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NOTE TO PARENTS:
PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

RECEIPT OF STUDENT HANDBOOK SIGNATURE SHEET

Teacher's Name: _____

Student's Name:_____

Grade: _____ Date _____

I have read the information in the Robins Elementary School Student Handbook and understand that the school must operate in accordance with the stated policies and procedures. I have paid particular attention to information, addressing the following subjects:

Attendance
Arrival and Dismissal
Bus Management Policy
Discipline/ Dress code
Tardy
Telephone Use

Parent Signature: _____

Student Signature: _____

DEPARTMENT OF DEFENSE
GEORGIA/ALABAMA DISTRICT
ROBINS AFB ELEMENTARY SCHOOL
ADMINISTRATIVE STAFF

Superintendent's Office	**Robins AFB Elementary School**
Location: Bldg. 2670	Location: Bldg 988
Mailing Address: 201 Custer Rd	Mailing Address: 895 11th St
Ft. Benning, GA 31905-5000	Robins AFB GA 31098
Phone: 706-545-7276	Phone: 478-926-5003
FAX: 706-545-8227	FAX: 478-926-5745
Dell McMullen---Superintendent	Bill Rose---Principal
Bill Diesselhorst---Assistant Superintendent	Sherry Crocker---Assistant Principal
Shirley Jaeger---Assistant Superintendent	Rebecca Carty---Secretary

ROBINS AFB SCHOOL BOARD

ELECTED FOR 2006-2007 SY

BOARD MEMBERS

BOARD MEMBER
Sandra Isbell
1205 A Hawkinsville Cr
Robins AFB GA 31098
Sandra_Isbell@cox.net

SUPERINTENDENT (NONVOTING)
Dell McMullen
Work: 926-5003 (Robins)
Work: (706) 545-7276 (Fort Benning)
Dell.mcmullen@am.dodea.edu

SCHOOLS OFFICER (NONVOTING)
Col. Warren D. Berry
78th ABW Vice Commander
6-2177

SECRETARY
Mrs. Rebecca Carty
Work: 926-5003
Rebecca.carty@am.dodea.edu

NOTE: School Board election will be held in early September 2006 to fill the remaining seat/s.

DoDEA Vision Statement

Communities Investing in Success for ALL Students

Guiding Principles

Student Achievement…a shared responsibility

Trust and Respect for other's rights

Unlimited opportunities to reach high expectations

Dedication to lifelong learning

Equal access to quality education based on standards

New and motivating challenges to improve excellence

Total accountability with teamwork

Success for all…students first

Robins Elementary Vision Statement

The vision of Robins Elementary School is to be a learning place in which staff and community are encouraged to collaborate in a risk free environment where students and staff strive for excellence.

Robins Elementary Mission Statement

Robins Elementary School is a Professional Learning Community committed to serve the unique and diverse students of military dependents. Our staff thrives to create and maintain a safe and healthy learning environment where all students will reach their optimal potential. Through student-centered curricula, research based practices, and school and community collaboration; students will achieve the best education possible.

General School Information

School Hours

Start and Dismissal Times for Grades K-6 Students

Monday
8:30am – 1:30pm

Tuesday thru Friday
Grades K-6/ 8:30am – 3:15pm

Start and Dismissal Times for Pre-Kindergarten Students

A.M. Pre-Kindergarten: 8:30 a.m. 11:00
P.M. Pre-Kindergarten: 12:45 a.m. 3:15 p.m.

Monday
A.M. Pre-Kindergarten: 8:30am – 10:30pm
P.M. Pre-Kindergarten: 11:30am – 1:30pm

* Mondays are minimum days for students as teachers and staff utilize this time for in-service training, collaboration, professional growth, and parent conferencing.

PRE-K GENERAL INFORMATION

The Robins AFB School System provides a Pre-K Program for students residing on base. Bus transportation is available for all Pre-K students.

§ Children must be four years old by September 1, based on state of Georgia guidelines.

§ All children who register for the Pre-K Program are accepted.

§ Immunization records must be current for all program participants.

§ The program consists of two half-day sessions, one in the morning and one in the afternoon, based on the approved school calendar. Participating students will attend only one session.

§ Class sessions are heterogeneously grouped, with similar mixtures of students based on gender, race, and date of birth. Heterogeneously grouped classes are also used in all other grades.

§ A certified teacher and education aide are assigned to each class.

§ Each session lasts two and one-half hours.

§ The Pre-K Program uses early childhood education with developmentally appropriate strategies.

ACCIDENTS AND ILLNESS

If a child becomes ill or injured at school, every effort is made to contact a parent/guardian immediately. No child will be allowed to remain at school with a fever. Please remember to stop by the school office to update your child's Emergency Card whenever there is a change in address, telephone number or contact information.

