PARENT-STUDENT HANDBOOK

Maxwell Elementary/Middle School

Department of Defense Educational Activity (DoDEA)

Principal: Robbie Swint
2012-2013

DEPARTMENT OF DEFENSE
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS

Maxwell AFB Elementary School
800 Magnolia Boulevard
Maxwell AFB, Alabama 36112-6147
TELEPHONE (334) 953-7804
FAX (334) 953-4339

Principal
Mr. Robbie Swint

8 November 2012

Dear Parents and Students,

Welcome to Maxwell Elementary/Middle School, home of the Eagles! I am truly honored to serve the students and community as the new instructional leader of Maxwell Elementary/Middle School. The faculty and staff at Maxwell Elementary/Middle School are devoted to developing a good relationship with our parents and the community to ensure the quality of our students' educational experiences is successful.

I am coming from Shughart Elementary School in Fort Bragg, NC where I served as the Assistant Principal. I am a Georgia native and a military veteran (US Army) of 15 years. I am eager to begin working with an exceptional Air Force Base Command. Our common bond will be the glue that allows us to work in harmony to support and encourage your child(ren), so this will be their best school year ever!

I believe an education is a very influential tool for our students as we begin to prepare them to compete globally. I believe each child is endowed with his or her own individual capacities and characteristics, and Maxwell Elementary/Middle School, to the best of our abilities, will provide each child with the kind of education best fitted to him or her as an individual in preparation for the 21st century. My approach will be centered on working as a team to make educational decisions for our students at Maxwell Elementary/Middle School. I live by a simple motto: "It is not how you start, but how you finish." In addition, I will be sharing the term "Collective Efficacy" with all stakeholders.

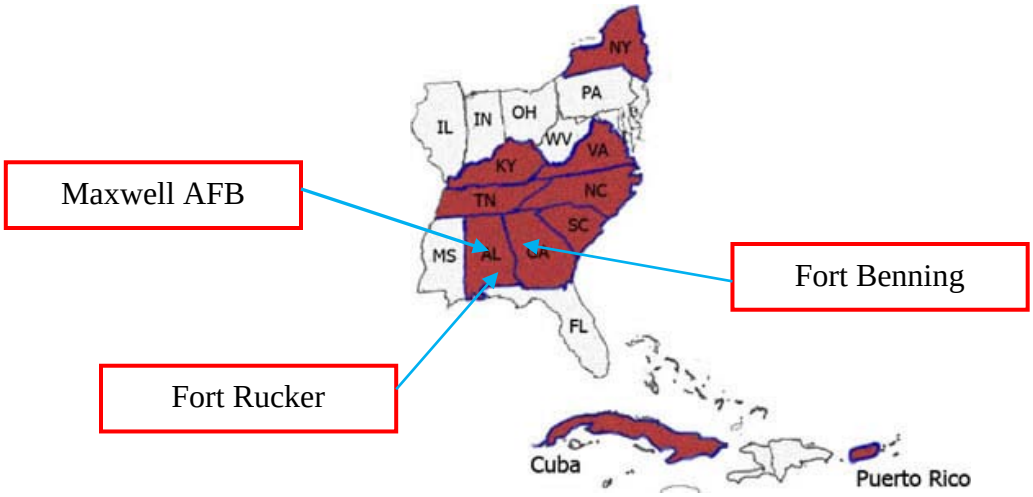
This year we will go through the AdvancED accreditation process, which drives student performance and **continuous improvement**. It's a collaborative, research-based process, in which an external team examines the whole school (our programs), culture, and community of stakeholders (to see how we meet the needs of every child). The dedication of our talented faculty, families, and PTO serves as a catalyst for increasing student performance.

I am here to assist you and your child, so I hope you will keep us informed if you have any suggestions, comments or problems with which we can help. I want to get to know each one of you personally. Please call me at 953-7804 or email me: Robbie.Swint@am.dodea.edu. I am thrilled to have the opportunity to serve you, and I am excited to be an "Eagle!" I hope you help us become the "Best Hometown School in the USAF," as we soar to new heights this year!

Sincerely,
Robbie L. Swint, Jr., MAEd
Ambassador for the "Best Hometown School in the USAF-Maxwell ES/MS!

Department of Defense Education Activity (DoDEA)-Americas
Georgia/Alabama District

Student-Parent Handbook



Dear DoDEA Families,

Welcome to the Georgia/Alabama school district, a part of the Department of Defense Domestic Elementary and Secondary Schools (DDESS). We are proud of the educational opportunities offered in our system. Our focus is on improving academic achievement for all students while supporting the mission of our military families. The military command, school board and parents provide wonderful community support to us and we feel fortunate to serve the families of our military sponsors.

We have a total of 10 schools (8 elementary, 1 middle and 1 elementary/middle) which serve the families living on the Ft. Benning, Fort Rucker and Maxwell installations. Children attend our schools from Pre-K through 8th grade at Maxwell and Fort Benning. High school students residing on the installation (Grades 9-12) attend local county high schools. At Fort Rucker, our students attend the public schools from grades 7-12.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Assistant Secretary of Defense for personnel Support, Families, and Education. DoDEA provides education to eligible Department of Defense military and civilian dependents from preschool through grade 12 at sites both in the United States and overseas. Courses of study in DoDEA schools parallel those found in public schools in the United States.

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 706-545-5520 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at 706-545-3835.

Our schools are committed to excellence. If I can be of service, please feel free to contact our office.

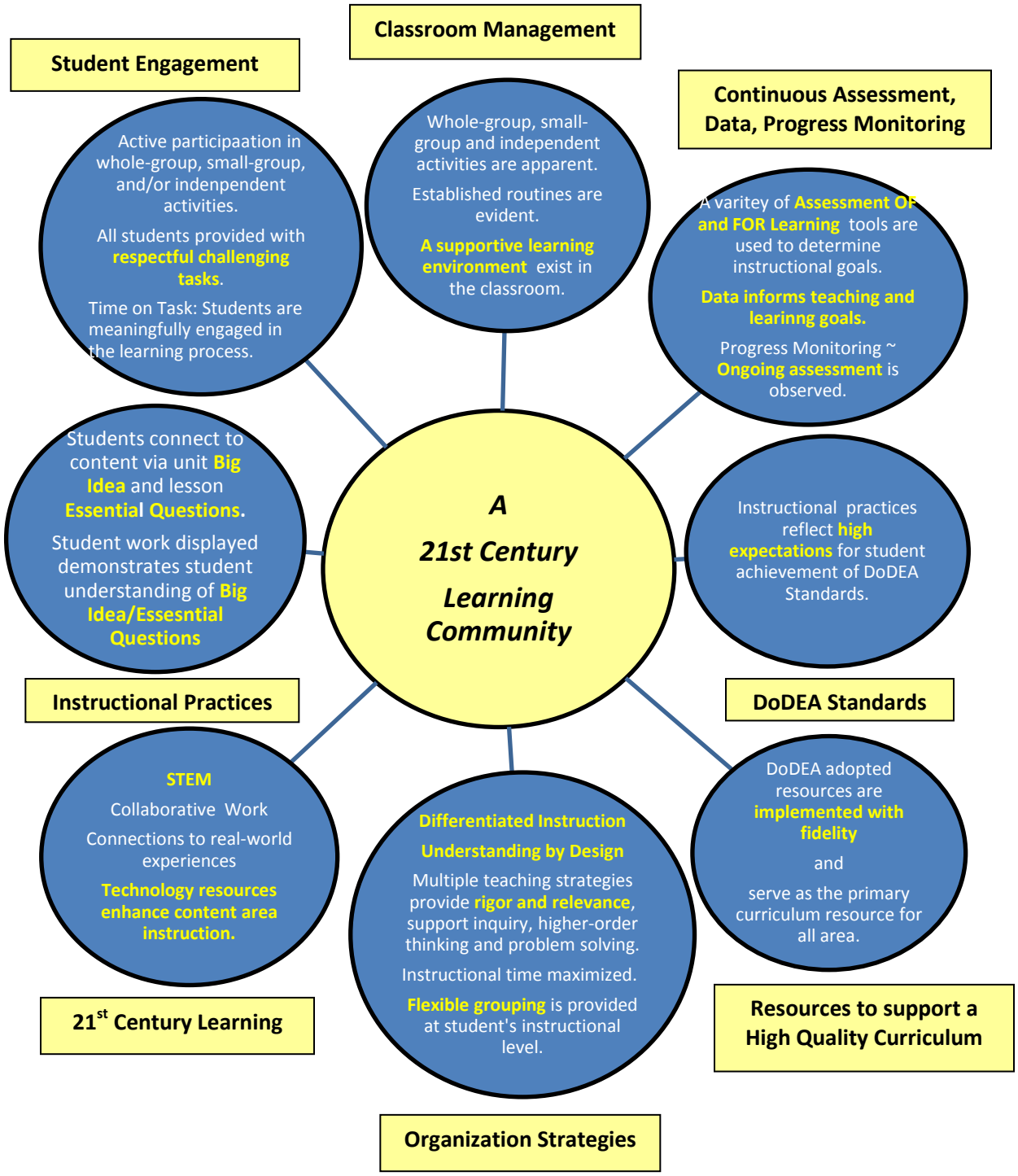
Yours in Education,

Superintendent
GA/AL Schools

GEORGIA/ALABAMA DISTRICT SUPERINTENDENT'S OFFICE
7441 Custer Road
Bldg 2670
Fort Benning, GA 31905
Website: http://www.am.dodea.edu/benning

Phone: (706) 545-7276 Fax: (706) 545-8227

DoDEA-Americas Georgia-Alabama District:
A 21st Century Learning Community



Maxwell AFB Elementary/Middle School

Contact Information:
Maxwell AFB Elementary/Middle School
800 Magnolia Blvd
Maxwell AFB, AL 36112
Principal: Mr. Robbie Swint
Phone numbers: 334-953-7804
School Email address: principal.maxwell@am.dodea.edu
Website: http://www.am.dodea.edu/maxwell/

Mission Statement
A community partnership enabling students to fulfill dreams and reach their highest potential

Vision Statement
Whatever It Takes!

Mascot
Eagle

School Slogan
Dare to Soar!

School Improvement Goals

Goal 1: By June 2012, MEMS students will improve written communication skills increase the percent attaining high mastery as measured by the local writing assessment and Terra Nova OPI objectives of sentence structure.
Essence: Students will to be able to generate and organize ideas to communicate their message to a target audience.

Goal 2: By June 2012, MEMS will increase the percent attaining high mastery as measured by the local problem solving assessment and Terra Nova OPI objectives of problem solving, reasoning, and communication.
Essence: Students will be able to formulate problems, evaluate mathematical arguments, generalize solutions, and justify answers using selected strategies.

Points of Pride

- Maxwell AFB Elementary/Middle is in the process of becoming one of DoDEA's premier STEM schools.
- The First Lego League Robotics Team won 1st Place in the AL State Region in 2012 and placed in the top 10% of all schools in the state of Alabama.
- We are now recognized and an Alabama Wildlife Federation School with an outdoor learning center.

CHAIN OF COMMAND

DoDEA Director

Department of Defense Education Activity
4800 Mark Center Drive
Alexandria, VA 22350-1400

Area Director

700 Westpark Drive
3rd Floor
Peachtree City, GA 30269

Georgia/Alabama District Superintendent

7441 Custer Road, Bldg 2670
Fort Benning, GA. 31905-4300
Phone # 706 545-7276
Fax # 706 545-8227

School Principal

Fort Benning Schools	*Maxwell AFB Elementary/Middle School*
Dexter Elementary School – 706-545-3424	Maxwell AFB Elementary/Middle School – 334-953-7804
Faith Middle School – 706-545-0310	
Loyd Elementary School – 706-544-8964	***Fort Rucker Schools***
McBride Elementary School – 706-544-9411	Fort Rucker Primary School – 334-598-4473
Stowers Elementary School – 706-544-2312	Fort Rucker Elementary School – 334-598-4408
White Elementary School – 706-545-4623	
Wilson Elementary School – 706-545-5723	

School Assistant Principal (AP) (if applicable)

Fort Benning Schools	*Maxwell AFB Elementary/Middle School*
Dexter Elementary School – No AP	Maxwell AFB Elementary/Middle School – No AP
Faith Middle School – 706-545-0310	
Loyd Elementary School – No AP	***Fort Rucker Schools***
McBride Elementary School – No AP	Fort Rucker Primary School – No AP
Stowers Elementary School – 706-544-2312	Fort Rucker Elementary School – No AP
White Elementary School – No AP	
Wilson Elementary School – No AP	

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ACCREDITATION

All Georgia/Alabama District schools have met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and are accredited by the North Central Association Commission. AdvancED is committed to the mission to advance excellence in education worldwide through accreditation, research and professional services. AdvancED delivers on that mission by:

- Helping schools maximize student success
- Building the capacity of schools and school systems to pursue excellence through high standards, quality assurance, and continuous improvement
- Bringing together research and resources for student, school, and system improvement
- Providing a quality seal that is meaningful and useful to students and parents as they make decisions about their education

As a part of the accreditation process we have established a mission statement through input from the students, the staff, the parents, and the community. This Mission Statement is the basis for establishing priorities which aid in decision-making, and provides an effective basis for comprehensive and continuous evaluation. To advance the Department of Defense Education Activity (DoDEA) schools to new levels of excellence, a community strategic planning process has created a Strategic Plan with goals, guiding principles, strategies, and performance indicators that require educational excellence for all students.

