

EDWARD A. WHITE SCHOOL

Named in Honor

Of

1ST LT. EDWARD A. WHITE

Born 20 June 1926

Posthumously Awarded

The

DISTINGUISHED SERVICE CROSS

For Heroism

Kumchon, Korea

2 August 1950

Philosophy of Edward A. White School

The Edward A. White School staff is dedicated to providing a warm, stable school environment. We are committed to the belief that we must offer appropriate educational opportunities for each child to ensure his optimum development.

The staff provides continuous evaluation of our program in all subject areas and works together to maintain the best possible curriculum using educational practices suggested by accepted learning theories. We, the educators, are dedicated and committed to the process of accountability of programs and schedules dealing with balance among the cognitive, affective, and psychomotor domains.

The school population reflects most of the different cultures, races, religions, and languages of the world. Due to the exceptional nature of the mobile military profession, unique demands are placed upon parents, teachers, and students. The staff believes in making every effort to *assess* each student's strengths, needs, and interests as quickly as possible. This is necessary in order to provide a curriculum that will challenge each student to grow to the limits of his/her intellectual, personal, social-societal, and physical capacities. We take into consideration individual differences, including rates of growth and maturity, when planning for each child.

The community exerts a great influence on the lives of students, parents, and teachers. It *is* our privilege to work with and supplement the home and community in providing experiences that will enrich the life of the child. We believe the home school, and community share the responsibility of providing an adequate foundation of attitudes and skills that will enable each child to develop to his optimum in a democratic society. The staff assumes responsibility for its part in guiding students to lead useful, happy, and productive lives as they face the many and varied challenges of the future.

Mission Statement.

Students Today ... Leaders Tomorrow

Dear Parents:

Welcome to Edward A. White Elementary School for the new 2006/2007 school year. The faculty, staff, and I wish each student and parent an exciting and successful experience this year. We will strive to provide a school atmosphere that is a warm and loving place for your child to grow physically, emotionally and academically, so they lead happy, productive lives. This handbook is a good guide for you to be aware of our school policies and procedures and one link of communication between parents and our school.

The home and school must work together and as a parent you should become actively involved in your child's educational experiences at White Elementary. I look forward to meeting and getting to know every parent. It is an honor and a privilege to serve as the principal of this fine school.

Dr. Tommy Lee
Principal

Eligibility for Enrollment

1. Enrollment of students in the Fort Benning Schools is governed by Public Law 874, Section 6. That law states that schools established under the law are open to residents of military reservations for whom the local school system does not provide a free suitable public education. In our cases, the military reservation is not within the attendance boundaries for local school systems, thus elementary and middle school students living on post may be educated by the Fort Benning Schools under the terms of Public Law 874, Section 6.
2. Only elementary and middle school dependents of active duty military members and DoD civilian employees living on post are eligible to attend the Fort Benning Schools. Children of retirees are not eligible to attend Fort Benning Schools. Students who live off post are eligible to attend under only two circumstances.
 - A. A student may attend the Fort Benning Schools if the sponsor has written -certification from the Housing Office indicating that the family will occupy on-post housing in 180 school days of the sponsor's reporting date on post.
 - B. A student already enrolled may attend the Fort Benning Schools for the remainder of a school year if the family moves off post for any reason other than a disciplinary issue.
3. There is no authority for any waivers of the requirements noted above.



White Elementary School
300 First Division Road
Fort Benning, Georgia 31905

School Office 545-4623/1175

School Clinic 545-5478

Cafeteria Manager 545-6938

SCHOOL HOURS

Grade	M, W, TH, F	Tuesday Only
Pre-K AM Session	8:30 - 11:00	8:30 -10:15
K-5 th Grade	8:30 - 3:15	8:30-2:00

PARTNERSHIPS



The education and safety of our children is a team effort, therefore parental involvement is essential to a quality program.

Volunteer Program

- Parent volunteers are needed and welcomed at White. Mrs. Ryan, parent coordinator, coordinates our program.
- All volunteers must complete a Volunteer Registration Packet, available through Nancy Jordan and Kim Figgins, in the school office.

