



South Carolina – Fort Stewart - Cuba District

LAUREL BAY SCHOOLS

Parent – Student Handbook and Calendar
School Year 2008 - 2009



Bolden Elementary/Middle



Elliott Elementary



Galer Elementary

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

1620 Cardinal Lane, Beaufort, SC 29906 - 3477

LAUREL BAY SCHOOLS SCHOOL CALENDAR 2008—2009

School Hours	K ~ 2 3 ~ 8 Pre-K Early Dismissal Breakfast Served	8:00 am. ~ 2:30 pm. 8:00 am. ~ 2:40 pm. Morning 8 ~ 10:30 am, Afternoon 12:00 ~ 2:30 pm. 11:30 a.m. 7:30a.m.
School Begins	18 August 2008 25 August 2008	Grades 1 ~ 8 Pre-Kindergarten, Kindergarten & PSCD
School Ends	10 June 2009	All Grades
Important Dates		
1st Quarter	18 August ~ 22 October 1 September 17 September 26 September	1st Marking Period Labor Day ~ NO SCHOOL Interim Reports Grades 4 ~ 8 Staff Development ~ NO SCHOOL
2nd Quarter	13 October 23 October ~ 21 January 24 & 27 October 27 October ~ 28 October 28 October	Columbus Day ~ NO SCHOOL 2nd Marking Period Staff Development Day ~ NO SCHOOL Parent Teacher Conference Early Dismissal
	11 November 24 November ~ 28 November 3 December 22 December ~ 5 January	Veteran's Day ~ NO SCHOOL Thanksgiving Break ~ NO SCHOOL Interim Reports Grades 4 ~ 8 Winter Break ~ NO SCHOOL
3rd Quarter	6 January 19 January 22 January ~ 27 March 26 January 28 January	Students/Staff Return Martin Luther King Day ~ NO SCHOOL 3rd Marking Period Staff Development ~ NO SCHOOL Report Cards Issued
	16 February 25 February	President's Day ~ NO SCHOOL Interim Reports Grades 4~ 8
4th Quarter	30 March 31 March ~ 10 June	Staff Development ~ NO SCHOOL 4th Marking Period
	1 April 10 April ~ 17 April	Report Cards Issued Spring Break ~ NO SCHOOL
	6 May 25 May	Interim Reports Grades 4 ~ 8 Memorial Day ~ NO SCHOOL
	10 June 11 June	Early Dismissal / Last Day of School Staff Development Day / Report Cards Mailed Home



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 18, 2008

Dear Parents,

Welcome to the 2008—2009 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. This year, we are pleased to announce the addition of 7th and 8th grades to Laurel Bay Schools. Bolden Elementary has become Bolden Elementary/Middle School.

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 that reads "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/Cuba District of the Department of Defense Education Activity/Domestic Dependent Elementary and Secondary Schools. The Fort Jackson Schools in Columbia, SC, the Ft. Stewart Schools in Hinesville, GA and the schools in Guantanamo Bay, Cuba are also a part of our consolidated district. The schools are attended by dependent children in grades Pre-Kindergarten through 12 who reside on federal property in the vicinities of Beaufort and Columbia, South Carolina, Hinesville, Georgia and Guantanamo Bay Cuba. Our students represent three branches of the Armed Forces: Army, Marine Corps, and Navy. Galer Elementary School and Elliott Elementary School accommodates children in grades PreK - 2, while Bolden Elementary/Middle School serves children in grades 3 - 8.

LAUREL BAY SCHOOLS ADMINSTRATIVE STAFF

District

Superintendent, Dr. 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
Instructional Systems Specialist, Dr. Judy Novicki
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/Middle 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/Middle School

1523 Laurel Bay Blvd. Beaufort, SC 29906
(843) 846-6112

Laurel Bay Schools Administration Building

1620 Cardinal Lane Beaufort, SC 29906
(843) 846-6105

South Carolina/Ft. Stewart DDESS Philosophy

The primary objective of the SC/Stewart DDESS District is to provide a high quality program so that each child will become a lifelong learner able to achieve success in a global community. Our schools provide a balanced educational program and opportunities for every student to cultivate his/her capabilities to the fullest extent. Emphasis is placed upon the teaching and learning of basic academic skills in accordance with the DoDEA Curriculum Standards. Each child is taught to develop the independent thinking skills necessary to gather information from many sources, analyze the information gathered, and arrive at satisfactory solutions to problems.

