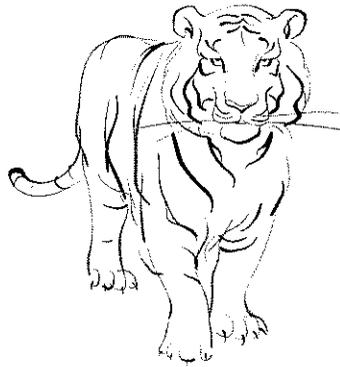


Marshall Elementary School



A Great Place to Come...

Parent Student Handbook

School Year 2008 - 2009

Table of Contents

1. Mission Statement & Responsible Thinking Guidelines
2. General Guidelines
3. Keeping Fort Campbell Schools Healthy
4. Medication Policy
5. Elementary Dress Code
6. Cafeteria Services & Breakfast/Lunch Prices
7. Walkers/Bike Riders
8. Bus Guidelines
9. Report Student Progress & Homework
10. Student Withdrawal/Inclement Weather Procedures/Early Dismissal
11. Child Find & Volunteer Opportunity
12. Responsible Thinking Plan

MARSHALL ELEMENTARY SCHOOL

77 Texas Avenue
Fort Campbell, KY 42223



Telephone Number: (270) 439-7766

Fax Number: (270) 439 - 4382

Principal: Dr. Suzanne Jones

Assistant Principal: Steven Markway

Web Site: www.am.dodea.edu/campbell/marshall

School Hours

M T Th F (8:35 a.m. – 3:20 p.m.)

Wed (8:35 a.m. – 2:05 p.m.)

MARSHALL RESPONSIBLE THINKING PLAN

Always try

Be responsible

Cooperate with others

Do your best

Treat everyone with respect (including yourself)

VISION

Thoughtful Learners, Achieving Success

MISSION STATEMENT

The Mission of Marshall Elementary School is to provide learning experiences that engage and empower thoughtful learners for a global community.

BELIEFS

- ✓ *All students can learn.*
- ✓ *Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.*
- ✓ *The unique learning needs of the military child should be the primary focus of all decisions impacting student success.*
- ✓ *Student learning is the chief priority for the school.*
- ✓ *Each student is a valued individual with unique physical, social, emotional and intellectual needs.*
- ✓ *As stakeholders, teachers, administrators, staff, parents, and the community share the responsibility of advancing the school's mission and ensuring its success.*

GENERAL GUIDELINES

In order to establish a safe environment, we ask that you observe the following guidelines:

- When students arrive late to school, please come to the front office and sign them in.
- When a student is dismissed early, please come to the front desk and sign them out. Students will be called to the front office. If your child's classroom is in one of the Pods outside the main building, you must first come to the office to sign them out.
- When you are PCSing, please let the office know a week in advance so that the appropriate records will be available for you to hand carry to your new school.
- If your child's dismissal transportation will change for a specific day, please notify the child's teacher in writing. When unforeseen changes arise during the day, please contact the front office no later than 2:00 p.m.
- We will gladly communicate pertinent information to your child. Please, don't ask us to call your child to the phone.
- We welcome visitors! However, we ask that you sign in and wear a visitor's badge.
- Please park your car in our school's parking lot and refrain from using the parking spaces of the Administrative Office.
- If you wish to visit your child's classroom, please schedule an appointment with your child's teacher.
- When waiting outside for student dismissal or the start of afternoon programs, please be aware of noise that may be distracting to students inside the classrooms.
- Parents are asked to call the school to report their child's absence. When the child returns to school she/he must present a written note/doctor's excuse stating the cause and specific dates involved.

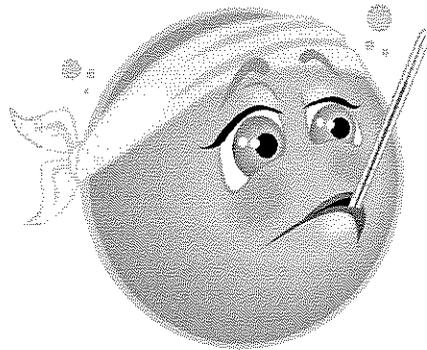
KEEPING FORT CAMPBELL SCHOOLS HEALTHY

PLEASE ENCOURAGE YOUR CHILD(REN) TO:

- Wash their hands often at home and school.
- Cover their coughs and sneezes with tissues and dispose of them properly after use.
- Eat healthy meals for breakfast, lunch and dinner.
- Be well rested.