Partner-in-Education Program (PIE)

- Military Partnership between White School, 1/11 Infantry Battalion (OCS) and WHINSEC

Lion PTO

White's Parent Teacher Organization supports our school through a variety of educational initiatives related to the Community Strategic Plan. Contact PTO Board Member Chris Ryan at 610-5666 to learn how you can become more involved in this very active organization.

PTO Board for SY 2006-2007

President
Vice-President
Secretary
Treasurer

Chris Ryan
Carey Thomas
Sherry Ramsey
Heather Karamath

SAFE AND ORDERLY SCHOOL

The purpose of this section is to inform parents and students of the school's expectations regarding a safe and orderly environment. Cooperation and involvement in our Safe Schools' Program will ensure the following:

- an environment for teaching and learning which is protected from interruption and harassment
- all parties, including students, parents, and staff, understand White School's and the Fort Benning School System's safety policies
- clearly outlined consequences for violation of policies
- uniform approach to safety and discipline to ensure equity and fairness to all
- awareness and knowledge of required policies which promote a safe and orderly environment

We expect students to show respect to the staff, parents, classmates and visitors, and to follow the guidelines which constitute a safe and orderly environment. When students do not follow guidelines, parents will be notified by their child's teacher so that they can assist in correcting behavior which interferes with the safety and learning of others.

All E.A. White teachers will clearly outline these policies for students so that misunderstandings can be avoided. Please review the following pages as a family as well, so that we can all work together to ensure a safe, orderly learning environment.



CURRICULUM AND INSTRUCTIONAL PROGRAM

The school curriculum is designed to provide a variety of learning experiences that will enable students to become responsible citizens in a democratic society.

Language Arts - reading, writing, phonics, spelling and literature.

Social Studies - history, geography and citizenship.

Mathematics - computation and problem-solving skills.

Science and Health - the scientific world, and health education.

Special Areas - art, music, drama, physical education and guidance.

Field Trips: Field trips are part of the regular school curriculum. All children participate unless the office has written objection from the parents on file. Permission is obtained, in advance, for all field trips at the time of registration. Teachers will send notices home announcing planned field trips and requesting chaperones.

Holiday Parties: The school observes all national holidays that are observed by the military. Parties are limited to three times a year in grades PreK - 5th. The integration of learning games is encouraged. After all, learning is fun and something worth celebrating!

Library Services: The school library provides a variety of books for reading, reference, and pleasure. Books may be checked out by the students. If a student loses or severely damages a book, the parents may be responsible for reimbursement. Our library also houses a parent collection of books containing useful resources and parenting tips. Please feel free to view or checkout materials from our collection.

Guidance & Counseling: All students will receive guidance services by our Guidance Counselor. Students may also receive small group or individual counseling services. Guidance and Counseling are considered instructional activities by the Georgia State Department of Education and are part of our regular curriculum.

English as a Second Language (ESL): Students in grades K-5, whose primary spoken language is other than English, receive services and support as needed. Services vary with the level of English proficiency and are intended to support individual needs.

Special Instructional Programs: EA White Elementary School serves a diverse cultural population of students and offers a variety of programs in an effort to meet unique individual needs. As appropriate, students may require specialized assistance in a small or whole group setting to address curricular concerns in math, language arts, or reading.

Gifted Education Program: The Gifted Education Program is coordinated by the Gifted Instructor and Principal. Any parent that is interested in this program should consult with them. A set of eligibility guidelines will be available on request.

Remedial Reading, Language Arts and Math: The remedial math and reading programs concentrate on students who score below the 25th percentile in reading, language arts and/or math on standardized test scores. Students who score below the 50th percentile may be considered for services accompanied by parent and/or teacher recommendation. The program is designed to equip students with strategies that support critical thinking and problem solving skills. Students apply these strategies to subjects across the curriculum in an effort to improve standardized test performance.

Special Education: Fort Benning Schools offer services to the exceptional child including programs for specific learning disabilities, behavior disorders, speech-language disorders, physical, and mental handicaps. Special education programs are available in each school including educational screening, evaluation, and individualized educational services for the handicapped. Some students with severe handicaps may be served in an adjoining school district with Fort Benning Schools providing transportation, tuition, and professional support. Students entering Fort Benning with special education records will be placed in programs based on their current individualized education program (IEP).