Each staff member has the qualifications and skills needed to contribute to the school's achievement of the mission statement. Administrators and teachers are certified through DoDEA and other state certification programs which ensure all educators are highly qualified and knowledgeable in their areas of expertise. DoDEA educators maintain content area recertification by taking a minimum of six semester hours of credit every six years.

The ongoing staff development program has the objective of increasing student learning. The school is funded in a manner that meets and exceeds the standards for accreditation to maintain excellence in staff, facilities, and materials needed to meet the needs of the students.

GRADING and REPORT CARD PROCEDURES

Student report cards are issued every 9 weeks. A student must have been enrolled **20 school days** to receive grades for that quarter. These grade reports are distributed four times per school year, or quarterly.

In Kindergarten through third grade, the marking code is not connected to numerical grades. Progress is reported as follows:

E = Exceeds grade level expectations.
M = Meets grade level expectations
S = Steady progress towards grade level expectations
L = Limited Progress towards grade level expectations

In grades 4 - 8, the marking code is connected to a numerical scale as follows: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below is Failing (F). This marking code is used in the major subject areas of Language Arts & Reading, Mathematics, and Social Studies may also be further noted with a plus (+) or minus (-).

The Learning Skills for grades K-5 are marked with any of the following:
1 = Consistently Observed
2 = Occasionally Observed
3 = Infrequently Observed

Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F, at the end of the quarterly marking period. Parents are encouraged to contact their child's teacher at any time during the school year for a conference to discuss progress, questions, or concerns. DoDEA grading policies and procedures are established at the DoDEA headquarters, not at the local level.

It is the responsibility of the teacher, under the supervision of the Principal, to determine the instructional 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' instructional level. The assumption is made that if a student is properly placed at his/her instructional, he/she will be able to successfully complete the required work. If a student's grade(s) are a D, at or after midterm, the classroom teacher must notify the parent/guardian of the drop in grades and discuss a plan for improvement.

Gradespeed is the DoDEA adopted program for teachers' of grades 4 through 12 to submit and post grades into the **Student** Information System. The Gradespeed program offers many special features, including Parent Connection for teacher reporting, and teacher-to-parent communications. Gradespeed's Parent Connection will give parents online access to their child´s grades via the web. Each parent can request his or her own account. **The grade scale in Gradespeed is as follows: A+=100 A=96 A-=92 B+=89 B=86 B-=82 C+=79 C=76 C-=72 D+=69**
Go to http://dodea.gradespeed.net to create a parent account. Students can create their own Gradespeed account at https://dodea.gradespeed.net/pc/studentlogin.aspx. Each school has a brochure with specific directions on how to set up an account. Schools that will be using GradeSpeed during 2012-2013 school year are Dexter Elementary School, Stowers Elementary School and Maxwell Elementary and Middle School.

DoDEA will soon be launching the "My Data Button" Initiative. It will be introduced to our pilot schools in August of 2012. Schools that will **not** be using GradeSpeed and will be participating in the pilot are McBride, White, Wilson, Fort Rucker, and Loyd Elementary Schools, and Faith Middle School). We expect that the "My Data Button" will be added to all Georgia/Alabama schools the following year. More information will be provided as the pilot progresses.

This initiative provides parents with a web-based "button" linked to the Aspen Student Information System Parent Portal by School Year (SY) 2012-2013. The portal will provide families with access to their child's electronic academic records, such as transcripts and student performance data, and will include a simple download capability which provides access to their children's school information in a common, interoperable format, at any time and any place. Additional information will be provided about this initiative as the launch moves forward. We believe that this will be a value added capability for our students and families.

HONOR ROLL: Students in grades 4 & 8 earning A's and B's in the areas of Language Arts (Reading, Writing, Speaking & Listening), Math, Science, and Social Studies, qualify for the Honor Roll. These students will be honored with a certificate of achievement following the issuing of report cards on a regular school day.

PRINCIPAL'S HONOR ROLL: Students in grades 4 & 8 earning academic excellence by making all A's in the areas of Language Arts (Reading, Writing, Speaking & Listening), Math, Science and Social Studies, qualify for the Principal's List. These students and their parents will be honored following the issuing of report cards on a regular school day.

RETENTION PHILOSOPHY

The following is an excerpt of an article, which appeared in the March 2008 issue of Educational Leadership as related to research on grade-level retention of students.

There is no educational research which indicates that retention is of value. Most educational research indicates that grade-level retention is a harmful practice when applied to many students.
Research does indicate that:

- Low-achieving students do progress whether they are retained or promoted.
- At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.
- There is ***no evidence*** that promoting "underachieving and immature" students contributes to emotional and social problems, and there is ***no evidence*** that repeating a grade improves these problems**.**

Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans of management as opposed to another year in the same grade. Fortunately, DoDEA is staffed with a large number of specialists to provide specialized and individualized educational services.

Rather than considering grade-level retention, efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan of management is essential for these students. The individual student program recognizes each student's ability and level of achievement. Our school has a Student Support Team (SST) to work with teachers and/or parents making recommendations and suggestions for students to be more successful academically and/or behaviorally.

In rare cases, a parent may request consideration for the retention of a student. Documentation of resource utilization and intervention must be submitted with all retention requests. The SST will be utilized as a Placement Committee to make recommendations to the Principal who makes the final decision. The SST can also work closely with parents, teachers and the Special Education Child Study Committee (CSC) to determine through testing if the child needs special services should that be a conclusion of need.

HOMEBOUND INSTRUCTION

Matriculated students unable to attend classes due to a short-term medically related convalescence(less than 3 months) may be able to receive the services of a home teacher for a short time each day. If you find your child in this situation, contact the schools' principal or the guidance counselor for more detailed information.

HOMEWORK

Homework is one means of developing the necessary skills of independent study and learning for present and future use. Homework promotes organizational skills and a sense of responsibility. It is also an opportunity for parents to become actively involved in their child's learning and for each child to reach his/her full potential. Through homework, students are given the opportunity to complete additional practice and application to strengthen skills; to expand and/or enrich regular class work; to complete work started in class; to make up work due to absence.

Teachers may assign homework as determined necessary to enhance student learning that is taking place in the classroom. Each child works at his/her own pace, so the amount of time needed to complete specific assignments may vary. The types of homework may vary to enable the student to have experience/practice in reading, writing, computational skills, and other subject areas during a given week. Frequency and length of assignments will be grade appropriate. At a very minimum, a child should read or be read to 15-20 minutes nightly.

Some teachers follow these general guidelines when assigning homework:

1st grade:	10 – 15 minutes per night
2nd grade:	20 – 30 minutes per night
3rd grade:	30 – 40 minutes per night
4th grade:	40 – 50 minutes per night
5th grade:	50 – 60 minutes per night

Please do not make the issue of homework a battlefield; if your child is working consistently longer than these times, contact the teacher for assistance.

Students are responsible for ensuring that they:

Understand the homework assignment.
Take home all books and materials needed to do the assignment.
Complete the homework in the assigned format and turn it in when it is due.
Participate actively and cooperatively in the evaluation of their homework when appropriate.

- **Parents are encouraged to provide an environment which fosters the development of life-long learning skills. This includes:**
  - A quiet place to work.
  - Necessary materials.
  - A regular study time.
  - Review the student planner.
  - Encouragement and praise.

CURRICULUM: Elementary Specialists

Art Program

The Art Program has four primary goals:

- **Create Works of Art** Refers to the creating of art work, art vocabulary, skills development and learning about the elements and principles of design.
- **Demonstrate Aesthetic Perception**
  Focus upon acute awareness, well-developed observation, appreciation and taste, sense of beauty, intuitiveness, insight and comprehension.
- **Develop Knowledge of Art Heritage**
- Delineates the expected outcomes of learning about cultures, individual artists, art masterpieces and art careers.
- **Utilize Critical Judgment of the Visual Art**
- Refers to the recognition of difference, evaluation, and analysis, comparison, appraisal, discrimination and wisdom in artistic choices.

These goals, through which the learning outcomes of the art program are determined, are aligned with the DoDEA K-12 Visual Arts Standards and the National Standards for Visual Arts Education.

Music Program

The DoDEA Music Education Program for kindergarten through twelfth grade has four major goals

- **Participate in Various Forms of Musical Expression**
  The experiences of singing, playing, listening, moving to, and creating music lead to an understanding of musical concepts.
- **Demonstrate an Understanding of Musical Concepts**
  To translate or articulate the unique language of music, one should be able to use the vocabulary and notation of music.
- **Display an Awareness of the Interrelationship between Music and Society**
  Music is a vital part of any society's heritage. Hearing and performing a variety of diverse music helps one to understand the role music has played and continues to play in the lives of all people.

- **Display an Understanding and Appreciation of Music as an Art Form**
  Music evokes intellectual, aesthetic, emotional, and physical responses. One learns to be sensitive to the power and beauty of music alone and in its interaction with other art forms.

These goals, through which the learning outcomes of the music program are determined, are aligned with the DoDEA K-12 Music Education Standards and the National Standards for Music Education.

Physical Education Program

The Physical Education Program ensures all K through 5 students are provided the opportunity to participate in a structured physical education program. The DoDEA Physical Education program for kindergarten through fifth grade has three (3) major goals:

- **Personal and Social Development Skills**
  Students apply responsible personal and social development skills in the Physical Education setting. They learn to perform activities safely, follow the rules of the class and game, as well as display behaviors that are age appropriate and supportive.

- **Motor Skills and Movement Patterns**
  Competency in motor skills and movement patterns is needed to perform a variety of physical activities. The ability to apply movement skills in sequence from simple to more complex will help build a foundation for the other skills to be learned and will assist the student to be successful in future physical activities.

- **Physical Activity and Fitness**
  A physically active lifestyle is essential to maintaining a health-enhancing level of physical fitness. Students participate regularly in activities that develop cardio-respiratory endurance, muscular strength and endurance, and aerobic capacity. These activities enhance and support the acquisition of lifetime skills.

We ask that the following guidelines be followed:

A. Wear proper physical education attire, shoes included.

B. Have a pair of athletic shoes to be used only for PE.
C. Always cooperate with the teacher and other students.
D. Be prepared to exercise and have fun.

If the student cannot participate for one or two days because of illness or injury, the parent/guardian must write a note stating the reason. Students unable to participate in PE for an extended period are required to have a note from a doctor stating the reason for the limitation or exemption from PE and the period of time the student cannot participate. Students must drink adequate fluids before PE Class. All injuries occurring in Physical Education must be reported immediately to one of the PE teachers, who will decide if the child should go directly to the School Nurse. The PE teacher will inform the class room teacher.

Foreign Language in Elementary Schools (FLES)

The Department of Defense Education Activity (DoDEA) Foreign Language Program prepares students to meet the challenges of an interdependent world community by enabling them to recognize the importance of learning foreign languages, to value learning about other cultures, and to develop proficiency in one or more foreign languages.