ARRIVAL AND DEPARTURE

It is important that children do not arrive on the school grounds before 8:15 a.m. since supervision is not provided before that time. **The vehicle gate opens at 8:15 a.m. for drop off. The front entrance is reserved for buses only. Please see the following page** . No child will be kept after school without prior notice to parents. Children will be asked to leave immediately after dismissal. No provision is made for supervising children after their classes have been dismissed. It will help if you will notify the office if a child is late returning home. Children will be dismissed during school hours only by permission of the principal. **If a child must leave during school hours, a parent must come to the office and request that the child be dismissed. Office staff will then notify the teacher, on the intercom, to send the child to the office.**

Parents need to pick up students at the designated time(s). See schedule above. If the student is not picked up within 30 minutes, security forces will be called.

ARRIVAL PROCEDURES FOR STUDENTS --All students should gauge their departure from home so as not to arrive at school prior to 8:15 a.m. Students enter the building at 8:15 and go to their classroom.

DEPARTURE PROCEDURES FOR STUDENTS – Dismissal from school Tuesday thru Friday at 3:15pm. On Mondays (Early Release Day) A.M. Pre-Kindergarten: 10:30pm; P.M. Pre-Kindergarten thru 6th grade: 1:30pm

ATTENDANCE

Attendance is crucial to a child's success at school. We encourage parents to have their child come to school each day unless they are sick. Please schedule doctors and dentist appointments for late in the day. If you have to schedule an appointment for the morning, please send your child to school and come and pick them up prior to the appointment.

We understand that there are circumstances and situations that arise and require a child to miss school for an extended period of time. If your child is going to miss school for five or more days, please make prior arrangements concerning assignments with your child's teacher(s).

COUNSELING

The elementary school counselor is a professional who provides guidance services to all students. These services help children develop academically, personally, and socially.

The School Counselor:

- Conducts classroom guidance
- Works with individuals and groups
- Facilitates parenting groups
- Maintains confidentiality
- Coordinates programs and referrals to community agencies
- Helps children cope with emotional crises
- Encourages better peer relationships
- Makes students aware of their abilities
- Assists parents, teachers, and administrators in helping children
- Promotes positive attitudes and choices

Working with Students involves:
Classroom Guidance
The counselor goes into the classroom and talks with the entire class about such things as getting to know themselves, getting along with others, studying and taking tests, following school rules, learning skills for making decisions, learning responsibility and personal safety.

Small Group Counseling
Your child may have the opportunity to participate in small groups with other students who share common concerns. Groups are for everyone and participation does not indicate a problem. Groups deal with such subjects as family adjustment, self-concept, making friends, and loss.

Individual Counseling
The counselor sometimes meets with a child on a one-to-one basis, building an atmosphere of mutual trust, respect, and caring. The counselor strives to understand the child's needs and point-of-view. Understanding, support, and constructive suggestions for solving problems are given.

A student may see the counselor to:
- Discuss personal concerns
- Aid in self-expression
- Improve relationships with others
- Learn to make decisions
- Develop positive thinking

How does a student get to talk to the Counselor?
- Students may ask for a conference
- Parents may ask the counselor to talk with their child
- Teachers or principals may ask the counselor to talk with the student
- Counselors may invite students to their office.

DISCIPLINE AND STUDENT BEHAVIOR

1. **Student Rights and Responsibilities**: Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.

2. **Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

3. **Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading schoolwork performance or non-performance is appropriate, grade (score) reduction, as a disciplinary action is not an appropriate means of discipline.

4. **Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

    a. Cause, threaten or attempt to cause physical injury to another person.

    b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).

    c. Possess, use or distribute, or attempt such, of alcoholic beverages.

    d. Possess or used tobacco or tobacco products.

e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.

f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.

g. Robbery or extortion, or attempt such offenses.

h. Damage or vandalism to school, U.S. Government, contractor or private property.

i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.

j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.

k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).

l. Failure to leave the school, school grounds or school bus when directed by school official.

m. Engage in gambling in any form.

n. Fighting or otherwise engaging in conduct endangering others.

o. Bullying, intimidating, taunting, hazing, name calling, or harassment.

p. Unauthorized use of a portable communications device.

q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.

r. Forgery, cheating or plagiarism.

s. Possession or use of fireworks or other explosive devices.

t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).

u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.

v. Violate any law, rule, regulation, or policy of the military installation or school.

w. Fail to report or otherwise be complicit in the above-described acts.

DRESS CODE

Students and parents are responsible for ensuring that student dress and appearance is clean and appropriate. Neither student dress nor appearance may create a health, sanitation, or safety hazard,

violate any reasonable requirement for a specific course or activity, or cause disruption to the educational process.

Students must learn that different circumstances influence the type of dress appropriate for the particular occasions. For instance, what is worn at the beach would not be appropriate for school wear. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school.

Each student, with the advice and counsel of his/her parents or guardian should dress in a manner which is appropriate for school and its related activities. Modestly dressed students will generally have no problems concerning student dress codes.