Parents and teachers may refer students to the Case Study Committee (CSC) in their home school. This may include the principal, classroom teachers, special education teachers, counselors, nurses, and parents. This team screens referrals, evaluates school achievement, and makes educational recommendations in order to meet the needs of our students. If you have a handicapped child or more information about special education screening, call the Special Education Director at 545-5520.

CHILD FIND: Special Education Services are available to all students including preschoolers. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the Principal. Preschool children ages three and four years with developmental delays, physical disabilities, or speech-language problems may be eligible for services. You may contact the Special Education Office at 545-5520 if you are concerned about your

preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at 545-3835.

REPORT CARDS AND GRADING PROCEDURES: Student report cards are issued every 9 weeks. A student must have been enrolled **20 school days** to receive grades for that quarter. It is the responsibility of the teacher, under the supervision of the Principal, to determine the functional level of students in reading and mathematics. Once these levels are determined, it is also the teacher's responsibility to ensure that all assigned work shall be within the students' functional levels. The assumption is made that if a student is properly placed at his/her functional level, he/she will be able to successfully complete the required work. If a student's grade(s) are a D or U at or after midterm, the classroom teacher must notify the parent/guardian of the drop in grades and discuss a plan for improvement.

HONOR ROLL: The faculty of E.A. White has determined that any student in grades 2-3 earning academic achievement by making E's and M's or all M's, or in grades 4-5 earning A's and B's or all B's, in the areas of Language Arts (Reading, Writing, Speaking & Listening) Math, Science, and Social Studies, qualify for the Honor Roll. Those students will be honored with a certificate of achievement the week following the issuing of report cards on a regular school day, in the classroom.

PRINCIPAL'S HONOR ROLL BREAKFAST: The faculty of E.A. White has determined that any student in grades 2-5 earning academic excellence by making all E's or all A's in the areas of Language Arts, (Reading, Writing, Speaking & Listening) Math, Science and Social Studies, qualify for the Principal's List. Those students and their parents will be honored with a breakfast the week following the issuing of report cards on a regular school day at 8:30 a.m. in the Multipurpose Room.

PARENT-GROUP CONFERENCES: These conferences are scheduled with the parents of an entire classroom to interpret the types of learning experiences and activities children will have in that classroom. "Open House" is held in the fall to allow teachers to relay expectations and answer questions of parents. Attitudes, skills, expectations, curricular materials and discipline policies are typically discussed.

PARENT-TEACHER CONFERENCES: Conferences are scheduled in the fall and as needed to discuss the progress of individual students. They provide personal and direct two-way communication between the home and school and may be requested by the teacher or the parent. Reply to a teacher's request as soon as possible in order to confirm that you will be able to attend.

Be punctual. A teacher may have several conferences scheduled.

Avoid canceling the conference. Please notify the teacher as soon as possible if it is necessary to cancel a conference. A note to the teacher will suffice or a call to the school secretary.

Avoid discussion about other parents, students, or teachers. Confidentiality of students and professionalism of teachers must be maintained at all times.

Lost/Damaged Books

- Parents will be responsible for reimbursing the school for all lost/damaged schoolbooks at the following rate, based on the age of the book. Payment for lost/damaged books or government property will be made by money order payable to U.S. Treasury.

New-Full Value	90% - 1 year old	80% - 2 years old
70% - 3 years old	60% - 4 years old	50% - 5 years old

Return Check Fee

- A fee Of \$5.00 will be charged to anyone with a returned check due to insufficient funds.

IMPORTANT INFORMATION

Messages to students, forgotten lunches and the like should be given to the secretary in order to avoid interruptions to instructional time.

Students will not be released to any adult not listed on the emergency release section of the registration card. Please ensure that the office has your current home, work, cell phone, beeper and emergency numbers and inform the office of any changes immediately. It is imperative that we have current phone numbers and the number of an emergency contact.