The Foreign Language Program is aligned with the National Standards in Foreign Language Education published by the American Council on the Teaching of Foreign Languages (ACTFL). As a result of the 2006 DoDEA Foreign Language Initiative (FLI), DoDEA added foreign language (FLES) in some of our elementary schools. This helps lay a solid language foundation for secondary school foreign language study. By graduation DoDEA students must have completed at least two years of high school foreign language. DoDEA foreign language programs emphasize communication proficiency. Students receive instruction in the target language and progressively develop proficiency in listening, speaking, reading, and writing. The DoDEA Foreign Language Standards and Proficiency Expectations encourage students to develop high levels of proficiency especially when following a long sequence of study and when pursuing authentic language experiences outside of the classroom. The goal is to build proficiency from the earliest entry point possible and continue building proficiency through rigorous sequences of study.

DoDEA provides students opportunities to communicate in multi-lingual and multi-cultural societies through the study of foreign languages. In so doing, the DoDEA Foreign Language Program equips students with necessary global communication tools for life in the 21st Century.

Gifted Education Programs

The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths and needs.

Services are provided because identified students have a documented need for differentiation and challenge in their instructional program. This differentiation provides daily academic challenge and social-emotional support to ensure continued intellectual growth and development. The DoDEA schools determine the most effective methods to meet the needs of students identified for gifted education services. Schools consider individual strengths in matching student to services because each student has a unique profile of strength.
Students who perform or show the potential for performing at remarkably high levels when compared with others of their age, experience, or environment have learning needs which require differentiated learning experiences. Such experiences are those in which the content, strategies, and expectations of student performance have been adjusted to be appropriate for students identified for gifted services.

READ 180

Read 180 is an intensive reading intervention program designed to meet the needs of struggling readers in grades 3-8.

AVID

The GA/AL District is proud to offer *Advancement via Individual Determination* (AVID) elective for middle school students. AVID is a program designed to prepare students in the academic middle for admission to post-secondary universities and colleges. AVID students learn and develop skills to improve their academic success throughout their school careers. In AVID, students gain skills in studying, organizational strategies, writing skills, and probing-question development. In addition, the students get academic help from peers and college tutors and participate in enriching and motivational activities that help make college seem a realistic goal.

SPECIAL PROGRAMS FOR CHILDREN WITH DISABILITIES

Child Find

The purpose of Child Find is to identify children in the community, age 3-21, who may have a disabling condition such as physical, social emotional or cognitive processing difficulties (PSCD). Once located, these students are screened and assessed to determine the nature and extent of special services needed and appropriate placements may be made using available resources. Referrals can be made to the school office for the Child Study Committee (CSC) to contact you.

Students with Disabilities

The mission of the Department of Defense Education Activity (DoDEA) is to provide a quality educational program that prepares all students for success in a global environment. We believe that through equal access to a quality education, all children can be challenged to achieve their best in school, and all can be successful learners.

In DoDEA, students with disabilities are provided a free, appropriate education in schools where placement and service decisions are based on the individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. DoDEA is committed to promoting inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents, and other special needs in the general education program, as appropriate.

ATTENDANCE

Attendance Information

School attendance is important and in order to receive the best education, students need to Be Here! DoDEA has implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States. School attendance has been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's attendance policy provides specific guidance on attendance and identifies support services for students at-risk for not fulfilling the grade or course requirements.

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

Highlights of the Policy:

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
    - Personal illness
    - Medical, dental, or mental health appointment
    - Serious illness in the student's immediate family
    - A death in the student's immediate family or of a relative
    - Religious holiday
    - Emergency conditions such as fire, flood, or storm
    - Unique family circumstances warranting absence and coordinated with school administration.
    - College visits that cannot be scheduled on non-school days
    - Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Academic penalties will not be imposed for excused absences. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

Many families—both military and non-military—underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten—that's just nine days—can be an indicator that a child may fall behind in their studies. There are times when a student needs to miss school - everyone understands that, but attendance is important. Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, students need to be in school.

- **Attendance—what parents should know:** Parents can team up with teachers to make sure students are in school and ready to learn.
- **How parents can help:**
  - Schedule medical and dental appointments outside of school hours.
  - Schedule vacations during school breaks.
  - Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
  - When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
  - Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

Appointments or Illness

Students will not be released from school on the basis of a telephone call. Parents must sign-out and sign-in their children when taking them to appointments and back to school. When students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/emergency contact.

Procedures for Absence Notification

Parents are asked to call the front office when they know their child will be absent. The sponsor must provide the front office *with a written explanation of each absence* when the child returns to school. The sponsor's note, by itself, does not constitute an excused absence.

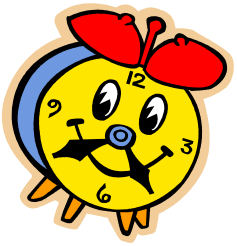
Parents will be informed of unexcused absences. Students will be required to make up all missed school assignments. Parents are strongly encouraged to work closely with their child's teachers to ensure all class assignments are completed in a timely manner.

Students with excessive unexcused absences will be referred to the Student Support Team (SST) and then to the Command if the problem is not resolved.

Release Policy

During the school day, students will be released only to a parent or to the person named as the emergency contact on the registration form. The only exceptions will be: (1) a signed note is received from the sponsor designating another adult to pick up the student or (2) a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached.

Tardy Policy



Students arriving at school after the instructional day begins are considered tardy. If you know that your child will be late arriving to school, please make certain that a note is sent explaining why they are tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Parents should come in to the office to sign in their child; or a signed note is requested from parents.

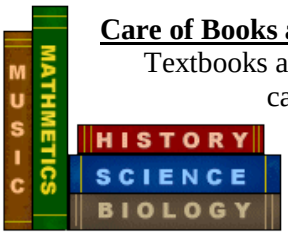
Students who are tardy due to government transportation are excused and will not need to obtain a late slip from the office. A tardy not properly reported by the parent or guardian is unexcused unless circumstances warrant otherwise. The classroom teacher will report students who are frequently tardy to the administration. Parents may be contacted if it is noted that a student has numerous unexcused tardies.

BOOKS, MATERIALS AND TECHNOLOGY

Books on Loan

Textbooks and or workbooks are furnished without charge. Sponsors are responsible for payment in case of loss or damage to textbooks, musical instruments, workbooks, library books, science equipment, audio-visual equipment, computer equipment, or other school property.

Parents may request to borrow books. The request MUST first go through an administrator for approval. Once the request is approved, supply personnel will prepare the proper documents for the parent's signature. This document will note the book(s) being checked out from the school. They return date will depend on the request and the books on loan. If the book(s) is/are lost or damaged, parents will be responsible for replacing the book.



Care of Books and Materials

Textbooks and educational supplies are issued to students for their use. Students are responsible for the proper care and return of these materials. Parents are encouraged to help by placing book covers on the books. Payment for lost or damaged books will be required in the following manner:

New 100% of cost **Good** 75% of cost **Fair** 50% of cost

Any student who willfully cuts, defaces, or otherwise damages any property, real or personal, may be suspended from school. Sponsors will be liable for all school damages. Report lost or damaged materials to the supply office within one week of occurrence. Payment is made at the front office by check or money order, made payable to Treasurer of the United States, NOT to the school.

Information Center (Library)

The purpose of the Information Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of the school. The Information Center provides support in intellectual and physical access to information as well as providing students opportunities to expand their world by using various media and technology resources.

Internet Rights and Responsibilities for Students, Staff & Volunteers

We are pleased to offer students access to the school-wide computer network for the Internet.
Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. We believe that the Internet provides invaluable resources to our students.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Students, staff, and volunteers need to have training and an understanding of Internet use and responsibility before utilizing the Internet. Use of the Internet is a privilege, not a right. Visiting inappropriate sites, or downloading inappropriate files, will result in the cancellation of that privilege. Federal regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at school is government property.

In accordance with DoDEA Administrative Instruction 600.1 "Computer Access and Internet Policy" the parents of all students in grades K-12 are required to sign the Student Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, and electronic mail (email). The signed agreements are maintained at the school in each student's file. Students at SCHOOL using the Internet will be under the supervision of an Internet trained teacher/information specialist, or volunteer whenever accessing the Internet. The information specialist or teacher determines permission for students to print Internet information.

SCHOOL SUPPLIES

Schools are responsible for procuring certain supplies. School supplies are available through military exchanges as well as commercial vendors. Parents may wish to purchase supplies after teachers have sent requests for any additional supplies home at the beginning of the school year. Copies of the proposed list of supplies are available in the school office or at any of the base exchanges. The School Supply List also appears in Appendix A.

ID Cards
Per our regulations, all visitors to the school must present their ID card at the front office.

BEFORE AND AFTER SCHOOL CARE
For safety reasons, students walking or arriving by car to school should not arrive on the school grounds prior to the beginning of the school day.
Students arriving before the designated time may be sent home. Students are not supervised prior to the start of school nor after school is dismissed. Parents are responsible for seeking alternate arrangements for their children before and after school. The school will not be responsible for students' care before or after school.

PARKING AND STUDENT DROP-OFF / PICK-UP POLICY
Parking is permitted in designated areas only. It is important to note and follow traffic patterns at all time.

Drop-Off and Pick-Up Procedures:
- Never drop-off students while stopped in the middle of passing traffic lanes.
- Pay attention to the teachers and the students performing crosswalk guard duty, and follow their commands.
- Drive forward all the way to the end of loading/unloading zone or to the car parked in front of you.
- Make sure your children have their things prepared in advance for unloading. This will help us to speed up the process.
- As soon as you are parked and are between LOADING/UNLOADING ZONE signs, quickly load/unload students.
- Do not block the pedestrian crosswalk.
- Load/unload the students on the passenger side of the vehicle.
- Please yield to the vehicles passing on your right when you are pulling out after the drop-off.
- Your school will provide additional information as needed.

PLAYGROUND

Use of Equipment
Parents should be aware that not all playground equipment is appropriate for all children who may use the playground. Parents and supervisors should look for posted signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries.

Because all playgrounds present some challenge and because children can be expected to use equipment in unintended and unanticipated ways, adult supervision is highly recommended. A playground should allow children to develop gradually and test their skills by providing a series of graduated challenges. The challenges presented should be appropriate for age related abilities and should be ones that children can perceive and choose to undertake. Toddlers, preschool- and school-age children differ dramatically, not only in physical size and ability, but also in their intellectual and social skills.

Our playgrounds are closed to the public when school is in session. The playground equipment is appropriate for children attending the school. We also ask that all children be supervised at all times. 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.

1. Children should play in a safe and friendly manner. Children may not throw objects (sticks, rocks, dirt, etc.), call others names, argue, 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.

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!

CLASSROOM ENVIRONMENT

Animal or Pets

Per DoDEA regulation, before an animal or pet can be brought into the school for any reason (to include bringing in pets when there are no classes is session), the animal or pet owner must first have written approval from the Principal. Animals that could cause injury or harm to any person, WILL NOT be brought to school. The pet owner will provide a copy of the Veterinarian certificate for the Principal and School Nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the School Nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify our School Nurse in the school Health Office.

Water Bottles

Students are allowed to use personal water containers (plastic only, please) in classrooms and other instructional areas as appropriate. Staff and administrators have the right and responsibility to check the contents of all water containers. Water bottles should be clearly marked with the student's name and teacher.

No food or drinks will be allowed in the hallways, playgrounds, or stage area

CLUBS/EXTRACURRICULAR ACTIVITIES

All after school clubs and activities (i.e. jump rope, art, music, math, sports, etc.) will normally meet only on days that the school follows a full day schedule, NOT on early release days. There is no extra-curricular activity bus for students who participate in these activities. Parents whose child frequently rides a bus must make transportation and/or other arrangements for the student to be picked up from school following the activity. Notification of these activities will be published in the parent newsletter along with the day and time of the activity. In addition, due to unforeseen training, meetings, or teacher absences, an activity may be canceled without advanced notice. The sponsoring teacher will endeavor to notify students and parents of the canceled activity if time permits. If the activity is canceled at the last minute, students will be notified through the school intercom system at the end of the instructional day.

Sponsors of clubs and extracurricular activities determine academic and behavioral (disciplinary) requirements that students must meet to participate in school sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team or student organization.

CAMPUS SAFETY

School security is a national concern. Throughout the United States, youth crime and violence threaten to undermine the safety of our students' learning environment. Since the Department of Defense Education Activity Americas (DoDEA Americas) represents a cross-section of Americana, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment free from the threat or fear of physical violence; free from drugs, alcohol, weapons and other prohibited items; free from hazing, bullying or intimidation; and free from gang or criminal activity.