Inappropriate dress would include:

- Offensive sayings/pictures on clothing including, but not limited to:
- Vulgarity
- Occultism
- Sex
- Death/Violence
- Gangs
- Shirts pertaining to adult (R-rated) TV programs, movies, etc.
- Anything that prohibits the safety of students including, but not limited to:
- Shoes: platforms, jellies, flip flops, cleats
- Long, untied shoelaces
- Pant hem cannot touch floor
- Excessively long hair so as to impair vision
- Loop and dangling earrings (post earrings only)
- Dress not suitable for a learning environment including, but not limited to:
- Hats (except on Spirit Days)
- Bandanas
- Short shorts/Spandex/biker shorts (unless worn under other clothing)
- Exposed underwear/clothing which has holes cut or torn in them

- Net/mesh/ or see-through shirts (unless worn over another shirt)
- Halter/backless/strapless shirts
- Tank tops/muscle shirts (unless worn over another shirt)
- Excessively tight fitting clothing that appears to be immodest
- Exposed midriff
- Pants worn below the waist. (If the pants are not tight around the waist, a belt must be worn.)
- Anything that is distracting to the learning environment is prohibited.
- **Fingertip Rule:** Standing straight with arms and hands by your side, the garment must not be shorter than your longest finger. (This is approximately 4" from the knee.)
- All Sixth Grade Students
- Will wear their shirts tucked inside their pants.
- Belts will be worn when belt loops are a part of the clothing.
- Shirts and blouses do not have to be tucked in if they are above the back pocket line.
- Sweatshirts, heavy sweaters, fleece wear may be worn outside of pants.

EARLY DISMISSALS

All children are expected to stay in school until dismissal at the regular hour. No child is allowed to leave school early for any reason unless it is first cleared through the office. To leave school before the regular dismissal hour, a pupil should have a note from the parent stating the time the parent will be in the office to get the child. You will need to sign your child out in the office where he/she will meet you. Unless the school receives notice in writing from you, only those listed on the emergency contact card will be allowed to sign out your child. Identification may be required.

ELIGIBILITY

For children to be eligible to attend Robins AFB Elementary School; Georgia/Alabama School District, they must reside on the base installation. The school system will verify all residences of the students attending any school within our district as per DoDEA policy.

There are two exceptions to this:

1. Reside on Federal Property.

a. Where a member of the Armed Forces is transferred or retires and the member's family moves after the start of the school year from on-base housing, the member's children shall be permitted to continue in attendance at the Dependents Domestic Elementary and Secondary Schools (DDESS) for the remainder of the school year during which the transfer or retirement occurred, if the child is

residing with a parent or legal guardian or another person acting as parent. Transportation for children attending a DDESS School under these conditions is the responsibility of the parent.

b. Where a member of the Armed Forces is assigned to an installation on which there is a DDESS School and is assigned on-base family housing that is expected to be available for occupancy and to be occupied within 90 school days from the reporting date, the member's children may be permitted to attend the school while residing in an area adjacent to such Federal property. Transportation for

children attending a DDESS School under these conditions is the responsibility of the parent.

2. Meet the age requirement:
a. Preschool: (Special Needs Only) A child must be three years of age and meet the Eligibility requirements.

b. Pre-K: A child must be four years of age on or before 1 September of the current year.

c. Kindergarten: A child must be five years old on or before 1 September of the current year.

d. First Grade: A child must be six years old on or before 1 September of the current year.

3. Act No. 644 of the 1979 General Assembly of Georgia (House Bill 705) provides that all children entering school for the first time are required to present a certificate of immunization (Form 3032, revised 1/85). This includes transfers from outside the state of Georgia to any grade. A copy of a valid birth certificate is required to enroll in all grades.

4. Students enrolling in Base Schools who have previously attended another school should present a record of scholastic progress and attendance.

5. It is important for a parent to discuss any known health, social, emotional or scholastic problem with the principal or teacher. This information will aid the school in helping the new pupil make a better adjustment.

6. It is essential for the school to have a current home address, phone number, and emergency phone number on file at all times.

In addition, a Georgia Department of Human Resources Certificate of Ear, Eye and Dental Examination, Form DPH/HIS-14 (6-75) is required for all new enrollees. Both forms may be obtained at the Base Hospital. A reasonable amount of time will be permitted for the two forms to be turned in to the school. No extension will be granted beyond 30 days.

EMERGENCY PROCEDURES

Each school has an emergency operations plan to cover both natural emergencies (tornadoes, hurricanes, snow, flood) and man-made emergencies (fires, bomb threats, civil disturbances, serious injuries). This plan is available from each teacher and will be reviewed with students during the first week of school each year.

Briefings and practice drills for severe weather conditions, will be held at the school to acquaint students with the proper procedures. In the event that a tornado warning is announced by the Base

Weather Service, students will be instructed to carry out those practiced procedures. To ensure the maximum safety, no child will be allowed to leave the building unless the parent (in person) makes a request for the child to be released.

In the event of emergency dismissal, school and parent cooperation is essential in providing for students' safe return home. Every effort will be made to notify all parents by radio and TV releases through the Public Affairs Office. Parents should plan in advance where children should go in the event of an emergency and should discuss that plan fully with the children. Students who have such arrangements made will be dismissed in an orderly manner. Students whose arrangements are doubtful will be kept in the school library and supervised by school personnel until arrangements can be made. School lunch will be provided if time and the emergency situation permit.