PLEASE DO NOT SEND YOUR CHILD(REN), IF THEY:

- Have had a fever in the past 24 hours.
- Have had diarrhea, nausea, or vomiting the night prior to school.
- Have been diagnosed with strep throat, pink eye, impetigo or other contagious conditions and have NOT been on antibiotics or other treatment for at least 24 hours unless a medical provider has given written permission to return to school before the 24 hour period and the parent presents this note to the school personnel upon student's return. If your child has had a bad cough, extremely runny nose, or nasal stuffiness that did not allow them to rest well the night prior to school, you may wish to consider keeping them at home.



MEDICATION POLICY

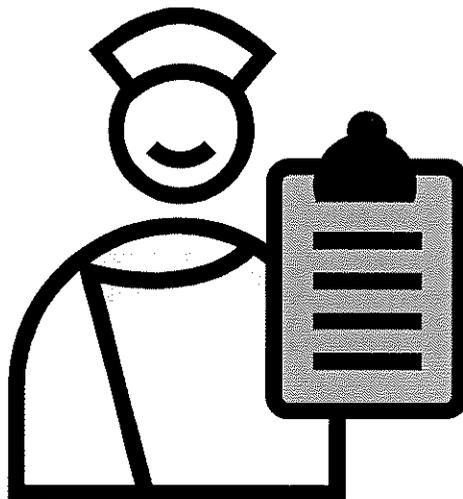
Over-the-counter medication policy: No over -the-counter medication will be given to students during the school day. (This includes such medication as Tylenol, Tums, Benadryl, Bacitracin, Calamine lotion.)

Only prescription medication will be given at school:

- A medical authorization from the doctor and approval from the parent/guardian are necessary for a prescription medication to be given at school.
- Prescriptions must be in separately labeled bottle/s, provided by the pharmacy, containing only that medication to be taken at school.

When students become ill during the day, parents will be called to pick them up. Parents will be responsible for picking up their child. Please select a person(s) to be called in case of emergency and you cannot be reached. That person needs to agree to pick up your child and be documented as a contact person.

The school nurse does not provide a 'sick call' clinic. If a student has a fever or is sick in the morning before they leave for school, please keep your child home or make arrangements with someone to keep him/her. If the child has an injury that needs attention, please take him/her to the emergency room or to see their primary care doctor. Students must be fever-free for at least 24 hours (without the use of Tylenol) before returning to school.



Fort Campbell Schools Dress Code Guidelines

All students must be in compliance with the dress code throughout the school day.

Elementary

(Revised February 2007)

Solid Colors:

Bottoms/Dresses: khaki, blue, black, gray, or dark green. Tops: solid colors

GIRLS

1. Slacks or walking shorts

- a) Must be of reasonable length and fit so as to remain above the hips in the absence of a belt.
- b) Chino style with belt loops; blue jeans and corduroy are acceptable.
- c) Cargo pants, overalls, painter pants, and pants with drawstrings or excessive flair bottoms are not acceptable.
- d) Belts, if worn, must be actual waist size without any excess hanging down the front of pants.
- e) Skorts in approved solid colors with a reasonable length are acceptable.

2. Blouses / Shirts (all shirts must be tucked in)

- a) Pullover polo style or dress shirt in solid colors in short or long sleeves; T-shirt is acceptable.
- b) No see through materials or logos larger than 2 inches.

3. Sweaters - Pullover sweater or cardigan, turtleneck, sweater vest, sweater shirt, or sweatshirt in solid colors, worn over policy approved shirt.

4. Jumpers / Dresses / Skirts

- a) Jumpers must be without bibs – no overalls derivatives.
- b) Denim and corduroy are acceptable.
- c) Leggings, in approved colors, are acceptable.

BOYS

1. Slacks or walking shorts

- a) Must be of reasonable length and fit so as to remain above the hips in the absence of a belt.
- b) Chino style with belt loops; blue jeans and corduroy are acceptable.
- c) Cargo pants, overalls, painter pants, and pants with drawstrings or excessive flair bottoms are not acceptable.
- d) Belts, if worn, must be actual waist size without any excess hanging down the front of pants.