The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our schools. DoDEA Regulation 2051.1, Disciplinary Rules and Procedures April 4, 2008 outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school. These student conduct expectations apply to student conduct that is related to a school activity while on school property; while en route between school and home, to include school buses; during lunch period; during or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated. Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military

regulations and laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners – students, parents, military leaders, administrators, faculty and staff – to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in The DoDEA Disciplinary Rules and Procedures. The administration at each school is responsible for the management of student behavior.

Child Abuse/Neglect

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9 enclosure 2).
The regulation (2050.9) defines child abuse/neglect as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
    - For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child(42 USC Sec.13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.

  A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.

- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program*(FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or instillations may have additional reporting requirements, processes, or procedures. These additional responsibilities do not however, relieve a DDESS employee from their duty to report suspected abuse to their appropriate school administrator and their FAP.

DISCIPLINE and BEHAVIOR MANAGEMENT

The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior.

The school philosophy remains that the teacher is responsible for discipline in the classroom. The focus in the area of student discipline at all levels should always be teaching appropriate behavior and promoting self-discipline. The lowering of a student's grade shall not be used as punishment. Students' grades must reflect achievement in the academic area, not the appropriateness of their behavior. Students shall not be assigned additional academic work as a consequence for inappropriate behavior, nor shall they be excluded from any part of the school program unless permission is granted from the principal.

Acts of misconduct should, if a first offense, be dealt with through admonition and counseling between the student and teacher on an individual basis. If the inappropriate behavior continues, the parents will be informed and their assistance sought. This may be done through a conference and/or other school resources, such as the school counselor. Should the disruptive behavior continue following the involvement of the parents, the assistance of the principal will be sought. Every student that is referred to the office will have a completed referral form.

The principal may suspend a student based on the seriousness and frequency of the problem. If a student is placed in "In-School Suspension" where space permits, the teacher will provide ample assignments so that the child is able to remain engaged in learning throughout the day. No child should be academically penalized because he/she was placed in "In-School Suspension". Corporal punishment is not an option and will not be administered.

If it is necessary to detain a student after school for disciplinary purposes, contact with the parents will be made so that they may arrange transportation and know the whereabouts of their child. Therefore, the teacher will either phone the parents or send home a slip which explains the date(s) and time(s) that the student will be expected to stay. The parents must sign this slip in order for the student to stay.

GA/AL District Elementary schools operate with four basic rules:

- Be in the right place at the right time
- Treat people, school property and the environment with respect
- Fulfill the responsibilities of a student
- Behave in a manner that reflects favorably upon your family, school, and country

Each teacher has and enforces a classroom discipline plan. The steps of action are:

1. Teacher counsels student
2. Teacher and student conference and/or peer mediation*
3. Teacher calls the parent*
4. Student is referred to the counselor
5. Teacher and counselor meet to develop behavior interventions; e.g., a behavior plan, 504, SST*
6. Teacher and counselor meet with parents to discuss implementation plan*
7. Administration, teacher & counselor meet with parent and student*

*Conferences, detentions, suspensions, or referrals are possible at any time depending on the disruptive behavior.

PROHIBITED ITEMS

Some items prohibited at school include, but list is not all inclusive:

- Toys; e.g., Pokemon, Digimon, Yugi-OH, electronic pets and other related toys, other cards and games
- beepers, cell phones or other portable communication devices
- cassette recorders, radios, walkmans, CD players, iPods or MP3 players
- skateboards, scooters, roller blades, roller skates, wheelies or skate shoes
- stink bombs
- chewing gum or betel nut
- cigarette lighters and matches
- tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- firecrackers
- weapons and/or ammo (real or pretend)
- laser light pointers

SEARCHES

The school has the authority to conduct random and periodic searches of school property and seize contraband items belong to students, and to search student possessions and person when there is reasonable suspicion that the student has engaged in misconduct or is in possession of items prohibited as listed above.

STUDENT RESPONSIBILITIES

Students have the responsibility for being aware of, and respecting the fundamental rights of others, and for participating in the development and observance of all applicable standards of conduct.

SURVELLIANCE
Surveillance equipment is present in the school and on the school buses. Students may be disciplined based on evidence gathered through surveillance equipment.

WEAPONS AT SCHOOL - DoDEA POLICY

DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS

***Inherently Dangerous items: Deadly Weapons**
Weapons in this category include firearms, knives (over 2" blade), explosives, realistic replica guns, nun-chucks, ninja knives, large chains and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.

*** Dangerous/Potentially Dangerous items**
This category includes items not inherently dangerous, used inappropriately to injure or with intent to injure others or instill fear at school or at a school activity including by not limited to unrealistic replica guns, laser pens, small firecrackers, small pocketknives (less than 3" blades), or other inappropriate items.

NOTE: If the school year ends before the length of the suspension/expulsion, students are eligible for re-admittance to school without serving the full length of the expulsion, unless the act occurs during the last 6 weeks of the semester, in which case, the suspension can extend to the end of the next semester.

When firearms are involved, the principal must recommend a full calendar year expulsion.

CORPORAL PUNISHMENT
Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitude of a student. Corporal punishment is not practiced or condoned in DoDEA schools. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

1. **In –School Suspension (where available)**: It is designed to keep students in the learning environment; therefore it will be our first choice when possible. It will depend on the availability of a supervised space within the school.
2. **Shadow Suspension**: When appropriate, the principal may chose to assign a "shadow" suspension where a parent spends the suspension time attending school with the student for the entire day. This involves accompanying the student to each class, and allows the student not to miss valuable instructional time. It also allows the parent to work collaboratively with the classroom teacher by assisting the child during lessons.
3. **Home Suspension**: This is the traditional form of suspension where the student is sent home in the care of his/her sponsors should they be unwilling or unable to participate in the In-School Suspension. A home suspension is an unexcused absence. During the time the student is suspended, he/she may not be present at school or attend any school-sponsored activities. Student work may be made up and graded.

STUDENT CONDUCT
DoDEA Americas has developed guidance for updating and standardizing the policy and procedures for disciplinary action for all students enrolled in DoDEA (April 4, 2008), Regulation 2051.1. The following excerpt lists the grounds for discipline including suspension and expulsion. The document in its entirety is 45 pages and is available on the DoDEA website for anyone wishing to review it. **www.am.dodea.edu; scroll down to DoDEA Headquarters; scroll down to DoDEA Regulations; on the right hand side of the page, select 2000s-Education; select 2051.1.**

E3.1. General. This enclosure describes student conduct warranting disciplinary action or consequence and provides guidance as to the seriousness of offenses. However, this Regulation 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 of the type of conduct that may result in disciplinary consequence and is intended to alert principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. Disciplinary sanctions may be imposed for student conduct:

E3.1.1. While on school property.

E3. I .2.While en route between school and home or any school activity.

E3.1.3. While on vehicles owned by the Government or contracted by DoDEA schools for the transport of students.

E3. 1.4. During the lunch period on a school day, whether on or off campus.

E3.l.5. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, an evening school-related activities.

E3. I .6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions. For out-of-school actions that involve First Amendment rights, there must be substantial disruption to the school.

E3.2. School Bus Discipline. Rules of student behavior and disciplinary procedures prescribed in enclosure 8 that are applicable to students en route by DoD-sponsored school buses between home and school and/or school-sponsored events and activities. The school has the discretion to process disciplinary actions for school bus infractions solely within the context of procedures prescribed in enclosure 8, or as a part of school discipline generally. Disciplinary action that might affect the placement of a student *with disabilities* must be processed under the disciplinary procedures for students with disabilities. (See enclosures 6 *and 9)*

E3.3. Additional Guidance at the School/District Level. In addition to this guidance, individual schools; school districts; or directorates may promulgate student policies/manuals that implement the procedures of this Regulation subject to prior coordination in accordance with subparagraph 5.2.8 of this Regulation.

E3.4. 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 the sponsor/parent/guardian, time out, teacher/student/ conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal 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, unexcused absence, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language; disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. Nothing in this paragraph precludes the imposition of more serious disciplinary actions 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 than contemplated by this paragraph. Grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

E3.5. Grounds for Removal. A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

E3.5.1. Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section I 365(h)(3) of 18 U.S.C.(reference (k)).

E3.5.2. Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (i)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum I-year expulsion is required for the possession of firearms.

E3.5.3. Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.

E3.5.4. Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut.

E3.5.5. Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. A mandatory expulsion recommendation is required for a second offense.

E3.5.6. Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.

E3.5.7. Robbing or extorting, or attempting robbery or extortion.

E3.5.8. Damaging or vandalizing school, U.S. Government, contractor, or private property.

E3.5.9. Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.

E3.5.10. Committing any lewd, indecent, or obscene act; or engaging in habitual profanity or vulgarity.

E3.5.11. Disrupting school activities or otherwise willfully defying 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 forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, *and/or* the violation of *other rules* and guidance established for an orderly educational atmosphere.

E3.5.12. Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).

E3.5.13. Gambling in any form.

E3.5.14. Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.

E3.5.15. 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).

E3.5.16. Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerrys; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.

E3.5.17. Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).

E3.5.18. Forging, cheating, or plagiarizing the work of others.

E3.5.19. Possessing or using fireworks or other explosive devices.

E3.5.20. Violating attendance regulations or policies (i.e., truancy).

E3.5.21. Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and relate technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
E3.5.22. Violating any law, rule, regulation, or policy of the military installation or the school.

E3.5.23. Failing to report or otherwise be complicit in the above-described acts.

E3.6. Notice to Law Enforcement Authorities. The principal of the school shall notify the Installation Commander, or his or her designee for law enforcement or legal affairs, of any acts that may violate local laws or any situations that may pose a threat to the safety or security of the installation.

E3.7. Confiscation of Property. Authorized school officials may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by this regulation, or good order and discipline. Unless possession of the item 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.

MIDDLE SCHOOL DISCIPLINE CHART (See appendix B)

BULLY PREVENTION

In the wake of school violence throughout the world, it is important to analyze the causes of violence and implement preventive measures to assure that every student and adult will feel secure in the school environment. Fort Benning Schools does implement a system-wide **BULLY PREVENTION** program as a part of the Safe Schools and Character Education program.

Bullying has been defined as a means to have power over another and it takes many forms: physical, verbal, and indirect such as gossip and isolation. Bullying leaves long-lasting scars for its victims. Bullies have a higher incidence of antisocial behavior, domestic violence and crime as adults. Society pays a heavy toll for tolerating bullying behavior and bullies.

In the DoDEA GA/AL District Schools and community, bullying will not go unchallenged and will not be tolerated. All students, staff members, parents and the community play vital roles to insure our children are not bullied, do not act as bullies, and will not allow others to bully. Our schools have a moral obligation to provide our students and the school community with the proper information, prevention strategies, and defenses to create a safe, accepting and caring environment for all.

CONSEQUENCES FOR BUS INFRACTIONS (See appendix C)

EMERGENCY PROCEDURES

Civil Disturbances and Acts of Terrorism

These are politically driven acts of violence. The chances of a civil disturbance or terrorist act occurring in or around the school are very low. Should a civil disturbance or act of terrorism occur at the school, the following actions will be taken:

1. The school administrator will be notified immediately.
2. A school administrator will notify the Security Police or designated base Command Post.
3. The school will follow all procedures and instructions of the Command Post. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials or base commanders to ensure the measures are appropriate with the measures contained in the base FPCON plan. A list of the FPCON conditions is listed in DoDEA Reg. 4700.1, Enclosure 3.

Crisis Information Webpage

DoDEA has established a Crisis Information Web page to help families, educators, and community members understand how to best meet the needs of DoDEA students, staff, and community members in the event of a crisis. The website provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults cope with the stress and anxiety associated with traumatic incidents. This web page can be found at: http://www.DoDEA.edu/instruction/crisis/.

Emergency Evacuation

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office. In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home we will make every effort to contact each sponsor. During the time of any evacuation, all students will remain with their teachers. If information is received from our district office or from the Command Post to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during times such as these. **Again, it is imperative that the school has updated contact information in case of any type of emergency.** Please contact the school office to ensure all contact numbers are updated and current.

Emergency School Closure

Emergency school closure occurs when unforeseen circumstances such as broken water pipes, flooding, loss of power, severe weather, etc., warrant closure to be initiated during non-school hours. The decision to close the school is made through input from the administrators, our superintendent, and the Commander. An announcement of the closure will be broadcast on TV and/or radio, One Call, and through the base command units.