FIELD TRIPS

Students must have written parental permission before they can leave the school campus. Older or younger siblings are not permitted to participate in field trips even if the parent is a chaperone. Students are required to utilize school transportation when attending school-sponsored fieldtrips.

GIFTED EDUCATION PROGRAM

The special needs of the intellectually gifted are met through FLIGHT classes taught by a certified teacher of the gifted. Students are identified through testing and placed in the program according to the guidelines established by the state of Georgia.

HEALTH SERVICES

The school maintains a clinic staffed with a registered nurse. First aid treatment for all accidents will be administered at school. If your child should be injured to the extent that he/she needs a doctor's care, every effort will be made to notify you. Parents must leave an emergency number with the school in case both parents are away from home.

Please do not send your child to school if he/she appears ill. A temperature of 101 degrees or more could be an indication of a need for medical advice. In addition, all children should be symptom free for 24 hours before returning to school after any illness. The following signs and symptoms could indicate illness:

- Nausea, vomiting, or diarrhea
- Sore throat -- swollen glands of neck or throat
- Acute cold or persistent cough
- Red, inflamed or discharging eyes
- Skin rashes, bumps, or other skin manifestations
- Suspected ringworm or impetigo
- Any weeping skin lesion unless covered and diagnosed non-infectious
- Any suspected communicable disease
- Earache, toothache, persistent headache
- Pediculosis (head lice)
- Acute state of asthma or allergy attack
- Unexpected profuse sweating

To assure your child's health and safety, certain practices will be followed by parents and school:

1. In order to protect all children, any child who shows signs of illness on arrival or who becomes ill during the school day will have a parent called. The parent will be expected to come to the school and sign the child out.

2. Any child recovering from a contagious or communicable disease/infection/illness may return to school after he/she has been treated and released by a doctor and/or after being on medication for 24 hours. All children must report to the nurse's office before returning to the classroom.

3. Before the school day begins, any medication to be taken by a child during school should be brought or sent to the nurse's office accompanied by a note of explanation and instruction from the parent and/or attending physician. The parent must also sign a medical permission slip in order for us to administer medication.

Prescribed medication/treatment may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. The medication should be brought to school in the original container appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school.

4. Parents are expected to obtain dental checkups for their child according to dental clinic procedures.

5. AIDS Policy. It is the obligation of the parents to notify the school principal upon receiving medical notification that their child has positive HIV infection. Students with HIV (AIDS Virus) will be permitted to attend school without restrictions based upon approval of the Chief of Pediatrics/Pediatrician at the Robins AFB Hospital. Based upon present data*, the benefits of unrestricted school attendance of these children outweigh the possibility that they may transmit the infection in the school environment. Students who pose an increased risk to other students, such as students who lack control of their body secretions or display behavior such as biting or who have open sores which cannot be covered, will require a more restricted school environment. For those students who are unable to attend regular classes, arrangements will be made to educate these children in another setting.

*Report of the Committee of Infectious Diseases, Twelfth Edition, 1986, American Academy of Pediatrics.

HOMEWORK

Homework is an important part of the educational experience, serving to:

- Strengthen skills already taught
- Increase learning time
- Provide enrichment opportunities
- Promote creativity, responsibility and independence
- Develop good work and study habits

Average Homework Timelines

Average homework timelines are recommendations. They are not meant to be minimum or maximum quotas. Some students may need more time and some less time to accomplish an assignment.

Grades PK-1	15-30 minutes per night
Grades 2-3	30-40 minutes per night
Grades 4-5	40-50 minutes per night
Grades 6	50-60 minutes per night

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)
STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT

PRIVACY ACT STATEMENT

Authority: DoD Directive 1342.6, DoD Dependent schools, DoDDS System Notice 22.
Principal Purpose(s): To permit an individual's use of government-owned computer-resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computers and the Internet.
Routine Use(s): In accordance with DoD published routine uses.
Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement Indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies

I, _____, have completed the required classroom instruction,
(Student's Name – Please Print)
understand the Terms and Conditions on the reverse side of this document, and agree to adhere to the principles and procedures detailed within.

Should I breach the guidelines, I understand that I may lose all network privileges on the DoDEA network, school disciplinary and/or appropriate legal action may be taken.

_____ _____
Student's Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

I, _____, have read the Terms and Conditions. I understand that network
Parent or Guardian's Name (Please Print)

Network access is designated for educational purposes. DoDEA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for DoDEA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I understand, consistent with DoDEA policy to protect individual privacy, my child's written and art work and his or her name may be published, but DoDEA does not authorize the use of photographs, home address, or home telephone number in association with my child's name. I also understand DoDEA does not authorize the use of the school's Internet Service for commercial activity or personal use inconsistent with the Terms and Conditions.

I understand: (1) This form does not relinquish my child's rights in his or her work. (2) DoDEA is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through the teacher.

