs and the necessary accommodations for meeting those needs.
- The responsibility for providing intervention and remediation leading to student success must be shared by the teacher/school, the parents, and the student.
- A team, appointed by the principal, will make decisions regarding promotion/retention for referred students. The team will include but is not limited to the teacher, parents, other support staff as needed, and student as appropriate. The principal will serve as an ex-officio member of this team.
- The Case Study Committee will make promotion/retention decisions regarding students having an Individual Education Plan (IEP).
- It is recommended that children in pre-kindergarten and kindergarten not be retained. However, intervention strategies will be implemented as needed.
- A child previously retained will not normally be considered for retention again in the Laurel Bay schools. However, intervention strategies will be implemented as needed.

- Counseling may be recommended and made available by the school counselor for retained students and their parents.
- Multiple measures of student progress will be considered in the promotion/retention decision. No child will ever be retained solely on the basis of the results of any one measure of achievement.
- At times, extenuating circumstances may make it difficult to follow these guidelines. In that case, a team should be convened as soon as possible to assist the teacher and make the appropriate decision.

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.

If you plan to pick up your child from school during school hours, please send a note in advance stating the purpose for leaving and the time you plan to pick up your child. For reasons of safety and child welfare, no student will be allowed to walk or ride a bicycle home during school hours.

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.

For students in grades K-6, report cards/progress reports are issued four times during the school year as indicated on the school calendar. Pre-kindergarten students receive a progress report at the end of the school year.

Parent-teacher conferences are conducted as needed throughout the year. The purpose of the individual conference is to help parents and teachers learn more about the child, and how they can better assist in the child's educational development. This is a time when parents and teachers share information, discuss achievement, answer questions, and make long term plans for the child.

Evaluation Codes (Grades 1—3)

- **M (Meets)**
The student is working at grade level with 85—100% accuracy. The student masters grade level standards.
- **S (Steady Progress)**
The student is working at grade level standards with 70—84% accuracy. This is satisfactory performance.
- **L (Limited Progress)**
The student needs to make significant improvement toward meeting the grade level standards.
- **E (Exceeds)**
The student is successfully working above grade level's standards.

Evaluation Codes (Grades 4—6)

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

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

quarter. Therefore, students who meet and then exceed standards for the quarter are eligible for an E.

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 viewed as an extension of the school day program. As such, the school principal maintains authority for the transportation of their students from pick-up to unloading. Questions, concerns and suggestions regarding transportation services are to be directed to the appropriate principal. Transportation is a service provided to the Laurel Bay Schools. The safety of all children is our primary concern and school personnel work diligently to ensure their safety. Similarly, parents and children must also take an active role in school bus safety.

Behavioral Expectations for Bus Riders

1. Students are to wait at the bus stop in an orderly manner.
2. Students will be respectful and courteous.
3. Students will be permitted to carry books and other items related to school work which can be held in the lap. Large sports equipment,

animals, glass jars, and other objects that might distract the driver or jeopardize students will not be transported. Students may transport smaller band instruments on the bus.

4. Students should take a seat quickly and remain in the seats with seatbelts buckled, facing the front with their feet and legs out of the aisle.
5. Tobacco, drugs, and alcohol are prohibited.
6. Weapons, matches, lighters, etc. are prohibited.
7. Students must not extend their hands, arms, heads or objects through bus windows.
8. No object is to be thrown into, out of, or inside the bus.
9. Students must not use obscene language or gestures.
10. Willful destruction or defacing of property is prohibited.
11. Fighting or physical play is prohibited.
12. Students must remain quiet enough not to distract the driver. Radios, CDs, or tapes should not be played. Students must remain absolutely quiet at railroad crossings.
13. Food or drinks must not be consumed on the bus.
14. The emergency door is to be used only at the direction of the driver.
15. Students should move immediately away from the bus after exiting.
16. 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.

Supervision of Children

The school bus driver represents the school and is responsible for the children on the bus. The bus driver's primary responsibility is to operate the bus in a safe manner. In order to do so, the driver must require passengers to follow certain rules of behavior. They must:

1. Not permit any passengers to occupy a position that interferes with vision to the front, sides, or by means of the mirror, to the rear.
2. Maintain discipline on the bus, properly reporting cases of disobedience or misconduct to proper school officials.
3. Stop the bus immediately and give the necessary instructions to passengers if there is any disorder on the bus.
4. Instruct and remind the pupils of the proper procedure to follow when leaving the bus.
5. Not permit any person other than a pupil, teacher, school official, maintenance personnel, police official to ride in the bus without written consent from the principal.
6. Enforce all rules governing the conduct of pupils from the time they enter the bus until they leave the bus. It is also the driver's responsibility to enforce regulations governing safe loading and unloading.