Lunch Program

- White's School Lunch Program is a computerized system providing each student with an I.D. number and account to pay for meals. Advance payment into this account may be made weekly, monthly, annually or in other increments desired by the parent. You may restrict your child's use of this prepaid account to lunch trays only, or you may allow additional ala carte items (pretzels, bottled water, ice cream, etc.) to be charged in addition to

the purchased tray. Please indicate your preference to the cashier at the time of prepayment and they will program the computer accordingly. If you send a check with your child, please note on the check "meals only" or "meals and ala carte" as well as the student's I.D. number. Money may be added to the account Monday through Friday, 8:00 AM - 12:30 PM While prepayment is preferred, it is not mandatory, and students may pay cash on a daily basis. Cost of a daily lunch is \$2.00; \$.40 for the reduced meal plan.

- All children eat at school. If you wish to eat lunch with your child on special occasions, please make reservations with the cafeteria cashier at 545-6938.
- Birthday treats, such as cupcakes, cookies, or ice cream, may be shared during lunchtime only if every child in the classroom is included.
- If your child brings a lunch, please see that:
 - It does not require the use of the microwave or refrigerator
 - It does not contain carbonated drinks
 - No unsafe food containers are sent

Your assistance in reinforcing good manners and eating habits is greatly appreciated

Daily lunch price	\$2.00
Daily reduced lunch price	\$.40
Milk	\$.35
Ice Cream	\$.40

A new procedure for handling outstanding lunchroom charges has been adopted by the Fort Benning School Board to insure that sponsors are informed of the status of their child(ren) lunch account as well as to enable the Fort Benning School System to collect these balances in a timely manner. The procedure follows:

1. A charge slip will be sent home with the child for each charge incurred.
2. If the charge balance reaches \$9.50 , we will attempt to contact the sponsor by telephone. If the sponsor cannot be contacted after three attempts, the matter will be referred to the Child Nutrition and/or Superintendent's Office.
3. A letter will be mailed from the Superintendent requesting that the outstanding charges be paid.
4. If the balance is not paid within 10 days, the sponsor's commanding officer will be contacted to request assistance.
5. If the balance remains unpaid at the end of 30 days, the matter will be referred to the Garrison Commander's office.

After students have completed their lunch and with weather permitting, students will have the option to go outside under supervision for a recess. The recess will be the last 15 minutes of their lunch period with the understanding they have completed their meal and have not violated any of the cafeteria rules.



School Nurse

White School currently employs a part time Nurse to perform the following health related services:

- Screening for visual, hearing, scoliosis, and other physical problems with appropriate referrals and follow-up.
- Maintenance of appropriate current, and cumulative health records on each child's health record.
- Facilities, personnel and other provisions for first aid, rest, emergency care, and recuperation when minor injuries or illness occur.
- Policies for the prevention and control of communicable disease (The Nurse must clear students after having a communicable disease before reentering school).
- The school Nurse is not in a position to diagnosis your child's health concerns, to prescribe medication, or to offer a prognosis. Please allow your family's primary care physician to make all decisions regarding the health of your child.

The White Elementary School Powerheart AED (Defibrillator) is wall mounted in a manufacturer provided cabinet. Upon entering the school through the front entrance, the AED is to the right on the wall outside the clinic which is located next to the main office reception area. A second AED is located in the Mauve POD on the right side as you enter the building. The AED is accessible to all school personnel and the general public traversing this area of the building. Once the case is opened audible instructions are given for the use of this device.

Reminders from the Nurse for Parents:

- We must maintain current emergency phone numbers in case your child should become ill during the school day so we can inform you as soon as possible.
- Georgia Law requires that before a child enters school, he/she must have all necessary shots (Georgia Department of Human Resources Certificate of

Immunization form 3032). This form may be obtained at the Martin Army Hospital Immunization Clinic. However, please take your child's shot record with you for your appointment.

- Any student who is required to take medicines of any kind during school hours will bring the medicine to the nurse's office upon arrival at school. The parent must complete a permission form, which is available at the school clinic, before the medication can be administered. The medicine must be pharmacy-labeled as to content, prescribing physician, student's name, and directions for administering. Parents are urged to aid the school nurse by administering medicines just before a student comes to school and as soon as he returns home after school whenever possible.
- Children are not allowed to remain in school if their temperature is 100 degrees or more.