The One Call System allows for each school to contact all of their parents and/or staff with one phone message through an automatic dialing system. At the District level it allows a message to be sent to all parents and/or staff in the same method. This allows greater security and sharing of information with parents and staff. There is a POC at each location that has the necessary codes to access the system.

There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, staff members will alert all classrooms. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring them to the office and the office staff will assist in contacting the parent. For these emergencies ***STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED.*** As stated before, please **ensure all contact numbers are updated at all times** with both your child's teacher and the school office.

Fire Drill Evacuation Plan

Fire drills are conducted once each week during the first four weeks of school, and once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

Fire Alarm Pull Switches

If a student intentionally pulls a fire alarm switch, they are subject to a probable suspension from school. The student will be reported to the military Fire Department and parents will be notified immediately. Pulling of the switches will not be tolerated and disciplinary action will be taken.

Severe Weather

The tornado season may spawn many severe storms that may affect the military community. It is essential that parents are aware of the local warning system at all times. School attendance may be modified based on storm conditions.

School will be dismissed when the Commander deems it a necessity. Updated information is regularly broadcast on local TV channels and/or local radio stations.

GROOMING AND DRESS

Students are encouraged to take pride in their dress and conduct. All students are expected to dress neatly. Clothing should be appropriate, comfortable and not embarrassing or distracting to others. Students must observe and maintain healthy personal hygiene. Grooming is discouraged during class time. Students shall be required to dress appropriately in accordance with the following requirements to maintain social standards appropriate to a proper learning atmosphere. The following are minimal expectations for dress:

Accessories

No student shall wear sunglasses indoors unless proper medical certification is presented. Sunglasses not medically required may be confiscated. Jewelry should be kept to a minimum. For safety reasons it is strongly recommended that long dangling earrings not be worn to school.

Clothing

The following guidelines apply: Attire advertising drugs, alcohol, sex, signifying gang involvement or affiliation are prohibited. Attire should neither be excessively loose or tight-fitting. Shorts, skirts, skorts and dresses must reach the end of the wearer's finger tips when arms are straightened loosely along sides or no higher than mid-thigh. Cropped/halter tops (no bare midriffs), sheer and spaghetti-strap clothing that reveal an excess amount of bare skin is prohibited. Tank tops and other revealing types of athletic shirts should not be worn. Clothes should be neat and clean.

Uniforms are required daily for students in middle school. Parents will be notified when their student is out of the required uniform. There may be days when the uniform requirement will be suspended for special events or other occasions; however, there will be a school announcement made regarding those special events.

Footwear

Shoes must be worn at all times. Only closed toe shoes should be worn. Zories, flip flops, slippers, and steel-toed shoes are not allowed for safety reasons. Sandals may be worn provided they are safe and will not pose a hazard for the student. The heel on footwear should be no more than a half-inch high. Students should plan to wear tennis shoes or other athletic footwear when possible on Physical Education days. We strongly recommend that tennis shoes/athletic footwear be worn at all times.

Hair

Hairstyles must not impair sight or prevent adults from seeing the student's eyes. Dyed hair is prohibited (i.e., green, red, yellow, purple, etc.). In addition, hairstyles may not be outrageous or excessive.

Hats and Headwear

No hats or head coverings are permitted in the building or classrooms. This includes headwear such as bandannas. Hats are permissible on the playground. Students should hand carry hats for wear during recess to the cafeteria. Exceptions are to be approved by the principal or the designee.

HEALTH SERVICES

Emergency contacts and phone numbers MUST be up to date in case your child becomes ill during the school day.

Height/Weight/Vision/Hearing Screenings

The School Nurse is responsible for the following areas:

- Screening for visual, hearing, scoliosis, and other physical problems with appropriate referrals and follow-up. Information from these screenings is confidential, available only to parents and authorized DoDEA personnel.
- 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.

Illness

For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, the parent or guardian will be notified to pick up the student. If a parent cannot be reached, the emergency contact person will be notified. If we are unable to reach the emergency contact, the sponsor's supervisor will be contacted. Any student with the following symptoms or communicable diseases should ***not be*** sent to school, and ***will be sent home***:

- Fever of 100° or higher
- Severe nausea, vomiting or diarrhea
- Suspicious skin rash
- Active head lice
- Conjunctivitis (pink eye)
- Impetigo
- Chicken Pox
- Scabies
- Other symptoms which may interfere with student's learning and classroom performance

Re-admittance Criteria:

- **Fever free for 24 hours after school exclusion for temperature 100° F or higher**
- No significant nausea, vomiting, or diarrhea for 24 hours
- Chicken pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
- Lice treatment initiated
- Impetigo lesions covered and under care of medical provider
- Conjunctivitis, signs of infection have cleared
- Ringworm covered, under care of medical provider
- Scabies, 8 hours after first prescribed treatment

If your child has any of the above mentioned communicable diseases please notify the school nurse.

DoDEA policy states that a child must be fever free (temperature less than 100°) for 24 hours **WITHOUT** Tylenol or Motrin. Unfortunately, many children return to school the day after they have been sent home with 100°+ temps. These children are still potentially infectious and they will be sent back home. Please help us protect our large population from the spread of all infectious occurrences.

Medication

For the protection of your child and school staff, we must adhere to DoDEA standards of safety measures regarding the administration of medication.

- **Medication may NOT be transported to or from school by a student. This includes Tylenol, aspirin, and cough drops. A parent needs to bring the medication directly to the nurses' office.**

Administering Medication

- We encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the School Nurse in **the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date.** Prior to administering the medication, **the physician and parent must complete and sign a medication permission form.** This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications (such as Tylenol, cough medicine, cough drops, etc) to students.
- The School Nurse may train unlicensed personnel to give medications in his or her absence. Designated unlicensed personnel must demonstrate competency in administering prescription drugs before assisting students with medication. In-service training shall include instruction in the safe administration of medication.
- Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Standing Prescription Orders

Standing prescription orders are written by a physician and apply only to students for which the order may be applicable. It is not necessary for the physician to have previously examined the student. Due to the complexity and joint service provision of health care services to the DoDEA organization, it is not feasible to provide universal standing orders for DoDEA School Nurses worldwide. Individual specific standing orders should be obtained for children with long-term illnesses that require treatment at school. Standing orders must be renewed annually.

Storage of Medication

Medications must be kept in a locked cabinet at school, with the exception of asthma medication. Students diagnosed with asthma must have doctor and parental permission to carry their medication as well as a signed statement taking responsibility for the proper use of the medication.

Minor Injuries

Injuries requiring minor first-aid treatment such as scrapes, cuts, minor burns, and insect stings will be managed at the school level by one of our Registered Nurses or other appropriate school personnel.

Serious Injuries

In the case of serious injury or illness the following procedure will be followed: The sponsor and/or spouse will be contacted immediately. In the event contact with the parent is not possible, the EMERGENCY CONTACT person will be called. **PLEASE MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IS CURRENT AND CORRECT**. A 911 call will be initiated when the administrator or School Nurse determines the nature of the illness or injury requires emergency medical attention.

Immunizations

Students who enroll in DoDEA schools are required to meet specific immunization requirements. Official proof of immunization must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance i.e., copy of child's immunization/shot record. (The state of Georgia requires a specific Immunization Certificate form 3032. This form can be obtained at the Martin Army Hospital Immunization Clinic by appointment.)

As of July 2010, DoDEA aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made for students transferring to a new location allowing up to 30 calendar-days after enrollment to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccination must be obtained within 30 days of initial enrollment.

There are wall mounted, Powerheart AED Defibrillators located at each school. 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.

LOST AND FOUND

All articles found at school are to be turned to the office, or the classroom teacher. Items, such as jewlery or money, must be turned into the school office to be claimed. Unclaimed articles will be donated to charity, after a reasonable amount of time. Students may check the lost and found area in the office for lunch boxes, articles of clothing, and other items.

LUNCH PROGRAM

We serve a nutritious USDA compliant hot lunch in our school cafeteria.

Free and Reduced Lunch: Parents interested in applying for free or reduced lunches may pick up an application in the school office. ***Families are required to reapply each year***.

- Until students are approved for free or reduced lunches they must either pay full price for lunches or bring a lunch from home.
- Please notify the Child Nutrition Program if you have a child beginning school this year whose sibling was in the Free/Reduced Lunch Program last year. Free/Reduced Lunch Applications for those children who were in the system last year must be renewed each year within the first thirty (30) operating days of the school year.

Menus: Menus are distributed to students once a month and are published on the school website.

Food Allergies:

Students who have documented food allergies must provide a doctor's statement indicating the nature of the food allergy and what substitutions are to be provided.

Outstanding Lunchroom Balances and Charges:

A new procedure for handling outstanding lunchroom charges has been adopted by the District to insure that sponsors are informed of the status of their child's lunch account as well as to enable the District to collect these balances in a timely manner. The procedure follows:

- Low balance letters will be sent out once a week when full price students reach a balance of $7.00 and below, and reduced price students reach a balance of $2.00 and below.
- If a student charges 2 meals, an attempt to contact the sponsor will be made by telephone. If the sponsor cannot be contacted after three attempts, a letter will be mailed requesting that the outstanding charges be paid. If the balance is not paid within ten (10) working days, the assistance of the superintendent and the sponsor's military commander may be sought.
- Parents may call for an account balance at any time. Money may be sent with the student in an envelope marked with the student's name and teacher, or parents may come to the cafeteria to make payments. **Please do NOT come to make a payment during serving hours.**
- To better monitor your child's balance, please inform the cashier/manager if you do not want your child to purchase ala carte items with money in their account. Milk sold separately is considered ala carte. If the child does not bring a drink and doesn't have money in his/her account, a cup is given for water from the drinking fountain.
- Student should not borrow money or lunch from another student. They should not use another student's PIN number or charge lunch on another student's account.

Alabama Computerized Lunch System (Ft. Rucker and Maxwell Air Base)

Our Lunch Program is a computerized system providing each student with an I.D. number and account to use when paying or prepaying for meals. Advance payment into this account may be made weekly, monthly, annually or in other increments desired by the parent. Parents/guardians are responsible for keeping the student lunch accounts current.

- All students are required to pay cash at the time of purchase for ala carte items.
- **If you write a check** make sure your current contact information is printed on the check to include phone number and correct military unit.
- Money may be added to the account Monday through Friday, 8:15 AM – 12:30 PM. While pre-payment is preferred, it is not mandatory, and students may pay cash on a daily basis.
- Money may also be added to the students account via the web at LunchPrepay .com. With LunchPrepay.com you never have to worry about lost lunch money again. LunchPrepay.com is a secure, easy and convenient way to apply funds directly to your student's account online. You can even check the account balance and keep an eye on what your student is buying! As an added convenience, parents can receive a Low Balance notification email alerting the parent that the student's account will need another payment applied soon. www.LunchPrepay.com has been designed to make it easy for you to know exactly what information you need to provide and to guide you through the process.
- Parents/guardians making payments for more than one student in the family should indicate the names of the students and teachers. Please write separate checks for each school, made payable to "Dependents School Lunch Fund."

Personal checks submitted for payment that have insufficient funds will be charged a $30.00 minimum service charge and will be collected through CheckCare collections agency.

Maxwell Air Base, Alabama Meal Prices **

BREAKFAST		LUNCH	
Regular	$1.00	Regular	$2.30
Reduced	$.30	Reduced	$.40
Milk	$.50	Fresh Fruit	$.50

**** Prices subject to change**

Lunch from Home

Please insure that the lunch:

- Contains a variety of nutritious foods.
- Does not require the use of the microwave or refrigerator.
- Does not contain carbonated drinks.
- Is not packed in an unsafe food container.
- We discourage bringing fast food from local restaurants into school cafeterias.

Parties and Parent's Lunch at School:

- All children eat at school whether they buy or bring their lunch. If you wish to eat lunch with your child on special occasions, please make reservations with the cafeteria cashier.
- Due to allergies, a focus on nutrition, and maximizing instructional time, the GA/AL District wants to limit bringing in "birthday treats" to share. Contact your child's classroom teacher for updates.

Lunchroom Behavior

- Use good table manners.
- Talk softly.
- Be courteous and respectful to everyone.
- Always walk and watch where you are going.
- Objects, including food, are never to be thrown.
- All food/drinks are consumed in the cafeteria.
- Remain seated at your table until dismissed.
- Do not share your food and do not ask for food from other students. Parents pay for/prepare what they want each student to eat for lunch.