School Bus Incident Reports

Parents are expected to work with their children and, whenever possible, to provide supervision at the bus stop. However, the disciplining of a child other than your own is the responsibility of school personnel or the other parents of that child. Parents should take the initiative to contact school personnel to inform them of problems or concerns.

Withdrawal of bus riding privileges does not relieve the child or the parents of the responsibility of attending school. The child must continue to attend school with the parents providing transportation. The following procedures, which will be noted on the School Bus Incident Report, may be used to address infractions of the rules.

1. Warnings will be given as necessary by the bus driver and/or an administrator.
2. For the "Reported 1st Offense," the incident report will be filed and sent to parents.

3. For the "Reported 2nd Offense," parents will receive a phone call to inform them that future incidents may result in the child being suspended from the bus. The incident report will also be filed and sent to parents.
4. For the "Reported 3rd Offense", parents will be notified and it is likely that the child will be suspended from the bus for one or more days. Attendance at school will be required during this period.
5. Additional incident reports may require further disciplinary action, additional suspension of bus riding privileges, and a required parent conference. If marked improvement is not apparent, expulsion from the bus for the remainder of the school year could be initiated. Further incident reports for these students will be submitted to the Superintendent.

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.

Inspection of Buses

All school buses shall be subject to periodic inspections conducted jointly by a representative of the District Office and the contractor. The purpose for these inspections is to provide the best possible transportation program for our students. While not mandated to adhere to regulatory requirements established by the Department of Education, South Carolina, they do provide prudent guidance. As such, all of our school buses will meet or exceed published DoD and South Carolina State regulations regarding school bus safety. This includes the fact that all buses, regardless of age, are equipped with stop arms, seat belts, markings, cautionary lights and crosswalk arms.

Special Education

According to special education regulations, transportation is considered a related service and may be provided through a student's Individualized Education Program. The Case Study Committee in his or her school setting addresses each student's individual needs. Decisions are based on physical, mental, emotional, and/or adaptive behavior development. Federal law requires that special education students **eligible** for transportation services receive this service to and from school.

Substance Abuse Testing of Drivers

To comply with adopted Federal regulations, all bus drivers are subject to substance abuse testing. All drivers must possess a Commercial Driver's License (CDL) with appropriate passenger and weight endorsements.

Safety Drills - Emergency Unloading

Every school bus shall be provided with a front entrance-exit on the right side of the vehicle and a rear emergency exit or door, conspicuously marked on the inside "emergency door" and equipped with a fastening device capable of being quickly released in emergency but entirely safe from accidental opening upon the application of any pressure from within the bus. The school principal will be responsible for coordinating and conducting periodic safety evacuations of each school bus to include exiting through the rear emergency door.

Seating

Sufficient seating space shall be provided so far as practicable for each passenger transported inside each school bus. All seats shall be securely fastened to the floor or body of the vehicle. The number of pupils transported on a school bus shall not exceed the manufacturer's rated seating capacity of the bus.

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 SERVICES

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 DRESS CODE

Students shall be appropriately dressed for school as determined by the dress code of the school the student attends. Student dress must meet basic standards for health, safety, cleanliness, and decency. Students are not permitted to wear or display items, which represent drugs, alcohol products, gang membership, or which promote violence or interfere with the orderly operation of the school.

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-6 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. EMS may be called with 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. 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. 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, or cough medicines will not be administered unless prescribed by a physician.
4. Parents must deliver all medication to the school; DO NOT send medication to school with your child for any reason.
5. Provide new containers with pharmacy label or original package label when medication changes are made.
6. Remove medications from school premises within one week of the date they are discontinued by the physician 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.

TARDINESS

Punctuality is a key factor in student achievement. It is important that students are on time to maximize their opportunity for success and educational growth. All students are tardy at 8:06. It is the responsibility of the parents to make certain their children arrive at school on time. All late students must stop by the office to sign in, give a reason for their tardiness and get a pass to class. When a school bus is late, the children who ride that bus are not counted tardy.