2. Shirts (all shirts must be tucked in)

- a) Pullover polo style or oxford style shirt in approved solid colors in short or long sleeves; T-shirt is acceptable.
- b) No see through materials or logos larger than 2 inches.

3. Sweaters - Pullover sweater or cardigan, turtleneck, sweater vest, sweater shirt, or sweatshirt in solid colors, worn over a policy approved shirt.

WALKERS AND BIKE RIDERS

Traffic congestion has grown progressively heavier year by year with numerous incidences of “near-misses” accidents. For that reason we do not recommend that students ride their bikes or walk to a location other than school or home. If family circumstances dictate otherwise, we will approve on an emergency basis, a written parent request to permit a child to walk or ride a bicycle. This request must be approved by a building administrator and is subject to immediate cancellation should the student fail to observe post safety rules and regulations.



BUS GUIDELINES

Bus Rules

- Observe the same conduct as in the classroom.
- Be courteous, use no profane language
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.
- No radios, tape players, or head phones.
- No toys and/or basketballs.



Elementary Procedures

1. **First Offense:** Students are counseled and/or misconduct notices sent home.
2. **Second Offense:** Students are counseled, misconduct notice is sent home, and parents are notified by phone.
3. **Third Offense:** Notify parents of suspension from 1 – 3 days from the bus.
4. **Extreme misconduct or repeated offenses (fighting, etc.):** Automatic suspension from the bus.

WALKERS AND BICYCLE RIDERS SAFETY

Walkers:

- Obey traffic rules
- Students are expected to walk on the sidewalk
- Cross the street where there is a crossing guard
- Do not accept rides from strangers
- Do not stop at a friend's home on the way to and from school without parent permission



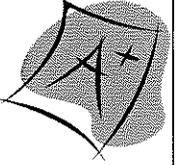
Bicycle Riders:

- Obey traffic rules
- Wear a safety helmet (Post regulation)
- Walk you bicycle across the street where there is a crossing guard
- Park your bicycle in the bike rack and lock it to the rack
- The school cannot be held responsible if a bike is stolen or damaged, so please register the bike with the Provost Marshal's office.



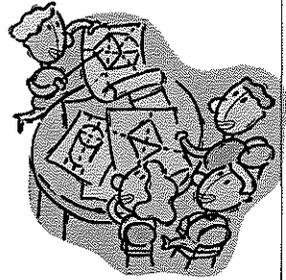
REPORT STUDENT PROGRESS

The purpose of the Fort Campbell pupil progress system is to communicate to parents systematic evidence of their child's or children's academic, social, emotional and physical growth and development.



Parent Teacher Conference: In virtually all cases, the well planned conference is our most effective means of communicating student progress to parents. This is a two-way vehicle and enables us to learn more about the child or children we are teaching as we also inform parents. All students are the focus of a parent teacher conference conducted at the end of the first grading period. In some cases, learning communities have determined that they function most effectively if they conference at the end of each grading period. Still others conduct teacher demonstration sessions with parents. Regardless of the conferencing options selected by your child's learning community, parents are encouraged to request a parent-teacher conference whenever they feel it is in the best interest of the child.

Progress Report: Progress reports are designed to allow the teacher to communicate the progress your child has made throughout a nine-week period. Individual teacher/learning communities may elect to send interim reports through 9-week formal reporting cycle. If at any time you have a concern in regards to your child's classroom progress, please contact your child's teacher.



HOMEWORK

The school day is a rigorous requirement for an elementary student. Therefore, when homework is assigned at Marshall, it should be for one of the following conditions:

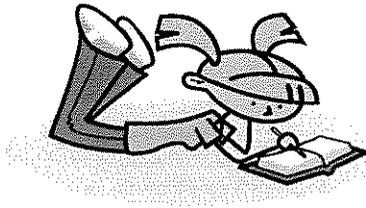


- Make-up work due to absence (24-hour notice)
- Additional time needed to complete assigned learning task
- As a special enrichment activity
- As a reinforcement activity

HOMework

The school day is a rigorous requirement for an elementary student. Therefore, when homework is assigned at Marshall, it should be for one of the following conditions:

- Make-up work due to absence (24-hour notice)
- Additional time needed to complete assigned learning task
- As a special enrichment activity
- As a reinforcement activity



STUDENT WITHDRAWAL

Parents are required to notify the office one week prior to the date of a student withdrawing either in person or by telephone. We will need last day in attendance, plus your destination.