Only designated school personnel will administer medication. **STUDENTS SHOULD NEVER KEEP ANY KIND OF MEDICATION, including over-the-counter remedies, ON THEIR PERSON OR IN THEIR CLASSROOM.** The teacher will hold authorized medication and it will be the responsibility of the parent to come to White to retrieve it.

Communications

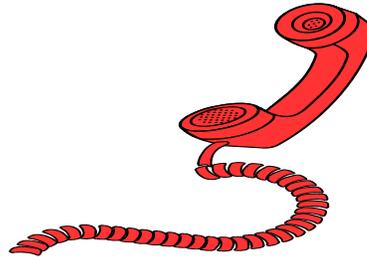
You may stay in touch with White through:

- Parent Newsletters sent home each month;
- Special flyers announcing upcoming events;
- Teachers and/or office communication.
- E-mail messages.

<p>Visit our website at... www.@am.dodea.edu/Benning/White or</p> <p>e-mail us at ... white@am.dodea.edu or</p> <p>tommy.lee@am.dodea.edu</p> <p>Visit DoDEA's website at... http://www.am.dodea.edu</p>
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Up-to-Date phone numbers

- It is imperative that you notify the school of any changes in home phone number, sponsor's unit phone number, spouse's work phone number, and emergency contact numbers. We must be able to reach you in case of an emergency!



REGISTRATION/WITHDRAWAL - CHECK IN /CHECK OUT PROCEDURES

All students must be registered every year. Children's health and immunization records are reviewed at registration. Teacher requests will be accepted on the prepared form at the time of registration. Requests are not a guarantee of placement. Student placement will be determined considering all aspects of the educational program. A balance of ability levels, gender, and special needs are considered as part of the placement process. Parent requests will be considered, but may not always be possible. The principal reserves the right of final placement decisions.

The office should be notified at least three (3) days in advance of a student's withdrawal from school. This will allow school office staff to prepare records. A copy of the student record will be given to parents upon request. Copies of records will not be released to students. Copies of student records to be hand carried to the next school may be picked up after 1:00p.m. on the students' last day of attendance. Should a family move off post during the year, the child will be permitted to complete the remainder of the school year providing the parent furnishes transportation to and from school.

TARDIES AND ABSENCES FROM SCHOOL

Our primary concern is for the safety and welfare of our students. We must ask for your support in strictly enforcing the following rules pertaining to check-in and checkout procedures and severe weather plans. If your child has an appointment and needs to be dismissed from school early, a parent or guardian must come to the office to sign him/her out. The student will be called to the office, do not go directly to the classroom. Classroom teachers may not release students without notification from the office. If a child checks in late due to an appointment, or returns to school after an appointment, the parent must secure an admittance slip in the office.

It is imperative that you provide a written note to the teacher should your child need to make a change in his/her normal after school routine. It is not sufficient for your child to inform the teacher verbally. It has been our experience that children often confuse the dates or procedures. We do not want to jeopardize your child's safety and will not make a change in his/her normal routine unless we have confirmation from you in writing. It is most important that you inform your child and the school of emergency arrangements.

Children who are absent from school must have a written excuse from their parents. This must be presented to the teacher, upon their return, for admittance to class and will be maintained in their school records. Should a student return without a note, the parent will be contacted by the teacher to verify the absence and nature of the illness, school begins at 8:30 a.m. Children arriving after 8:30 are considered tardy and must be signed in by an adult to obtain an admittance slip from our school office. If your child is late to school, he or she misses learning opportunities and/or disrupts the learning environment for all. The Principal will conference with parents of children with excessive absences.

To achieve their best and succeed in school, students must attend school regularly. Because the primary goal of the Fort Benning Schools is to help students continually improve their achievement, good attendance is an important goal. When students are absent or tardy, they miss important directions, explanations, and practice under the guidance of the teachers.

It is the responsibility of the student, the parent, and the school district to see that children attend school regularly. The Fort Benning Schools expectations for attendance are as follows:

The educational program at Fort Benning is organized on the assumption that students will be present and will be punctual.