The child’s self-concept is of paramount importance. All staff members strive to help each child gain self confidence and take pride in his/her capabilities and accomplishments, while developing into a special, unique individual. The SC/Stewart/Cuba District upholds and supports the Vision, Mission and Guiding Principles of the DoDEA Community Strategic Plan.

Table of Contents

DoDEA Vision Statement	4	Discipline and Student Behavior	12	Parent/Teacher Communication	22
DoDEA Mission Statement	4	Dress Code	16	Physical Education	22
DoDEA Guiding Principals	4	Early Arrival	16	Promotion/Retention	22
Philosophy	5	Emergency Closing	18	Releasing Children from School	22
Access to Student Records	6	English as a 2nd Language	18	Reporting Student Progress	22
Accreditation	6	Enrollment/Registration Requirements	18	Safety	24
Achievement Testing	6	Field Trips	18	School Bus Services	24
Art & Music	6	Gifted Education	18	School Improvement Team	26
Attendance Policy	6	Homebound Instruction	18	Special Education	26
Bicycle Rules	8	Home Schooling	20	Student Health Services	26
Cafeteria Program	8	Homework	20	Student Rights and Responsibilities	28
Change of Address	10	Inclement Weather Dismissal	20	Tardiness	30
Child Abuse/Neglect Policy	10	Items Not Allowed at School	20	Technology	30
Child Find	10	Lost & Found	20	Transfers and Withdrawals	30
Counselor	10	Make Up Work	20	Visitors	30
Crisis Management Plan	10	Parent Teacher Organization	22	Volunteers	30
Curriculum Standards	10	Parental Issues/Concerns	22	Walkers/Car Riders	30

ACCESS TO STUDENT RECORDS

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

Responsibility

The principal of each school is the primary custodian of educational records within his/her building. Personally identifiable records or files of students shall not be released without the written consent of their parents to an individual, agency, or organization, other than the following:

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

Rights of Parents and Students

School officials will have access to student education records for legitimate educational purposes to carry out their responsibilities to each student. Release of information to others is strictly controlled. Parents of students under the age of 18 shall have the right to inspect and review all official records,

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

ACCREDITATION

All Laurel Bay Schools are accredited by the 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

Regular attendance is expected of all students. Attendance is a key factor in student achievement. Absence from school represents an educational loss to the student. 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 excused and unexcused absences:

Excused Absences:

- Extended/chronic illnesses certified by a physician.
- Illnesses and health-related conditions (medical/dental appointments) or short-term illnesses (less than 3 days) not requiring a physician.

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 <i>Staff Development Day</i>	13 <i>Staff Development Day</i>	14 <i>Staff Development Day</i>	15 <i>Staff Development Day</i>	16
17	18 First Day of School Grades 1—8	19	20	21	22	23
24	25 First Day of School Grades PreK & K	26	27	28	29	30
31						

- 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.

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 excused 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.** Students with excessive absences during the year may not be eligible for promotion to the next grade due to the excessive absences.

Unexcused Absences:

- Willful absences without knowledge of parent/guardian
- Absences without acceptable cause with knowledge of parent/guardian

After a student has TEN (10) days unexcused absences, the principal may issue a letter of notice to the parents. At FIFTEEN (15) days unexcused absences, the principal may issue a second notice with a copy to the designated local Military Commander. At TWENTY (20) days unexcused absences, the principal may notify the Family Advocacy Program in accordance with DoD Manual 6400.1-M-1 under the requisite reporting for Educational Neglect.

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.

Excessive absence is defined as TEN (10) or more unexcused absences. Nothing in this policy statement precludes the Principal from making a referral to the Family Advocacy Program upon the student reaching TEN (10) unexcused absences, if the Principal deems a referral is appropriate at that time.

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 roller-blades/in-line skates are not permitted.**

CAFETERIA PROGRAM

The Laurel Bay Schools participate in the National School Lunch and National School Breakfast Programs sponsored by the United States Department of Agriculture. These programs include the Free and Reduced meal programs for which you may be eligible. If you need more information concerning these programs, please call the Food Service Director at 846-6105 extension 113.