Nutrition Break

Many teachers schedule a nutrition break during the day. Parents may send fruit, cheese/crackers, 100% juice, and other nutritious snacks with their children for this break. Donuts, candy, chips, soda, etc., are not considered to be nutritious and therefore, is not allowed as a snack or at lunch.

Parental Involvement

Research demonstrates that parent involvement is essential for student success. Although you may not become involved in all committees and support organizations in the school, we encourage the following activities for your parental support:

- Join PTO and participate in meetings and activities.
- Have lunch at school with your child regularly.
- Volunteer in your child's classroom.
- Establish a daily study time at home (even when there's no homework).
- Join the faculty on the first Wednesday of the month for our School Improvement Leadership Team meetings
- Keep informed of school events and activities by reading the School newsletter and your child's classroom newsletter.
- Communicate frequently with your child's teacher.
- Prepare for and participate in parent-teacher conferences.
  Ensure your child has a well-balanced breakfast and comes to school with completed homework, lunch money and school supplies.

IN-SERVICE/STAFF DEVELOPMENT DAYS /EARLY RELEASE

Teaching is a dynamic profession, therefore, teachers need to constantly receive in-service training to ensure that they are current and on the cutting edge of what is happening in the field of education. DoDEA incorporates in-service and staff development days throughout the school year. These days are over and above the 180 instructional days in the school calendar. Training may be scheduled for a full day or on Early Release days. This time will give the teachers a block of time to meet and work on school improvement goals and other staff development training. Parents are always welcome and invited to attend these staff development/in-service training sessions. These dates are noted on the school calendar as soon as planned and throughout the year in our school newsletters. At various times throughout the year, additional staff development/in-service days may be scheduled. We will notify parents of these dates as they are announced through our school newsletter.

PARENTAL 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 GA/AL DISTRICT Superintendent's Office, 706-545-7276.

These procedures follow the correct chain-of-command/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.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first grading period. Report cards are distributed to parents during the conference. Conferences to discuss concerns, questions, and student progress may be scheduled at any time during the school year. Parents are encouraged to contact their child's teacher as soon as questions arise. Requests for conferences may also be left at the school office for delivery to the teacher.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO, an organization of parents and teachers, works for a better school environment by providing both financial and volunteer support for our school programs. The PTO sponsors a variety of activities such as book fairs, school pictures,
monthly birthday celebrations for all children, the sale of school t-shirts and many other events.

The Parent-Teacher Organization consists of the following positions: President, Vice President, Secretary, and Treasurer. In addition, there are several committee coordinator positions that vary by the school PTO such as volunteer, spirit week, membership and box tops. If you are interested in volunteering, serving on the executive board, or being a committee coordinator, please contact the PTO.

PTO Objectives

The PTO is a non-profit, non-partisan, and non-sectarian organization. It cooperates with the school to support the improvement of education in ways that will not interfere with the education of students or the mission of the school and does not seek to control school policies.

Specific objectives include:

- Providing a medium for exchange of information among parents, teachers, and other interested groups.

- Encouraging and developing programs and activities, which serve to enhance the quality of student education.
- Identifying and promoting opportunities for students to secure the highest advantage in their academic, physical, and social growth.
- Encouraging and maintaining a working dialogue between members, the local educational school system, the local government, and the community at-large on matters affecting the general welfare and education of students. Membership is open to all parents and legal guardians of students attending the school as well as school staff. Contact the school for membership information.

VOLUNTEERS

Volunteers are always needed and are a part of the total school program. They assist in the classrooms, office, special subject and resource rooms, and educational support areas. If a parent is volunteering in a classroom, we ask that you please make alternative arrangements for siblings. They are not allowed in the room during the instructional day. We encourage active participation by parents in their child's education and while, younger children are precious, they may be distracting to students in the classroom. We appreciate your understanding and thank you for your support.

DoDEA Policy requires that prospective and current schoool volunteers shall be subject to a standardized application process that includes completion of an application form and standardized background checks. Volunteer applications are available in the school office or in Appendix E of this handbook. **Please allow 5 business days for processing of all volunteer request forms.** Once a background check is completed, a volunteer approval is valid for 3 years.

Copier Usage

Volunteers are not allowed to use the school copiers unless they have completed training. The office will maintain a list of volunteers who complete this training. If you are a volunteer and would like to have training, please inquire about training in the school office.

RIGHTS & RESPONSIBILITIES

PARENTAL Responsibilities

- See that your child is punctual and regularly attends school.
- Develop, maintain, and model for your child a respect for lawful procedures and the rights of others.
- Maintain continuous communication with the school and your child's teachers.
- Monitor your child's academic progress.
- Maintain open communication with your child about proper school attitudes and behavior.
- Investigate concerns your child brings home for better understanding and proper resolution of these concerns.
- Respect the ideas and feelings of school personnel and students.
- Promote and encourage appropriate grooming and attire.
- Provide your child with a lunch daily.

School Responsibilities

- Students will be provided a learning environment that is safe and encourages their best efforts.
- Students will be provided with opportunities to become actively involved in their learning.
- Students will be provided with opportunities to participate in extra-curricular activities that extend their interests and abilities, subject to availabilty of funds.
- Students and parents will become essential elements in an educational School-Home Partnership.
- School-Home communications will be maintained to assure that information about school programs and activities is made available in a timely manner.
- Students, parents, teachers and the administration will be provided with collaborative opportunities to work together toward continually improving the total educational program.

Student Rights and Responsibilities

- Students have a right to receive a quality education. Students have a responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set by the teachers.
- Students have the right to be informed of the educational progress and deficiencies, to receive regular teacher evaluation, and to have assignments and tests evaluated and returned.

- Students share with the school staff the responsibility of developing a climate within the school that is conducive to productive learning.
- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and repect the rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone else in school.
- Students have a right to privacy, personal property, and personal space.
- Students and parents must be responsible for class attendance.
- Students are responsible for maintaining property, properly caring for textbooks and other equipment issued by the school, obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.
- Students have a responsibility to respect the privacy of others, their personal property, and personal space.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender of others. All students have the right to fair and equal opportunities in all activities.

Freedom of Expression

Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted, unless its exercise interferes with the orderly conduct of classes.

- Students have the right to recite the Pledge of Allegiance and salute the American flag, but may decline to do so long as they respect the rights of others who wish to do so.
- Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations. Students have a responsibility for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth.

SCHOOL BOARD

School Boards act in an advisory capacity, providing input to the Superintendent and administrators in the area of fiscal, personnel and educational policies, procedures and programs. The DoDEA district superintendent makes the final decisions on matters affecting the school district.

School board members are expected to attend all open and executive session school board meetings. School board members participate in the development and oversight of fiscal, personnel, and educational policies, procedures, and programs. They provide counsel to the Superintendent on the operation of the school and the implementation of the approved budget. Board members participate in the development of school policies, rules, and regulations, in conjunction with the Superintendent, and recommend which policies shall be reflected in the School Policy Manual.

SCHOOL NEWSLETTER

School newsletters are published throughout the school year. The school office will email the newsletter to all parents whose **correct email address** is on file in the school office. The school newsletter is emailed in a PDF format. Your computer will need to have the Adobe Acrobat Reader installed in order to view the newsletter. You can obtain this program (if you do not already have it installed on your system) on the Internet for free. If you are unable to or have difficulty opening the newsletter, the office will print a copy for you. The purpose of our school newsletter is to inform our parents, teachers and general military support of upcoming events and activities taking place in our educational system. Please keep an accurate email address on file in the school office.

SCHOOL PICTURES

The PTO schedules school pictures for all students within the first two months of school. Schedules, picture packages, and additional information is sent home with your child well in advance of school picture day. If you have a problem with your child's photographs, please contact the school office and a contact name and number will be provided to you. The school is not responsible for the quality, misplacement, or services of school pictures.

STUDENT PLACEMENT AND CLASS SELECTION

Students are placed in classes based on their learning needs and the number of students already assigned to classes. An administrator is responsible for these decisions. Every attempt is made to maintain well-balanced and equitable groups.

NAME REQUESTS FOR TEACHERS ARE NOT ACCEPTED. The school will do its best to match your child's learning style with a matching teaching style. If you wish to discuss your child's placement, please contact the school Principal, not the child's teacher.

STUDENT RECORDS

Parents may review their child's cumulative school records at any time, with the assistance of school personnel. School records may not be removed from the main office.

CHANGE IN STUDENT INFORMATION

It is imperative we maintain accurate, up-to-date information on each student enrolled in our school. We request parents to notify us **immediately** if there is a change in any of the following information:

- Home address
- Home telephone number
- Work telephone number
- Emergency contact name and/or telephone number
- Rotation date
- Mailing address
- Student health concerns/allergies
- Student's Last Name
- Email Address

We are legally required to maintain current orders or extension to orders in order to enroll or reenroll all students.

COURT ORDERS

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

POWER OF ATTORNEY

IF YOU PLAN TO BE TDY, OR ON ANY OTHER TYPE OF LEAVE while your child(ren) is/are attending school, please be sure to obtain a special power of attorney to be used in case of emergency, and inform the teacher and school office of the name, address, and telephone number of the person taking care of your child. In addition, please notify the School Nurse, so they will know whom to contact in case of emergency. The School Registrar will keep a copy of the power of attorney in your child's cumulative file for emergency situations.

WITHDRAWALS AND TRANSFERS

Upon receiving final notification of your departure from the community, please inform the school office personnel (registrar) **at least two weeks** prior to your actual departure. This notification is needed to prepare your child's report card and other school records. No progress marks are given in any quarter unless the child has attended school for 20 days during that quarter. In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter.

Elementary school withdrawal is different than higher grades regarding requirements and is based on the 20-day rule. With ten days prior notification, parents are welcome to pick up student records from the office on the last day of student attendance, after 2:30 p.m. The sponsor/spouse must sign for records, provide a copy of orders, and present an I.D. to receive the child's school records.

It is DoDEA policy that **copies** of student records are sealed and given to parents to be **handcarried** to their next school. ***Official (original) records will be sealed and mailed upon request by the receiving school.*** Parents who would like a copy of their child's records for their personal files must personally request an extra set of records to be made when filling out the withdrawal form. We cannot make personal copies without advance notice. It is a requirement to clear all debts (payment for lost or damaged books, library fines, cafeteria charges, etc.) **BEFORE** the last day of attendance.

Early Departure of Students

If a student is departing school with less than 20 school days **in attendance**, prior to the end of the school year and due to official military orders, the following statement will be written on their report card:

> ***"Although (student's name) was unable to complete the school year due to the military transfer of his/her family, had he/she continued their current progress through (the date for 20 days of attendance) he/she would have been promoted to grade __ next school year."***

If a child is departing school on or after the date of 20 days of attendance in the 4th quarter his/her report card will be completed as usual, to include all grades, comments, and promotion to the next grade level.

Early Withdrawal Policy per DoDEA Policy

Excerpt from policy: The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade. At the elementary school level, administrators may annotate the child's progress report to indicate the student's status.

STUDY TRIPS

Academics are not restricted to the classroom, but take place in the community as well. Therefore, study trips may be ongoing throughout the school year. A letter from your child's teacher, to include the date, time, and destination of the study trip, will be sent home the week prior to the planned trip. At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children ***MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT*** before they go on any trip leaving the school. If a parent does not not want to send their child on a study trip, the teacher will make alternate arrangements for the child to attend another class for the period of the study trip or parents may elect to keep their child at home. Parents may attend the study trip with the child in these instances. Chaperones may not bring siblings/infants on a study trip. As an invited chaperone, one's responsibility must be to help supervise all the students in the classroom.