Records may be picked up by the parents, or we will mail records to the next school upon request.

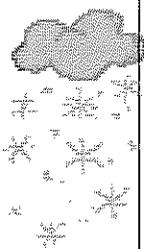
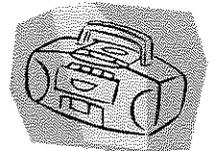
INCLEMENT WEATHER PROCEDURES

The following TV and radio stations will be notified:

Radio Stations – WABD (AM); WCVQ – Q108 FM; WCTZ – 102.5 FM; WBVR – 100.2 FM; WHOP; WJZM – 1400 AM; WQKS; and WKDZ.

TV Stations – Fort Campbell Cable (Channel 9), Hopkinsville (Channel 43), and all three Nashville Stations (Channel 2, 4, and 5).

The Garrison Commander determines whether or not school will close on post. Public Affairs then will then distribute the information to the TV and radio stations and the Administration Office of the schools. You will perhaps become abreast of the situation before we do, if you are viewing or listening to one of the above. PLEASE DO NOT CALL THE SCHOOL when you see snow or threatening weather because it ties up the telephone lines and prevents us from getting information sooner.



EARLY DISMISSAL

We request that parents do not call the office to request early dismissal. A signature of parent or guardian is required before a student is dismissed. Please come to the front desk to sign students out of school.

EARLY DISMISSALS/WITHDRAWALS/INCLEMENT WEATHER

Student Withdrawal

Parents are required to notify the office one week prior to the date of a student withdrawing either in person or by telephone. We will need last day in attendance, plus your destination.

Records may be picked up by the parents, or we will mail records to the next school upon request.

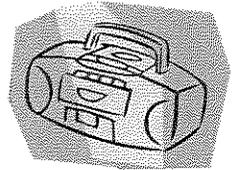
In the Event of Inclement Weather

The following TV and radio stations will be notified:

Radio Stations – WABD (AM); WCVQ – Q108 FM; WCTZ – 102.5 FM; WBVR – 100.2 FM; WHOP; WJZM – 1400 AM; WQKS; and WKDZ.

TV Stations – Fort Campbell Cable (Channel 9), Hopkinsville (Channel 43), and all three Nashville Stations (Channel 2, 4, and 5).

The Garrison Commander determines whether or not school will close on post. Public Affairs then will then distribute the information to the TV and radio stations and the Administration Office of the schools. You will perhaps become abreast of the situation before we do, if you are viewing or listening to one of the above. PLEASE DO NOT CALL THE SCHOOL when you see snow or threatening weather because it ties up the telephone lines and prevents us from getting information sooner.



Early Dismissal

We request that parents do not call the office to request early dismissal. A signature of parent or guardian is required before a student is dismissed. Please come to the front desk to sign students out of school.

PTO Officers

President

Vice President

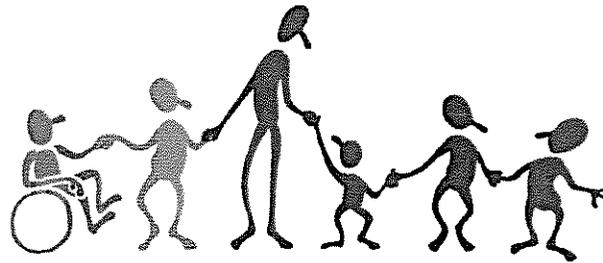
Secretary

Treasurer

Co-Treasurer

CHILD FIND PROGRAM

Child Find activities are conducted on an ongoing and systematic manner to identify children who may qualify for special education services. If you suspect that your child has a learning disability/developmental delay or another problem in school that may qualify him/her for special services, please speak to your child's teacher or the assistant principal. You may also call the Special Education Director for Fort Campbell School (Pat Wilson) at 439 – 1927. Our school system offers a wide variety of educational programs for children (ages three through twenty-one) that have handicapping conditions.