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

Parents are strongly encouraged to pay for meals at least a week at a time. Payment will be accepted for any amount up to the end of the school year.

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:

September 2008

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

Money may be added to student accounts each morning between 8:00-09:30 a.m., Monday through Friday. Applications for free and reduced-price meals can be made during these hours. **(Cash or other payments will not be taken while students are in the line for breakfast or lunch).** A check to pay for meals should be made out to Laurel Bay Schools.

1. Students **will** be allowed to charge meals if they do not have funds to pay for their meals. **If you do not want your child to charge meals, you must provide written notification to the cafeteria manager. Children will not be allowed to charge a-la-carte items/snacks.**
2. The cashier will send a written notification to parents when the child's account reaches a negative balance. Thereafter, letters are sent home weekly.
3. **When the amount due exceeds \$20.00, the Food Service Director will mail a Student Bill to the parents.** Bills will be mailed weekly.
4. **When the amount due exceeds \$40.00, the Food Service Director will mail a letter to the parents informing them that command assistance is being sought in collection of the debt.** A copy of the letter will be provided to the School Liaison Officer.

In order to help ensure that charges are paid by the end of the school year, students will be encouraged not to charge meals the last two weeks of the school year.

Parents are welcome to eat 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 unit organizations and phone numbers in the event of a need to reach the parent in an emergency. You can phone the school office or send the information in writing to school with your child.

CHILD ABUSE/NEGLECT POLICY

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

CHILD FIND

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

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,

October 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
<i>12</i>	<i>13</i> <small>HOLIDAY COLUMBUS DAY NO SCHOOL</small>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>
<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i> <small>End of Marking Period</small>	<i>23</i>	<i>24</i> <small>Staff Development Day NO SCHOOL</small>	<i>25</i>
<i>26</i>	<i>27</i> <small>Report Cards Staff Development Day NO SCHOOL Parent-Teacher Conference</small>	<i>28</i> <small>Report Cards Parent-Teacher Conference EARLY DISMISSAL</small>	<i>29</i>	<i>30</i>	<i>31</i>	

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 .

November 2008

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

Grounds for Suspension or Expulsion

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

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

December 2008

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

- 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 re-

quired 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.).

EARLY ARRIVAL

School begins at 8:00 a.m. each morning. Students are permitted on the school grounds at 7:50 a.m. each morning and should proceed directly to their classrooms.

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.

January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>HOLIDAY</i> <i>NEW YEARS DAY</i> <i>Winter Break</i> NO SCHOOL	2 <i>Winter Break</i> NO SCHOOL	3
4	5 <i>Winter Break</i> NO SCHOOL	6 STUDENTS/ STAFF RETURN	7	8	9	10
11	12	13	14	15	16	17
18	19 <i>HOLIDAY</i> MARTIN LUTHER KING DAY NO SCHOOL	20	21 <i>End of Marking Period</i>	22	23	24
25	26 <i>Staff Development</i> NO SCHOOL	27	28 <i>Report Cards Issued</i>	29	30	31

EMERGENCY CLOSING

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

ENGLISH AS A SECOND LANGUAGE PROGRAM

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

ENROLLMENT/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. 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.

New Students

Sponsors of new students are required to present the DoDEA Form 600, verification of his/her employment, and housing verification BEFORE A CHILD MAY BE REGISTERED. **Students enrolling in school for the first time (i.e., PreK, K or 1st grade) will not be enrolled without verification of age.** Provisional enrollments are only allowed for students above first grade when waiting on verification of date of birth.

Required Documents for New Student Enrollment/Registration

- Sponsor signed and dated DoDEA Form 600
- Certified Copy of Student Birth Certificate
- Student Social Security Number or Unique Student Identification Number
- Verification that Student is an Eligible Dependent
 - Dependent listed on orders
 - Sponsor listed as biological parent on birth certificate
 - Sponsor is step-parent (if child not listed on orders must have: birth certificate showing spouse as biological parent, custody document, marriage certificate)
- Verification of Active Duty Status (Military)
- Verification of Full Time DoD Status (Civilian)
- Verification of Housing

Returning Students

Sponsors of returning students are required to present the DoDEA Form 600, verification of active duty status and housing verification BEFORE A CHILD MAY BE REGISTERED.