_____ _____
Parent's Signature Date

Terms and Conditions

1. Acceptable Use
   A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
   B. I will respect and adhere to all the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
   C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
   D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
   E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges
   A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
   B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette
   A. I will be polite. I will not use sexual or abusive language in my messages to others.
   B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
   C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
   D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
   E. I will not use the network in such a way to disrupt the use the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties
   A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
   B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
   C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

V. Security
   A. I understand security on any computer system is high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
   B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
   C. I may be denied access to the network if I am identified as a security risk.

VI. Vandalism
   A. I understand vandalism will result in cancellation of privileges.
   B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

LOST AND FOUND

Articles found on school grounds or in the school facilities will be turned in to the front office. The school has a lost and found area located on the Kindergarten wing. To facilitate returning lost items, please mark your child's name on all clothing and other personal articles. You may reclaim lost items from the lost and found area or you may acquire in the front office. Every effort will be made to reunite lost and found items with their owners. Items in the lost and found will be cleaned out at the end of each grading period, and where appropriate, donated to a local charitable organization.

LUNCH PROGRAM

Robins AFB School operates a cafeteria which serves Type "A" hot lunches or salad bar as required by USDA under the Federal Lunchroom Program. The following procedures apply to purchasing lunches and milk:

- Lunch credits will be sold each day from 0800 to 0900 at the school. Parents or students may purchase credits.
- Individual lunch credits may only be purchased for the first few days of school or during the last week of school.
- Reduced lunch credits are priced at $4.00 for 10 or $8.00 for 20 credits. Full price lunch credits are priced at $17.50 for 10 or $35.00 for 20 credits.
- When lunch credits are purchased, the record of the purchase and credits used are entered into the computer.
- Each child must have his/her own lunch credits. Because of accounting procedures, families may not share credits.
- Credits are good any time during the year. The credits are used only when the child wishes to purchase a lunch.
- Every child eating a hot lunch or salad must have lunch credits. **NO CASH WILL BE ACCEPTED ON A DAILY BASIS (EXCEPT FOR MILK PURCHASES).**

Additionally:
- The child may bring a bag lunch from home anytime he/she wishes. If the child desires more than one half pint serving of milk, or if he/she brings lunch from home and wishes to purchase milk, it will cost $.40 for each half pint purchased.
- Should a child come to school with neither a bag lunch nor lunch credits, the parent will be notified and will be expected to provide a suitable, nourishing lunch for the child or purchase

additional credits prior to the start of the lunch period.
- In cases of extreme emergency, a child may be extended credit for one meal, but the parent will be expected to purchase additional lunch credits the next morning.
- Free and reduced lunch credits are available to families who are eligible for this service. Parents may inquire about this policy at the office.
- Any lunch credits not used will be carried over at the end of the school year or if the child transfers from this school system the credits will be reimbursed.
- In order to promote healthier eating habits, no soft drink cans, bottles, or fast-food bags, etc. will be allowed in the cafeteria.

LUNCH APPLICATION INFORMATION

Children need healthy meals to learn. The Robins Elementary Schools offers healthy meals every school day…lunch costs $1.75. Your children may qualify for free meals or for reduced price meals. Reduced price is $.40 for lunch.

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to Diana Corvin at the above address.**

2. **Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free priced meals if your household income is within the free limits on the Federal Income Guidelines.

3. **Can homeless, runaway and migrant children get free meals?** Please call Gwyn Maddox at (706) 545-8266 to see if your child (ren) qualifies, if you have been informed that they will get free meals.

4. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.

5. **Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow the instructions. Call (478) 926-5003 if you have questions.

6. **I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. **Will the information I give be checked?** Yes, we may ask you to send written proof.

8. **If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Gwyn Maddox, 7441Custer Road, Bldg 2670, Fort Benning, GA 31905-4300, 706-545-8266.

10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relative, or friends). You must include yourself and all children who live with you.

12. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get $1000 each month, but you missed some work last month and only got $900, put down that you get $1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

13. **We are in the military. Do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in; your gross income.

If you have other questions or need help, call (478) 926-5003 or (706)-545-8266.
Si necesita ayuda, pior favor llame al telefono: (478) 926-5003 or (706)-545-8266
Si vous voudriez d'aide, contactez nous au numero: (478) 926-5003 or (706)-545-8266

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

Part 1: List child(ren)'s name, school, grade, and a Food Stamp or TANF case number.
Part 2: Check the appropriate box, if any.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is not necessary.
Part 6: Answer this question if you choose to.

Check the appropriate box and contact [your school, homeless liaison, migrant coordinator].
Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, school, and grade.
Part 2: Skip this part.
Part 3: Check the box and list the child's personal use monthly income, if any.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is not necessary.
Part 6: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List each child's name, school, and grade.
Part 2: Check the appropriate box, if any.
Part 3: Skip this part.
Part 4: Follow these instructions to report total household income from last month.

Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.

Column 2 –Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income:* List the amount each person got last month from welfare, child support, alimony, (second column) pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column 3–Check if no income: If the person does not have any income, check the box.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.
Part 6: Answer this question if you choose to.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. Children in School (Use a separate application for each foster child)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF case # (if any). **Skip to Part 5 if you list a Food Stamp or TANF case #**

Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator at phone #] Homeless ❑ Migrant ❑ Runaway ❑

Part 3. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box ❑ and then list the amount of the child's personal use monthly income: $_____. Skip to Part 5.