VOLUNTEER INFORMATION

Marshall School recruits and encourages parents to become partners in learning. The partnership between the school and parent maximizes every child's chance for success. Our volunteers have worked countless hours, giving of themselves daily, to make a difference in the lives of children. Thanks for all your support throughout the school year.



Interested in becoming a volunteer???

Please contact the school's office: 439-7766

PHILOSOPHY OF RESPONSIBLE THINKING

Marshall Elementary School strives to develop self-esteem, personal responsibility and academic excellence. Marshall School Staff regards behavior as an integral part of the total school curriculum. We attempt to make behavior and its modifications positive rather than negative and reactionary. It is our belief that a positive environment promotes the most learning. It is with this belief in mind that we utilize the program described herein. Our ultimate goal is to make Marshall Elementary a safe place and an environment conducive to learning.

RESPONSIBLE THINKING PROCESS

Classroom teachers use the “Flip-a-Card” method to track behavior. Each student’s name will be placed on a chart. All eligible students will be involved in the program. Every student will start on **Green** each day. The following colors will be used for each student:

Green: **Super Day**

Yellow: **Warning**

Brown: **Part-time Study Hall/Time Out**

Blue: **Full-time Study Hall/Time Out/Note home**

Red: **Phone Call to Parents (*)**

The student will flip his/her own card when an infraction has occurred placing the responsibility on the student.

RT Room (*): When classroom behavior becomes disruptive to the learning environment or when the student displays behavior that it is harmful to him/herself or others, the student will require an assignment to the Responsible Thinking Room for counseling or guidance.

GUIDELINES FOR SUCCESS

- ✓ **Always try**
- ✓ **Be responsible**
- ✓ **Cooperate with others**
- ✓ **Do your best**
- ✓ **Treat everyone with respect (including yourself)**

ADMINISTRATION OF THE DISCIPLINE CODE

Students will be expected to adhere to the “guidelines for success” as well as the Fort Campbell Schools Student Code of Conduct.

The faculty and staff are charged with the responsibility of maintaining good school conduct. It is important for parents to partner with us in order to best promote responsible thinking and behavior. It is our goal to have students develop self-respect and the skills for good citizenry.

Generally, teachers are responsible for classroom management. When the methods that the teacher has used seem to produce limited results or the infraction is seen as significant, the child will be referred to administration for follow-up. School administrators reserve the right to administer discipline measures for any violation whether or not it is specified in this handbook.

Fort Campbell Schools

2008 / 2009

July 2008							August 2008							September 2008						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	H	5						Wk	2							
6	7	8	9	10	11	12	3	Wk	PD	First Day * *	7	8	9	H	2	3*	4	5	6	
13	14	15	16	17	18	19	10	11	12	13*	14	15	16	7	8	9	10*	11	12	13
20	21	22	23	24	25	26	17	18	19	20*	21	22	23	14	15	16	PD	18	19	20
27	28	29	30	31			24	25	26	27*	28	29	30	21	22	23	24*	25	26	27
			July Fourth			0	31			School Starts Aug 6			(18)	28	29	30	Labor Day			(20)
October 2008							November 2008							December 2008						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1*	2	3	4							1		1	2	3*	4	5	6
5	6	7	8 * *	Wk PT	PT	11	2	3	4	5*	6	7	8	7	8	9	10*	11	12	13
12	H	14	15*	16	17	18	9	H	H	12 * *	13	14	15	14	15	16	17*	18	Wk PD	H
19	20	21	22	23	24	25	16	17	18	19*	20	21	22	H	H	H	H	25	H	H
26	27	28	29*	30	31		23	24	25	H	H	H	29	H	H	H	H			
			Columbus Day 13/ PSAT 15			6/14	30			Veterans' Day 11/ Thanksgiving 27			(15)							Winter Break (14)
January 2009							February 2009							March 2009						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	H	H	1	2	3	4*	5	6	7	1	2	3	4*	5	6	7
H	5	6	7*	8	9	10	8	9	10	11*	12	13	14	8	9	10	11 * *	12	Wk PT	14
11	12	13	14*	15	16	17	15	H	17	18*	19	20	21	15	PD	17	18*	19	20	21
18	H	20	21 * *	22	23	24	22	23	24	25*	26	27	28	22	23	24	25*	26	27	28
25	26	27	28*	29	30	31								29	30	31				
			Martin Luther King Day 19			(19)				Presidents' Day			(19)							(9/11)
April 2009							May 2009							June 2009						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1*	2	3	H						1	2		1	2	3	4	5	6
H	H	H	H	H	H	H	3	4	5	6*	7	8	9	7	8	9	10	11	12	13
E12	H	14	15*	16	17	18	10	11	12	13*	14	15	16	14	15	16	17	18	19	20
19	20	21	22*	23	24	25	17	18	19	20*	21	G	23	21	22	23	24	25	26	27
26	27	28	29*	30			24	H	26	27 * *	28	Wk PD	30	28	29	30				
			Spring Break			(16)	31			Memorial Day			(19)				44	43	47	46