Required Documents for Returning Student Enrollment/Registration

- Sponsor signed and dated DoDEA Form 600
- 18 • Verification of Active Duty Status (Military)
- Verification of Full Time DoD Status (Civilian)
- Verification of Housing

FIELD TRIPS

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

GIFTED EDUCATION

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

HOMEBOUND INSTRUCTION

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

When it is determined that a student is in need of homebound instruction, 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.

February 2009

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

HOMWORK

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.

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.

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.

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. 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, "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 (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.

March 2009

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
22	23	24	25	26	27 <i>End of Marking Period</i>	28
29	30 <i>Staff Development Day</i> NO SCHOOL	31				

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

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

Student Promotion after 160th Day

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

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

RELEASING CHILDREN FROM SCHOOL

Children will be released from school only to their parents or to persons authorized in writing by their parents. The principal is responsible for verifying the fact that the person claiming to represent the parent is so authorized. Parents or other authorized persons must sign out and pick up children from the school office. Students will not be allowed to wait outside the school to be picked up.

REPORTING STUDENT PROGRESS

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

Grading, reporting, and conferences are used to provide parents and students with information about student progress. Information about student achievement is shared through periodic progress reports, report cards, and individual conferences. In addition, telephone calls and brief notes are utilized.

Evaluation Codes (Grades 1—3)

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

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> <i>Report Cards Issued</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i> <i>Spring Break</i> NO SCHOOL	<i>11</i>
<i>12</i>	<i>13</i> <i>Spring Break</i> NO SCHOOL	<i>14</i> <i>Spring Break</i> NO SCHOOL	<i>15</i> <i>Spring Break</i> NO SCHOOL	<i>16</i> <i>Spring Break</i> NO SCHOOL	<i>17</i> <i>Spring Break</i> NO SCHOOL	<i>18</i>
<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>
<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>		

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

Evaluation Codes (Grades 4—8)

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

SAFETY

Safety Rules

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

Military Police are stationed at designated crossings to assist the children. They are on duty from 7:20-8:20 a.m. and 2:30 -3:00 p.m. Everyone is to obey the safety patrol and the Military Police. Teachers or assistants are assigned to playground supervisory duty prior to school opening and after school is dismissed.

PLEASE NOTE: Children will not play in the immediate area of the school buildings or enter school buildings before or after school hours. This includes weekends and during school vacations.

SCHOOL BUS SERVICES

School bus transportation is 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, Ipods, MP3 players or other electronic listening/gaming devices are prohibited. 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. **This includes daily changes. Ex: child not ride today**

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:

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.

May 2009

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

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.

SCHOOL IMPROVEMENT TEAM

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

SPECIAL EDUCATION

The Laurel Bay School system provides a free and appropriate education to students with disabilities within its jurisdiction regardless of the nature and severity of the disability. It is the intent of the Laurel Bay Schools to ensure that all students with disabilities are identified, evaluated, and provided appropriate service, beginning at age 3 and continuing through sixth grade A Case Study Committee (CSC) at each school is in charge of the special education process. Parents are informed when a referral has been made to the committee and at that time become members of the CSC. Parents receive information regarding the process and their rights and responsibilities. Parents must give permission before any assessment may be conducted. Also, parents participate in the CSC decision making regarding eligibility and development of an Individual Education Plan (IEP).

STUDENT HEALTH SERVICES

School Nurse

The responsibilities of the nurse include the following:

1. Assure that each child's immunizations meet the requirement of the State of South Carolina, and a South Carolina Certificate of Immunization is in every cumulative record at the time of

1. 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 Beau fort 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.

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 <i>End of Marking Period</i> LAST DAY OF SCHOOL EARLY DISMISSAL	11 <i>Staff Development</i> <i>Report Cards Mailed</i> <i>Home</i>	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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.

July 2009

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

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/Bolden/index.htm>

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

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

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

TRANSFERS AND WITHDRAWALS

At least five school days notice is needed in order to have reports ready for children who transfer. Please inform the office of your departure by telephone, letter, or in person rather than sending a verbal message by your child. 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 2009.

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.