Part 4. Total Household Gross Income—You must tell us how much and how often

1. Name (List **everyone** in household)	**2. Gross income and how often it was received** *Example: $100/monthly $100/twice a month $100/every other week $100/weekly*				**3. Check if NO income**
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
(Example) *Jane Smith*	$200/weekly	$150/weekly	$100/monthly	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑
	$_____/_____	$_____/_____	$_____/_____	$_____/_____	❑

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X_____Print name:_____Date: _____

Address:_____Phone Number:_____

Social Security Number: __ __ __ - __ __ - __ __ __ __ ❑ I do not have a Social Security Number

Part 6. Children's racial and ethnic identities (optional)

Mark one or more racial identities:

❑ Asian ❑ American Indian or Alaska Native

❑ White ❑ Native Hawaiian or Other Pacific Islander

❑ Black or African American ❑ Other

Mark one ethnic identity:

❑ Hispanic or Latino

❑ Not Hispanic or Latino

Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: ❑ Week, ❑ Every 2 Weeks, ❑ Twice A Month, ❑ Month, ❑ Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____Eligibility: Free___ Reduced___ Denied___ Reason: _____

Temporary: Free_____ Reduced_____ Time Period: _____ (expires after _____ days)

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART For School Year 2006-2007					
Household size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	18,130	1,511	756	698	349
2	24,420	2,035	1,018	940	470
3	30,710	2,560	1,280	1,182	591
4	37,000	3,084	1,542	1,424	712
5	43,290	3,608	1,804	1,665	833
6	49,580	4,132	2,066	1,907	954
7	55,870	4,656	2,328	2,149	1,075
8	62,160	5,180	2,590	2,391	1,196
Each additional person:	+6,290	+525	+263	+242	+121

Privacy Act Statement: This explains how we will use the information you give us.
The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp Program, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

LUNCH SCHEDULES

Kindergarten 11:00 – 11:30
Grades 1 and 2 11:15 – 11:45
Grades 3 and 4 11:30 – 12:00
Grades 5 and 6 11:45 – 12:15

PARENT/ TEACHER ORGANIZATION (PTO)

At Robins Elementary, we believe that our PTO is an important partner for our children and our school. We encourage you to join this outstanding organization as they play a vital role in the support of your child's educational experiences. We invite you to join and attend the many outstanding events sponsored by our PTO throughout the year. For further information please contact one of the officers listed below.

President: Open	
Vice President----------	**Melissa Coombs** **Melisad27@yahoo.com** **Unlisted**
Secretary----------	**Tina Anderson** **tinatatertoes@aol.com** **478-922-1927**
Treasurer----------	**Diana Corvin** **coolaidmom@watsononline.net** **478-922-4389**
Co-Treasurer----------	**Audry Best** **audsworld@cox.net** **478-929-0570**
Parliamentarian----------	**Holly Johnson** **Kjhe94@bellsouth.net** **478-328-0818**
Volunteer Coordinator----------	**Lori Wilson** **wilsons@isp.com** **478-922-7694**

REPORTING PUPIL PROGRESS

Our approach to educating your child depends upon a complete understanding between the child, the parent, and the teachers. You are encouraged to call the principal's office to set up a parent-teacher conference whenever additional information is needed. The teacher will not hesitate to call you for a conference if help is needed. Since teachers normally have several conferences scheduled each week, it is important that parent(s) be punctual and avoid canceling the conference once it is set up.

Report cards are issued each grading period and are supplemented by interim progress reports at the mid-point of each grading period. Students are evaluated at the end of each grading period on achievement, work-study habits, and attitude and behavior. The report card for pre-kindergarten through third grade will reflect progress through the primary program with a checklist of academic skills and standards to be met or mastered.

One parent-teacher conference is required. The second and third conference will be at the discretion of the teacher or the parent. Parents will be expected to be present at the appointed time. Additional conferences may be called at anytime by the parent or teacher.

4th – 6th Grade Scale

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 60= F (no credit)

Honor Roll will be published each 9 weeks.

1. "A" Honor Roll: "A's" in all subjects
2. Honorable Mention: One "B" - all others "A's"

SAFETY AND SECURITY

The safety and security of our students and staff is of utmost concern to all of us. The following is a summary of our security procedures:

§ All parents (and visitors) are required to sign in and out at the school office any time they come inside the school.

§ If you sign out your child during the day, report to the school office and your child will be called.

§ No parent or visitor should be in the halls or classrooms during the school day without either a visitor or volunteer badge.

§ All doors to the school, except the front door, will be locked at all times.

§ Drive safely and cautiously around the school, and obey all pick-up and drop-off procedures at the school.

§ No weapons, either real or facsimile (example, play guns), are allowed at school, no matter the age of the child.