Guidelines for Chaperones

1. All chaperones pay their way (entrance fees, transportation, if not DoDEA funded bus, etc.).
2. Other younger/preschool age children in the family **will not** be allowed to accompany parents on a trip, as they tend to distract parents and students alike.
3. Children from other classrooms **will not** be allowed to accompany their brothers/sisters on a study trip.
4. **UNDER NO CIRCUMSTANCES ARE CHAPERONES TO SMOKE OR DRINK ALCOHOLIC BEVERAGES AT ANY TIME DURING A STUDY TRIP.**
5. Chaperones are required to accompany the class to and from the trip. Following the bus in their private vehicle is not close supervision.
6. Chaperones may not transport their student or any other student to and from the study trip. Students are required to ride the bus to and from the study trip. ***Under no circumstances may a child be checked out from the study trip (with the exception of a bona fide emergency).*** The child **MUST** return to the school and then he/she may be checked out at that time.
7. Chaperones must have an **approved** volunteer application on file prior to attending a field trip as a chaperone. **Please allow 5 business days for processing of all volunteer request forms.**

TELEPHONE MESSAGES

Teachers

To avoid disrupting instructional time, only *emergency messages* will be delivered to teachers in classrooms. All other messages will be placed in teachers' boxes or sent to the teacher via email, which they may be able to receive during the "Specials" period or at lunch. To ensure the teacher receives the message, please call by 10:00 a.m. to allow the school office ample time to send the message. In addition, the school intercom system will not be used to deliver messages to students or to check your child out of the classroom unless there is an emergency approved by an administrator.

Students

Due to classroom transitions throughout the school day, it is not always possible to relay phone messages to students. To avoid disrupting instructional time, only *emergency messages* will be delivered directly to classrooms. All other messages will be sent to the homeroom teacher via email. **The school office cannot guarantee delivery of phone messages to students received after 1:00 p.m. Please provide your child with transportation/pick-up instructions prior to start of school.**

TRANSPORTATION

Bicycles

Some students arrive and depart school on bicycles. These students need to wear safety equipment, take precautions, and use extra care crossing streets when riding their bikes to and from school. Students are to **walk** their bicycles on the sidewalk and not on the grass. Failure to walk their bikes on the school campus will result in the confiscation of their bicycles.

Bicycle Racks

Students must place their bicycles in slots on a school provided bicycle rack. Students are **not** to leave their bicycles on the ground or park them in front of the exit doors. Students should not take up more than one space for their bicycle. Students are strongly encouraged to lock up their bicycles. **The school is not liable for missing or stolen bicycles**. Bicycles not parked appropriately may be confiscated for pickup by student or by parent.

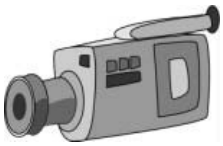
BUS PROCEDURES

Student transportation is the responsibility of the Student Transportation Office with support from the school principal. All students who ride DoDEA school buses must be registered with the DoDEA schools. All Pre-Kindergarten, PSCD and Kindergarten students ***MUST*** be picked up by a parent/guardian at the child's bus stop location. Bus drivers are not authorized to release these student if the parent/guardian is not there to pick them up. Students will be brought back to the school office and parents will be notified to come pick them up. Students must be picked up immediately after the sponsor is notified, or Security Forces may be notified.

Parents, sponsor, guardians and students are reminded that bus transportation to and from school is a privilege, which can be revoked administratively when students violate the expected standards of conduct and discipline while riding the bus.

Students should follow the same basic guidelines as listed under Behavior Management Plan (Appendix C). When a student violates these rules which have been provided for student safety and well-being, school administrator or transportation officials can suspend student's bus privileges (see Appendix E & F). It then becomes the sponsor's responsibility to provide transportation to and from school for the student during the period of suspension. All questions concerning student transportation should be addressed to the transportation office.

CONSEQUENCES FOR BUS INFRACTIONS (See appendix C)



Video Surveillance

School buses may be equiped with video cameras. Public areas of the school may also have video surveillance as a means to ensure safety of our students.

Scooters and Skateboards

The use of scooters AND skateboards anywhere on campus is prohibited at all times. If a scooter or skateboard comes to school, it will be confiscated for the day and **MUST** be carried off campus at the end of the day. If a student is caught riding their scooter or skateboard on campus, it will be confiscated and turned into the office. Parents may be notified. Signs are posted throughout the campus to remind the students of this policy.

Skate Shoes

Skate shoes are strictly prohibited anywhere on campus. While these shoes, with retractable wheels ("wheelies"), may be a lot of fun, they present a serious safety concern at school. Students should not wear these types of shoes to school at any time, for any reason. Failure to follow this policy will result in a phone call to the parents requesting another pair of shoes, and/or the wheels being removed and kept in the main office for pickup.

Visitors

Parents and other responsible adults are always welcome at school. If you know in advance that you will be visiting your child's classroom, we encourage you to notify your child's teacher ahead of time so they are prepared for your visit. We do not allow students to bring friends or other non-registered students to school due to liability and space restrictions. In addition, parents may not bring younger siblings, other children, or babies with them when they visit or volunteer in a classroom. This can be a serious distraction from the learning environment for all students.

DoDEA policy mandates use of visitor badges and positive identification of all visitors and contractors. In compliance with this policy, upon arrival, **ALL** visitors are required to come to the school office, sign in, show identification, and receive a visitor's badge. **All** visitors **MUST** sign out and return the visitor's badge upon leaving the building.

VOLUNTEERS

Inorder to ensure the safety of all students, DoDEA policy requires that all volunteers complete an application and background check. Temporary school volunteers must not have have unsupervised access to students and must be under the direct-line-of-sight supervision of a DoDEA employee at all times. A specified volunteer may have unsupervised access to students once they receive a favorable background check. The military police department is the point of contact for background checks. An outside licesnsed agency may provide the backgound check, however it must be mailed from the agency directly to the school principal. The application may be found in Appendex E.

Appendix A:

GA/AL Elementary School Supply List
SY 2012-2013

PreK	
Backpack	1
Folders- pockets	2
Crayons-beginner 8 count	1
Pencils-#2 hardness	1 package
Glue sticks	2 large
Kindergarten	
Backpack	1
Supply box – plastic (Not a McBride)	1
Crayons-24 count	1 package
Folders-pockets, prongs (Plastic style last all year)	3
Eraser (bar style, not pencil cap style)	1
Pencils #2 hardness	2 packages
Glue Sticks	2 large
1st Grade	
Backpack	1
Supply box-plastic	1
Markers-washable	1 package
Folders-pockets, prongs	2
Composition Notebook-Primary	2
Eraser (bar style, not pencil cap style)	1
Pencils #2 hardness	2 packages
Glue sticks	2 large
Crayons (24 count)	1 package
2nd Grade	
Backpack	1
Supply box- Plastic	1
Pencils-#2 hardness	2 packages
Notebook paper-wide ruled	2 packages
Markers-washable (Not at Maxwell)	1 package
Folders-pockets, prongs (Maxwell -2 folders) (4 prong @ McBride)	6
Composition Notebook	2
Crayons (24 count)	1 package
Eraser (bar style, not pencil cap style)	1
Glue Stick	4 large
Special Requests:	
Stowers Elem- Spiral notebooks (Single subject)	2
McBride Elem- 3 ring binder @ 1” (Single subject)	1
3rd Grade	
Backpack	1
Supply Box-plastic	1
Folders- pockets, prongs	8
Notebook paper	1 package
Pencils- #2 hardness	2 packages
Colored Pencils	1 package
Crayons (24 pack)	1 package
Composition Notebook	3
Eraser (bar style, not pencil cap style)	1

Spiral Notebooks (if not listed below under special requests)	2
Glue Sticks	4 large
Special Requests:	
Dexter-Spiral Notebook	1
Maxwell-Spiral Notebook	1
Rucker Elem-Spiral Notebook	3
Special Requests: 3 ring Notebook-none if not listed below	
Maxwell Elem- 3 ring notebook @ 1”	1
Stowers Elem- 3 ring notebook @ 1”	1
4th Grade	
Backpack	1
Dividers	8
Notebook paper	2 packages
Composition Notebook	3
Spiral Notebooks	3
Crayons or colored pencils – student choice	1 package
Supply box – plastic	1
Pencil Pouch	1
Pencils (#2 hardness)	2 packages
Glue Sticks	2 large
Eraser (bar style, not pencil cap style	1
Special Requests:	
White-3 ring notebook @ 1 ½” (no trapper keeper)	1
Maxwell-3 ring notebook @ 1 ½” (no trapper keeper)	2
Rucker Elem-3 ring notebook @ 1 ½” (no trapper keeper)	2
Stowers-3 ring notebook @ 1 ½” (no trapper keeper)	2
Dexter-3 ring notebook @ 1 ½” (no trapper keeper)	2
McBride-Pocket Folders	3
5th Grade	
Backpack	1
Supply Box-Plastic	1
Pencil Pouch	1
Composition Notebooks	3
Folders- pockets, prongs	6
Notebook paper	2 packages
Pencils - #2 hardness	2 packages
Markers-washable, fine tip	1 package
Eraser (bar style, not pencil cap style)	1
Glue sticks	4 large
Colored pencils	1 set
Red pens	2
Binder (3 ring-2 inch and 6 dividers-McBride and Maxwell only	1
6th Grade @ Rucker Elementary	
Backpack	1
Pencil Pouch	1
3 ring notebook @ 2”	1
Dividers	6
Notebook paper	2 packages
Special Requests:	
Composition Notebooks	4
Red ink pens	12 pack
Graph paper	1 pack
Pencils # 2 hardness	2 packs

GA/AL MIDDLE SCHOOL SUPPLY LIST

Middle School Supply List

- (2) Combination locks for hall & PE locker (Faith)
- (2) Package loose leave notebook paper
- (1) **2"** binder (3 rings) with plastic slip in front that can be divided into subject areas
- (6) index dividers with tabs and pockets for binder
- (2) spiral subject notebooks (Faith MS only)
- 1 composition notebook-no spirals
- (5) Folders with 3 prong fasteners and pockets
- Soft pencil case - zippered (that can fit in binder)
- Highlighters
- 2 Pkg of #2 pencils
- Blue/black pens (erasable)
- 1 Pkg red pens (Maxwell only)
- 1 pkg graph paper for math
- Box colored pencils
- 1 pkg dry erase markers (labeled)
- 12" Ruler with inches and centimeters

ELECTIVE CLASSES:

- (4) Folders with 3 prong fastener

CALCULATORS - Home Use

Texas Instrument (TI) 83 plus 84 or 84 plus or TI-73 calculators. Students will need the calculators for homework. Calculators will be provided for classroom use only.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

PHYSICAL EDUCATION (PE)

Students Must Wear:

1. **PE Shoes**
2. **Uniform**

Faith MS

Girls – Navy blue shorts & plain gray t-shirt
Boys – Black shorts & plain white shirt
*PE uniforms can be purchased in the FMS office

Maxwell MS

Boys, Girls -Maxwell T-shirt and gym shorts

Appendix B: Middle School Discipline Chart

Unacceptable Actions	Consequences		
Action/Behavior	1st offense	2nd offense	3rd offense
Alcohol possession/use/evidence of Intoxication ** possible 11 day suspension with expulsion hearing if sale and distribution	5- Day suspension Counseling referral Notification of Military Police **	6-Day suspension Expulsion hearing	
Assault:(Physical) of a staff member	** Over 10-Day suspension Expulsion hearing//Military Police notice// anger management Referral		
Assault: (Physical) of a student, inflicting serious harm to others	** Over 10-Day suspension Expulsion hearing//Military Police notice// anger management Referral		
Assault: Sexual (to include groping, fondling and consensual sexual acts)	** Over 10-Day suspension Expulsion hearing//Military Police notice// anger management Referral		
Bus Behavior Infractions (See consequences for bus Infractions)			
Cheating/plagiarism(To include copying papers, copying test/quiz answers, talking during test/exams, sharing test questions and answers, etc.) and plagiarizing the work of others	2 - after school detentions, teacher gives no credit on assignment, Teacher-Parent-Student conference	1- Day in-school suspension Teacher gives no credit on assignment, Teacher-Parent-Student conference	2- Day in-school suspension Teacher gives no credit on assignment, Teacher refers student to administration
Computer-Abuse- or Crime- (Access or supplying access, hacking into school database or inappropriate website, pornography, and downloading illegal materials)	2- Day out of school suspension Parent conference, loss of technology privileges for 10-Days	5- Day out of school suspension Referral to counseling, loss of technology privileges for 30 days	6- Day out of school suspension Expulsion hearing
Computer-Misuse-(Personal email/entry into chat rooms/giving out password or using another person's password, downloading materials without permission, etc.)	2- after school detentions, administration notifies IT 5- Day loss of technology privileges	1- Day in- school suspension, administration notifies IT 30- Day loss of technology privileges	3- Day in- school suspension, administration notifies IT Remainder of school year-loss of technology privileges
Discrimination, Bullying (serious and hurtful bullying, negative behavior, comments, or slurs related to race, national origin, sexual orientation, gender, religion disability, personal characteristics, or associates of targeted person, etc.) insults, cornering, blocking, taunting, libel or slander, email cyber bullying, gesturing bullying, physical intimidation, cursing out, or harassment, etc., of any person) Minor issues (see harassment/peer abuse	3- Day out of school suspension Counseling referral	5- Day out of school suspension Counseling referral	7- Day out of school suspension Expulsion hearing
Disruptive behavior (Major) that threatens the safety of others in classroom/ hallways/ campus	1- Day in-school school suspension Counseling referral	2- Day in-school school suspension Counseling referral	3- Day in-school school suspension Counseling referral
Dress code, blatant violations For minor violations, students will be given clothing to wear and sent back to	1- Day after school detention Parent is notified Dress code is corrected	2- Day after school detention Parent conference	3- Day after school detention Parent conference