Students may be excused from school for illness, medical appointments, emergency leave, and religious holidays.

Children who are absent from school must have a written excuse from their parents. The excuse will be provided to their teacher upon their return. Should a student return to school without a note, parents will be contacted.

Parents will be notified of excessive absences and/or tardiness at each of the following occurrences:

10 days - letter to parents

15 days - conference with parents

20 days - request for command sponsored assistance

Our mission is to educate all children to their optimum level of academic performance.

As your child's parent and sponsor, we are counting on you to ensure that your child does not miss school unnecessarily. We firmly believe your child will benefit academically, as well as develop good work habits for his/her future.



Building Security and Supervision Plan

We are asking our employees, parents, volunteers, and guests to comply with our policies to help insure White Elementary School is safe and secure for our students and staff.

I. Arrival Procedures

- (1) In delivering your children to school before 8:15 a.m. please send/take them to the lunchroom. After 8:15 a.m. please send/take them directly to the room.
- (2) Please understand we have no supervision for our students until 8:00 a.m. Make every effort for your child to arrive at school between 8:15 a.m. and 8:30 a.m.
- (3) Please be mindful that our instructional day begins promptly at 8:30 a.m. and the teachers begin teaching at that time. If you need to speak to your

child's teacher they will be glad to schedule an appointment with you. This can also be done through the school Secretary.

- (4) If you are transporting your child to school and wish to park and walk your child to class please park in the parking lot in a parking space. Do not leave other children in the car if you exit your vehicle unless they are 12 years or older.
- (5) If you are only dropping your child off for school in the morning use the front drive. Please do not exit your vehicle if you use the front drive. This will be a drop off zone only. Please pull completely over to the right curb to keep from blocking the front drive. Children should exit the vehicle through the right doors.
- (6) Rainy Day Drop Off: Parents pull up to front of school to canopy in single file and drop children off directly in front of school. As soon as children exit the vehicle pull out and exit to allow vehicle behind you to drop off child. Do not curb park in front of the school as it is a drop off zone only. If you need to park use the parking lot always use one of the vacant spaces. Buses will off load in front of school on rainy days. Buses cannot be passed by vehicles while unloading. Do not block traffic.
- (7) Children arriving at school after 8:30 a.m. are tardy and must report to the office for a pass.

II. Dismissal Procedures.

- (1) After school each afternoon car riders and walkers will go to the lunchroom for pickup. Please remember to inform the teacher that you have your child when picking him/her up in the cafeteria.
- (2) If you are walking your child home please wait outside the POD until dismissed.
- (3) Rainy Day Pickup: Buses will load in front of school on rainy days. Buses cannot be passed by vehicles while loading. If you wish to pick up your child please remember to line up around the curb in the parking lot in a single file. Please be mindful of the heavy traffic on rainy days. We want pickup and departure to be safe and orderly.
- (4) Parents checking students out during the instructional day will report to the office. The child will be called up to the office by the staff.

III. This time of the school year brings us many new students and parents. We get especially excited when we receive several new ones at one time.

We want all our parents new and experienced (notice I didn't say old) to feel welcome every time you come to E.A. White Elementary. If you don't, please let me know personally.

I want to remind our parents (especially K-2) that we pick up our children from the cafeteria if they are car riders. This way we know who is going where.

We also have a pick up and drop off plan that is included in this newsletter. Please note in the plan that the front of the school is a pick up and drop off zone only. We do not allow parking in front of the school. If you are going to exit your car, please use the large parking lot beside the school and pull completely up to the curb or use one of the vacant spaces.

Thank you for your continued support of our school.

IV. Visitors Conducting Business

(1) When it is necessary to enter our building for any school business, please go through the front building. Do not go directly to a classroom POD.

(2) Check in at the office for a pass.

(3) After you have completed your business, please return the pass to the office. Volunteers please be sure to account your time served in our volunteer binder.

V. Child supervision for volunteers, employees and parents. Children of employees or visitors or volunteers may not remain at school after normal dismissal times. Other arrangements for childcare must be made off campus. Exceptions must have the written permission of the principal.