Parents are reminded that the student hours are 8:30 a.m. to 3:15 p.m. for kindergarten through Grade 6. Having students in and around the building outside of these hours (except for school activities) is unsafe. Please ensure that your child or children obey these starting and ending times. If for some reason your child has to stay at school outside of these hours, the school will try to contact emergency telephone numbers or the Security Forces. Any costs incurred will be the responsibility of the parents to reimburse the schools.

SCHOOL PARTIES

Four school-wide parties are permitted during the school year: Harvest, Christmas, Valentine's Day, and a party at the end of the year. The Harvest and Valentine's Day parties are held the last hour of the school day. The Christmas party will be held on the last day prior to the beginning of the Christmas vacation. The end-of-the year party will be planned for the last day of school. The sixth grade will be allowed a sixth grade day during the last week of school.

SEXUAL HARRASMENT

Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students. Sexual harassment may occur when:

a) Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

b) Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

c) The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to or rejection of the conduct by an individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school. Students must avoid certain specific behaviors that create an environment of sexual harassment. Engaging in the following behaviors may result in disciplinary proceedings against a student, consistent with DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," dated August 16, 1996.

SPECIAL EDUCATION PROGRAM

Eligible special education students are those who have emotional, physical, communicative, intellectual needs or developmental delays to the degree that there is interference with full academic attainment.

Placement
A Child Case Study Committee, consisting of the classroom teacher, administrator, special education personnel, and parent(s), meets to consider each child who is referred and to determine the testing that should be accomplished along with appropriate placement and services for each student.

Services
The school system will establish and maintain facilities for special education students or will provide for their needs by entering into a contract with suitable public or private institutions. At present, within the schools, we provide services for mildly handicapped, specific language disordered, developmentally delayed, and behavior disordered children. We also provide the services of a speech-language pathologist, occupational therapist, physical therapist, and a preschool handicapped program for three-year olds. In addition, special programs are available for low incidence students through our school system.

Child Find

Special education services are available to all students including preschoolers. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the principal. Preschool children ages three and four years with developmental delays, physical disabilities, or speech-language problems may be eligible for services. You may contact 926-5003 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at 327-8418.

STUDENT ACTIVITIES

Chorus - Students in 4th, 5th, and 6th grades are eligible for the chorus which is conducted as part of the music program. The chorus has regularly scheduled rehearsals and gives several special concerts each year, both within the school and in the community.
Student Advisory - There is a student council for the students. Council responsibilities include: representing the school at base and community functions and providing input for decision-making and problem solving.
Homework Club - is available for students in various grades. Available programs are dependent on the need in each grade each year.

Yearbook Club – TBA

ADDITIONAL CLUBS WILL BE ANNOUNED DURING THE YEAR. FOR INFORMATION ABOUT ANY OF THESE PROGRAMS, PLEASE CONTACT THE PRINCIPAL'S OFFICE.

STUDENT RECORDS

1. Official records for students are of three types

a. Cumulative Records - These records are maintained by the student's homeroom teacher. Access to these records is restricted to school personnel, the parent(s) and the student.

b. Health Records - These records are maintained by the school nurse. Access to these records is restricted to school personnel, the parent(s), the student, and medical personnel.

c. Confidential Records - These records are maintained by the school offices in locked files. Besides parents, they are available only to such personnel who require the information in a professional capacity.

2. School records will be released only upon the following conditions:

a. A request for the transfer of records from the receiving school.

b. Parent's signature on a release form.

c. Parent's signature on a special form for the release of confidential records, should the student have such a record.

d. When all school materials have been properly cleared and payment received, if necessary.

3. No school records will be released for any purpose other than professional use.

STUDENT SUPPORT TEAM

The Student Support Team has been developed to assist teachers in meeting the needs of children in their classes. Children are referred to the SST when they are having a difficult time achieving in the classroom. Suggestions and curriculum modifications are given to the teachers to help in improving classroom performance. If the child continues to have difficulty in the classroom, the SST will refer the child to the Child Case Study Committee for further assessment.

TARDY POLICY

Instruction begins promptly at 8:30 a.m. each school day and a student is considered tardy after that time. A student who is tardy must report to the office to check in before going to the classroom. A parent is expected to accompany the student to the office and sign him/her in. When a child comes to school unaccompanied, the tardy is considered to be an unexcused tardy.

A tardy student is at a disadvantage when he/she comes to school late. The class has already begun their scheduled routine and the student finds himself trying to catch up for the rest of the day. **When a student has three (3) unexcused tardies, the principal or designee will contact the parents.**

TELEPHONE USE

The office telephone in school is for office use. Personal calls by students are discouraged. Only telephone calls and messages of an emergency nature will be transmitted to students. Parents and students are encouraged to review daily schedules and routines at home each morning to minimize the need to call home. Arrangements plans for transportation should be presented in writing. **Parents are asked to limit requests for messages to students to those circumstances that are of an emergency nature only.**

TESTING PROGRAM AND PROCEDURES

The Robins AFB School System participates in the testing program of the Department of Defense Education Activity and follows nationally accepted procedures in the assessment of students. Each student in grades 3 through 6 is administered a standardized test in the spring. Results are generally sent home with students before the end of the year. Screening for remedial reading and remedial mathematics is based on achievement test scores. Inclusion in the remedial program is based on need and parental permission.