class.			
Action/Behavior	1st offense	2nd offense	3rd offense
Drugs: Possession/sale/paraphernalia/suspicion of use (to include illegal drugs or any abuse or misuse of legal substance such as nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)	** Over 10-Day suspension Expulsion hearing Military Police notice Drug Dog sweep is possible		
Extortion	1- Day out of school suspension Restitution	3- Day out of school suspension Restitution	5- Day out of school suspension Expulsion hearing
False fire alarm/bomb threats, making a false bomb or terrorist threat or pulling a false fire alarm	** Over 10-Day suspension Expulsion hearing//Military Police notice		
Fighting(mutual combat)	1 -3- Day out of school suspension (1-3 days – administrator's discretion) Counseling	3-5- Day out of school suspension (3-5 days – administrator's discretion)	7- Day out of school suspension Expulsion hearing
Fights, contributing to/spreading rumors/-instigating a fight.	1- Day out of school suspension	2- Day out of school suspension Counseling referral	3- Day out of school suspension
Forgery of signatures or initials	2- after school detentions Counseling referral	2- Day in school suspension Counseling referral	3- Day in school suspension Counseling referral
Gambling	2- Day after school detention	2- Day in school suspension	3- Day out of school suspension
Gang behavior – serious/legitimate (threats/hostile behavior made with hand signals, symbols, colors, language, etc.)	2- Day in-school suspension Notification of Military Police	3- Day out of school suspension Notification of Military Police	7- Day out of school suspension Notification of Military Police Expulsion hearing
Gum Chewing	Teacher handles this in the classroom	Teacher handles this in the classroom	Teacher handles this in the classroom
Harassment/peer abuse/Minor (minor repetitive teasing, pinching, biting,	3- Day in-school suspension Counseling referral	3 - Day out of school suspension Counseling referral	7- Day out of school suspension Notification of Military Police Expulsion hearing
Harassment, sexual/sexually offensive behavior(leering, unwanted sexual flirtations, lewd and obscene actions, propositions, sexual slurs and degrading sexual description, threats, verbal abuse, teasing, wedgies etc.)	3- Day in-school suspension Counseling referral	3- Day out of school suspension Counseling referral	7- Day out of school suspension Notification of Military Police Expulsion hearing
Sexually Inappropriate Actions Minor Inappropriate touching, sexual exposure, other minor sexual actions	3 – Day out of school suspension	5 – Day out of school suspension	11– Day out of school suspension Expulsion hearing
Insubordination, flagrant/vulgarity toward staff member(s) (ex: blatant/adamant refusal to comply with staff's directive to include the use of vulgar language toward staff member, including a threat, etc.)	2- Day in of school suspension	3- Day in school suspension	7- Day out of school suspension Expulsion hearing
Lying	Teacher handles this in the classroom and notifies parents	Teacher handles this in the classroom and notifies parents	Teacher handles this in the classroom and notifies parents

Action/Behavior	1st offense	2nd offense	3rd offense
Threat of physical violence to a staff member or student	1 - 3- Day out of school suspension (1-3 days – administrator's discretion) Counseling referral Notification of Military Police	1-3 Day out of school suspension Notification of Military Police	5- Day out of school suspension Notification of Military Police Expulsion hearing
Leaving campus without school authorization	1- Day in-school suspension Parent notified//Military Police notified if needed to assist in a search	3- Day in- school suspension Parent notified// Military Police notified if needed to search	5- Day in-school suspension Parent notified// Military Police notified if needed to search
Vandalism-to-include graffiti, defacing property (personal or government) exceeding $50 in value.	3-Day in-school suspension Restitution and clean up Parent conference	5- Day in- school suspension Restitution and clean up// Parent Conference// Military Police Notice	7- Day out of school suspension Restitution and clean up//Expulsion hearing //Military Police Notice
Weapons-weapons carried, presented, or used with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun chucks, blackjacks, brass/metal knuckles, throwing stars, fighting chain, heavy studded or chain belt, or objects designed to project a missile, pepper spray or any other similar propellant.-no reasonable use to pupil at school or school activity	** Over 10-Day suspension Expulsion hearing Military Police notice		
Weapons/Firearms-possession of firearm, starter gun, any explosive, incendiary, poison gas, bomb, grenade or rocket.	Expulsion one calendar year Expulsion hearing Military Police notified		

Appendix C: Consequences for Bus Infractions

School Bus Infractions and Recommended Consequences Reference DODEA Manual 205 1.1, "Disciplinary Rules and Procedures"		BUS RIDING PRIVILEGES SUSPENDED FOR:				
		Warning	1,2 School Days	5 School Days	10 School Days	30 Days to end of year
1	**UNSAFE BEHAVIOR/INAPPROPRIATE BEHAVIOR**					
A.	Fighting, pushing, shoving, tripping, or similar	1	2		3	4
B.	Use or possession of unacceptable items. (The school bus is an extension of the school/campus.)	1	2	3		4
C.	Getting on or off bus while bus is in motion		1		2	3
D.	Not properly seated/failure to remain in assigned seat	1	2	3	4	5
E.	Making excessive noise	1	2	3	4	5
F.	Putting objects out of bus windows or hanging out of window		1		2	3
G.	Engaging in horseplay	1	2	3	4	5
H.	Obstructing aisles, steps or seats	1	2	3	4	5 !
I.	Failure to remain properly clothed	1	2		3	4
J.	Public displays of affection	1	2			
K.	Eating, drinking, or littering on bus (water bottles OK, but privilege)	1	2		3	4
L.	Using abusive/ profane language and/ or gestures	1	2		3	4
M.	Spitting		1	2	3	4
N.	Harassing or interfering with other students	1	2		3	4
0.	Failure to comply with bus driver's or monitor's instruction	1	2	3	4	5
P.	Disrespect, distraction, or interference with driver	1	2	3	4	5
2.	**DESTRUCTIVE BEHAVIOR/ PROHIBITED BEHAVIOR**					
A.	Damaging private property (requires payment of damages)		1		2	3
B.	Sitting in driver's seat or tampering with bus controls		1			2
C.	Opening or trying to open bus door		1			2
D.	Throwing or shooting objects inside or out of the bus	1	2	3	4	5
E.	Tampering with bus controls or emergency equipment			1		2

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this guidance or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.

Appendix D

DoDEA-Americas, GA/AL District School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devises or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

Appendix E

Consequences for Bus Infractions

School Bus Infractions and Recommended Consequences Reference DODEA Manual 205 1.1, "Disciplinary Rules and Procedures"		BUS RIDING PRIVILEGES SUSPENDED FOR:				
		WARNING	5 SCHOOL DAYS	20 SCHOOL DAYS	30 SCHOOL DAYS	REMAINDER OF YEAR
1	**UNSAFE BEHAVIOR**					
a	Fighting, pushing, shoving, tripping, or similar	1	2		3	4
b	Use or possession of unacceptable items. (The school bus is an extension of the school/campus.)	1	2	3		4
c	Failure to have bus pass in possession	1	2	3		4
d	Pushing while boarding or leaving the bus	1	2	3		4
e	Getting on or off bus while bus is in motion		1		2	3
f	Not properly seated	1	2	3	4	5
g	Making excessive noise or playing electronic equipment without using earphones	1	2	3	4	5
h	Putting objects out of bus windows or hanging out of window		1		2	3
I	Engaging in horseplay	1	2	3	4	5
j	Obstructing aisles, steps or seats	1	2	3	4	5
2	**INAPPROPRIATE BEHAVIOR**					
a	Failure to remain properly clothed	1	2		3	4
b	Public displays of affection	1	2			
c	Eating, drinking, or littering on bus	1	2		3	4
d	Using abusive/ profane language and/ or gestures	1	2		3	4
e	Spitting		1	2	3	4
f	Harassing or interfering with other students	1	2		3	4
g	Failure to comply with bus driver's or monitor's instruction	1	2	3	4	5
h	Disrespect, distraction, or interference with driver	1	2	3	4	5
3	**DESTRUCTIVE BEHAVIOR**					
a	Damaging private property (requires payment of damages)		1		2	3
b	Sitting in driver's seat or tampering with bus controls		1			2
c	Opening or trying to open bus door		1			2
d	Throwing or shooting objects inside or out of the bus	1	2	3	4	5
4	**PROHIBITED BEHAVIOR**					
a	Tampering with bus controls or emergency equipment			1		2

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this guidance or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.

Appendix F

SCHOOL VOLUNTEER APPLICATON

SCHOOL VOLUNTEER APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: Section 113 of title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), and section 552a of title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.
PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.
ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices, and by government-wide systems notices which may be found at http://www.defenselink.mil/privacy/notices/osd/.
DISCLOSURE: VOLUNTARY. Failure to disclose the information may delay or render an individual unable to participate in the volunteer program

Instruction: Provide complete information. Only completed applications can be considered.

NAME:	SSN:
SPONSOR'S NAME:	SSN:
MAILING ADDRESS:	HOUSE ADDRESS:
Home telephone: (Area code first)	Duty telephone: (Area code first)
Facsimile number: (Area code first)	E mail Address:

List the school (s) where you are applying as a volunteer:

1._____

2._____

3._____

Check all services for which you are interested in volunteering:

☐ Classroom Activities	☐ Field Trips (Over night)
☐ Lunchroom Monitor	☐ Extracurricular Activities
☐ Bus Monitor	☐ Athletic Coaching
☐ Playground Supervision	☐ Chaperone for Student Field Trips
☐ Library Media Center	☐ Tutoring
☐ Field Trips (Day)	
☐ Other (Please specify all others)	

Complete the following questionnaire. If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.

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SCHOOL VOLUNTEER APPLICATION

Question	YES	NO
1. Do you have a child/children in the school(s) where you wish to volunteer?		
What Grade level(s)?		
2. Do you have experience as a school volunteer?		
Describe your past experiences.		
3. Have you ever been removed from a school volunteer position?		
Describe the circumstances.		
4. Can you provide a character reference?		
Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child?		
If "Yes," state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense?		
Describe the circumstances.		

Pre-Selection Agreement

If selected for a school volunteer position, I agree to immediately notify the Principal of the school of any subsequent adverse information regarding myself that would indicate poor judgment, unreliability, or untrustworthiness in working with children.

Certification that My Answers Are True

My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.

Signature _____ Date _____

DoDEA Form 4700.3-F1, (Back) May 2006

VOLUNTEER AGREEMENT FOR

☐ APPROPRIATED FUND ACTIVITIES ☐ NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.

PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER *(Last, First, Middle Initial)*	2. SSN	3. DATE OF BIRTH *(YYYYMMDD)*
4. INSTALLATION	5. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
6. PROGRAM WHERE SERVICE OCCURS	7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS
9. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

10. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
11.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

12. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
13.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

14. AMOUNT OF VOLUNTEER TIME DONATED				15. SIGNATURE	16. TERMINATION DATE *(YYYYMMDD)*
a. YEARS *(2,087 hours = 1 year)*	b. WEEKS	c. DAYS	d. HOURS		
17.a. TYPED NAME OF SUPERVISOR *(Last, First, Middle Initial)*				b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

Appendix G

GA/AL Parent Student Handbook Signature Sheet

The signatures below signify that parents and students have read and understand the information presented in the GA/Al Parent/Student Handbook.

One sheet can be used per family – listing multiple students on this same signature page.

_____	_____
Parent Name – printed	Parent Signature
_____	_____
Student Name – printed	Student Signature
_____	_____
Student Name – printed	Student Signature
_____	_____
Student Name – printed	Student Signature