VI. For the safety of all, please remember dogs or cats or most pets of any kind or size are not allowed on campus.

White Elementary wants all parents, guests and visitors to feel welcome at our school at all times.

SCHOOL CLOSING

Inclement weather may cause the school to open late, close early, or possibly not open. If our school is going to change from the regular schedule, information will be announced over the radio and television stations. It will be the responsibility of the parents to monitor the radio and television stations. Parents should not expect to be notified by the school. Parents should have a severe weather plan in the event of an emergency that may cause school to close early (i.e., snow). Your child and the school must understand the plan before such an emergency occurs. Should school close early, our school will follow your child's normal after-school routine. If your child normally rides the bus, he/she will be sent home on the bus. If your plan will involve a person other than a parent to transport your child from school, they must be listed on our release information in the school office.

Required Annual Notification of Parents, Teachers and Employees Regarding the Availability of Management Plans

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan is on file in each school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained. Management plans are in place at all of the Fort Benning School facilities.

Post Policies Put Limits on Pet Parameters USAIC Public Affairs Office

According to U.S. Army Infantry Center Regulation 40-905, paragraph 3-9a (3), "Animals will be kept from golf courses, school yards, playgrounds, athletic fields, swimming pool enclosures, food handling establishments, Post Exchange facilities and medical treatment facilities."

PLAYGROUND CONDUCT

Safety shall always be the prime consideration when children are playing. Any situation or activity that poses a hazard will be stopped. Children are expected to use our playground equipment for the purpose it was intended. Consequences of breaking the playground rules may lead to restriction of playground activities or stronger disciplinary action if the behavior is severe or persistent. Recess is a chance to have free time and play. Children are encouraged to have fun, use it wisely and follow the directions of the adult supervisor.

1. Children may not throw objects (sticks, rocks, dirt, etc.) or play in a manner that is too rough. "Play fighting" typically results in real fighting and is prohibited. The school will not support "hitting back". When two children fight at school, both will be considered wrong. Adults are present in all school situations and should be used as a means of intervention *before* a fight occurs. Play safe and friendly. Don't call others names or argue.
2. Children should play only in designated areas and obtain permission from the playground supervisor in order to leave for any reason.
3. Walk to the playground on the sidewalk in an orderly, quiet manner. This is necessary because you will pass classrooms that are in session. Use only "whisper" voices until you get to the playground. Students must use the sidewalks around our building for safety purposes and to save our grass. We want to keep our school campus looking great!

Procedures for Parent Questions and Concerns

- **Parents who have questions and/or concerns are requested to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures should apply in order as needed:**

Step 1. The parent discusses the matter with the teacher.

Step 2. The parent and teacher meet with the principal if the matter is not resolved in step 1.

Step 3. Those matters which cannot be resolved at the school level are referred to the Director of Student Services at the Superintendent's Office.

- **These procedures follow the line of authority from teacher to principal to superintendent and focus on resolution at the lowest level. Parents are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.**

Change of Classroom Assignment

- On occasion, classroom size may grow beyond an expected or desirable student-teacher ratio. In such cases, an additional class or a multi-age classroom may be formed and a new teacher hired. The new class will be formed by randomly selecting students from existing classes to create the new class.



Dress Code

Students must be attired in a tasteful manner. Clothing must fit and be worn properly. Hats and headbands are not allowed. Any article of clothing that has an alcohol, tobacco or inappropriate advertisement should not be worn. If a teacher feels a garment is inappropriate due to length (shorts) or midriff exposure (blouse) a note should be sent home asking the parent not to allow that garment to be worn again.



A. STATEMENT OF PURPOSE

It is the desire of E.A. White Elementary to operate our school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend our school. In accordance with that purpose, E.A. White has adopted a policy which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school employees, to obey student behavior policies adopted by the school.

The E.A. White Elementary primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

STUDENT CONDUCT

The Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) has developed guidance for updating and standardizing the policy and procedures for disciplinary action for all students enrolled in DDESS (June 28, 2005). The following excerpt lists the grounds for discipline including suspension and expulsion. The document in its entirety is 45 pages and is available in the school office for anyone wishing to review it.

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.