Screening and testing, including psychological testing, for special education services are accomplished with parental permission and according to federal law. Screening and testing for these services are coordinated through the Child Case Study Committee in each building.

Any other testing or screening, including informal surveys, for any program outside the regular classroom, is done with parental permission and results are available to parents.

In the regular classroom setting, students are continually assessed in a variety of ways by the teacher. Some of the methods used are observation instruments, short answer and multiple choice tests, essays, projects, oral questions and portfolios, among others. Conferences, notes, and report cards are some of the ways assessment results are communicated with parents. Parents are encouraged to talk with their child's teacher regularly and may call the school office to set up a conference with the teacher.

TEXTBOOKS AND LIBRARY BOOKS INFORMATION

Curriculum textbooks and workbooks are furnished to all grades. It is the responsibility of students and parents to care for textbooks. Lost or damaged textbooks must be paid for and the textbook records must be cleared prior to withdrawing from school. If the textbooks are damaged beyond reasonable use, parents or guardians will be charged the full replacement cost. Accounts must be settled before school records are released.

Library Books

Pupils are encouraged to use the library books from the media center. Parents are required to pay for lost or damaged books. Library book records must be cleared prior to withdrawing from school.

TRANSPORTATION

Bus Transportation

The school bus drivers have the responsibility of transporting students to and from school each day. Students must load and unload at assigned bus stops. Students may not change buses unless a note is sent to the school by the parent. Students who violate proper safety standards or otherwise abuse the privilege of riding a school bus may be temporarily suspended from riding the bus to and from school. Inform your child of the proper attitude to take and to cooperate with the school bus driver to insure the safety of all students. Questions regarding transportation should be referred directly to **Lynn Carter at 478-918-3757**.

Bus Behavior Management Policy

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, school principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with this enclosure. Riding school buses is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. Nothing in this enclosure precludes the principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

Students are responsible for:

a. Complying with the behavior standards for school bus students.
b. Obeying the instructions of bus drivers, bus monitors, chaperones.
c. Conducting themselves in a safe and orderly manner in accordance with the school bus safety rules.
d. Attending and completing school bus safety training sessions when offered by the school or military installation.
g. Providing school personnel with written notification from parents/sponsors/guardians for any variation from their normal departure from school.

Parents, sponsors, or guardians are responsible for:

a. The behavior of their student family members, and the cost to repair damage to vehicles caused by the misconduct of their student family member.
b. Ensuring that student family members accorded school bus riding privileges have been advised of, and understand, the school bus behavior management policy.
d. Ensuring the safety of student family members to, from, and while waiting at the bus stop.
e. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.
f. Reporting incidents to the school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.
g. Providing school personnel with timely written notification when a student has a change in his/her normal transportation schedule.
h. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended.
j. Acknowledging that student ridership is contingent upon parental agreement to these responsibilities.

CAR RIDERS: Procedures to be announce
WALKERS: Procedures to be announce

VISITORS

Parents are most welcome to visit the classroom. Please contact the teacher or the principal's office to arrange a convenient time. **All Visitors Must Report To The Office Before Going Into The Classroom. All Visitors Must Wear An Identification Badge Obtained At The Office.**

VOLUNTEER PROGRAM

Our school encourages the use of volunteers from the community. Volunteers work in classrooms, in the media center, and with other services. We urge your participation in the area of your choice. If you have any time you can donate, please contact the school office for further information. In addition, the school has a mentoring program. If you are interested in being a mentor, call the school.

Volunteer opportunities cover a wide range of activities such as:

-serving as a classroom assistant
-tutoring students
-assisting with home projects
-preparing instructional materials,
-assisting with field trips,
-serving as a resource person in the classroom,
-assisting the media center,
-assisting teacher with clerical work,
-helping with story telling activities
-helping students read their own stories
-helping primary students with their “word banks”
-other activities as requested by the classroom teacher.

WITHDRAWING PUPILS FROM SCHOOL

Parents should notify the principal's office of the date of withdrawal at least FIVE school days in advance. This will allow time for school records to be completed. On the last day a parent MUST come to the office to sign the student out. If this procedure is followed, there should be no delay in securing proper school clearance. Students withdrawing early will not be promoted to the next grade except during the last 15 teaching days of the school year. Things you can do to ensure a smooth transition:

- Tell us when your child will be leaving as early as possible.
- Tell us where you are going and the name of your child's new school and the city, state.
- Call ahead to determine if your child's new school has special programs available.

- For all withdrawals during the current school year, the withdrawal process is completed at the school enrolled. For summer withdrawals, notify the school that your child would have attended in the fall.
- If you wish to receive a copy of records in addition to the withdrawal document, a 48-hour notice is required in most cases. Official copies of student educational records will be SENT to the receiving school or transfer students at no cost. In addition, unofficial (hand carried) copies of student educational records can be obtained.