*Every Wednesday students will have an early release time. Elementary students are dismissed at 2:05 pm. Middle and High School students are dismissed at 1:20 pm. * No School for morning and afternoon Pre-Kindergarten and PSCD students. G HS Graduation No School Days for all students are:

H Holiday	P/T Parent Teacher Conferences	PD Teacher Professional Development	Wk Teacher Work Day
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Ft. Campbell Community Schools 2008-2009 School Year

Aug 1	Wk	Teacher Work Day		
Aug 4	Wk	Teacher Work Day		
Aug 5	PD	Teacher Professional Development Day		
Aug 6		First Day of K-12 School		
Aug 6, 7, 8	•	PreK/PSCD	PreK/PCSD	No School
Aug 11		First Day for PreK/PSCD	PreK/PSCD	
Sep 1	H	<i>Holiday: Labor Day</i>	All	No School
Sep 17	PD	Teacher Professional Development Day	All	No School
Oct 8		End of Quarter Term		
Oct 8	•	PreK/PSCD	PreK/PCSD	No School
Oct 9	Wk	Teacher Work Day	All	No School Morning
Oct 9	P/T	K-12 Parent Teacher Conferences	All	No School Afternoon
Oct 10	P/T	K-12 Parent Teacher Conferences	All	No School
Oct 13	H	<i>Holiday: Columbus Day</i>	All	No School
Oct 15		Ft. Campbell High School PSAT Testing		
Nov 7	•	PreK/PSCD	PreK/PCSD	No School
Nov 10-11	H	<i>Holiday: Veterans Day</i>	All	No School
Nov 12	•	PreK/PSCD	PreK/PCSD	No School
Nov 18		Accelerated Withdrawal 20 Days to Semester End		
Nov 26, 27, 28	H	<i>Holiday: Thanksgiving</i>	All	No School
Dec 18		End of Semester		
Dec 19	Wk	Teacher Work Day	All	No School Morning
Dec 19	PD	Teacher Professional Development	All	No School Afternoon
Dec 20-Jan 4	H	<i>Holiday: Winter Break</i>	All	No School
Jan 5		School resumes		
Jan 19	H	<i>Holiday: Martin Luther King</i>	All	No School
Jan 20, 21	•	PreK/PSCD	PreK/PCSD	No School
Feb 16	H	<i>Holiday: Presidents Day</i>	All	No School
Mar 11, 12	•	PreK/PSCD	PreK/PCSD	No School
Mar 12		End of Term		
Mar 13	Wk	Teacher Work Day	All	No School Morning
Mar 13	P/T	K-12 Parent Teacher Conferences	All	No School Afternoon
Mar 16	PD	Teacher Professional Development Day	All	No School
Apr 4-13	H	<i>Holiday: Spring Break</i>	All	No School
Apr 14		School resumes		
Apr 30		Accelerated Withdrawal 20 Days to Semester End		
May 22	G	High School Graduation		
May 22		Last day for Prek/PSCD		
May 25	H	<i>Holiday: Memorial Day</i>	All	No School
May 26, 27, 28	•	PreK/PSCD	PreK/PCSD	No School
May 28		Last Day of K-12 School		
May 29	Wk	Teacher Work Day (Morning)		
May 29	PD	Teacher Professional Development (Afternoon)		

NOTE: In the event of inclement weather or other unforeseen school closings, the calendar may be modified.