The principal may excuse tardiness for valid reasons, such as dental or medical appointment. Tardiness will rarely be excused for reasons other than medical appointments. Principals will consult with the parents of students who have excessive

tardiness to plan a remedy for the situation, to include disciplinary action for the student if necessary.

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/laurel-bay/BES/index.htm>

Elliott: <http://www.am.dodea.edu/laurel-bay/EES/index.htm>

Galer: <http://www.am.dodea.edu/laurel-bay/GES/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.

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. A withdrawal form will be given to the child on his/her last day to be carried to the next school. 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 5 May 2008.

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.

WALKERS/CAR RIDERS

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

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

DOCUMENTS REQUIRED FOR ALL REGISTRATIONS

- Yearly Updated DoDEA Form 600
- Birth Certificate
- Social Security Card
- Sponsor's Orders
- Housing Verification

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 <i>Teacher Workday</i>	15 <i>Teacher Workday</i>	16 <i>Teacher Workday</i>	17 <i>Teacher Workday</i>	18
19	20 1st Day for Grades 1—6	21	22	23	24	25
26	27 1st Day for Kindergarten	28	29 1st Day for Pre-Kindergarten and PSCD	30	31	

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 LABOR DAY HOLIDAY NO SCHOOL	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Staff Development NO SCHOOL	18	19 Interim Reports Grades 4—6	20	21	22
23	24	25	26	27	28	29
30						

October 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 COLUMBUS HOLIDAY NO SCHOOL	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 <i>End of 1st Marking Period</i>	25	26 <i>Early Dismissal 11:30</i>	27
28	29 <i>Parent-Teacher Conferences NO SCHOOL</i>	30 <i>Early Dismissal 11:30 Conferences</i>	31			

November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 VETERAN'S HOLIDAY NO SCHOOL	13	14	15	16	17
18	19 THANKSGIVING BREAK NO SCHOOL	20 THANKSGIVING BREAK NO SCHOOL	21 THANKSGIVING BREAK NO SCHOOL	22 THANKSGIVING HOLIDAY NO SCHOOL	23 THANKSGIVING BREAK NO SCHOOL	24
25	26	27	28 <i>Interim Reports</i> <i>Grades 4—6</i>	29	30	

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 <i>Early Dismissal 11:30</i>	21 WINTER BREAK NO SCHOOL	22
23	24 WINTER BREAK NO SCHOOL	25 WINTER BREAK NO SCHOOL	26 WINTER BREAK NO SCHOOL	27 WINTER BREAK NO SCHOOL	28 WINTER BREAK NO SCHOOL	29
30	31 WINTER BREAK NO SCHOOL					

January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 WINTER BREAK NO SCHOOL	2 WINTER BREAK NO SCHOOL	3 WINTER BREAK NO SCHOOL	4 WINTER BREAK NO SCHOOL	5
6	7 STUDENTS RETURN	8	9	10	11	12
13	14	15	16	17 End of 2nd Marking Period	18 Staff Development NO SCHOOL	19
20	21 MLK HOLIDAY NO SCHOOL	22	23	24	25	26
27	28	29	30	31		

February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 PRESIDENT'S HOLIDAY NO SCHOOL	19	20 <i>Interim Reports</i> <i>Grades 4—6</i>	21	22	23
24	25	26	27	28	29	

March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 SPRING BREAK NO SCHOOL	22
23	24 SPRING BREAK NO SCHOOL	25 SPRING BREAK NO SCHOOL	26 SPRING BREAK NO SCHOOL	27 SPRING BREAK NO SCHOOL	28 SPRING BREAK NO SCHOOL	29
30	31					

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>End of 3rd Marking Period</i>	5
6	7 <i>Staff Development NO SCHOOL</i>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 <i>Interim Reports Grades 4—6</i>	8	9 <i>Staff Development NO SCHOOL</i>	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 MEMORIAL HOLIDAY NO SCHOOL	27	28	29	30	31

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 <i>Last Day for PSCD and Pre- Kindergarten</i>	11 <i>Early Dismissal 11:30 Last Day for Grades K—6</i>	12 <i>Staff Development</i>	13	14
15	16 <i>Report Cards Mailed Home</i>	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 INDEPENDENCE HOLIDAY	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		