

SCHOOL HOURS:

Mon-Fri 0830-1200
 1300-1600
Study Hall 1600-1700 (as needed)

FIRST DAY OF CLASS:

-All students except Army enlisted Soldiers will report to **Bldg 2375 Beauregard St., (Across the street from the Army NCO Academy)** effective 15 April 2011 at 0830 for in-processing and service specific briefings. Army enlisted students will in-process with Company C, Training Support Battalion (TSB) from 0830 until lunchtime. Army Officers will report to Company A, TSB at building 10000 on Hampton Parkway between 0830 and 1100 to in-process. ALL STUDENTS will then report for the start of class at 1300.

ELIMINATION FROM THE COURSE:

-Students who do not meet the criteria outlined in the DoD 4525.6-M or their service requirements will not be enrolled in the course and returned to their parent unit.

-Students that fail the same exam twice or who fail multiple exams will be recommended for elimination. In all cases, the school Director will determine if a student is to be eliminated or continue to train

Students may be dropped from the course for the following reasons:

-Multiple test failures – if a student fails the same test twice, he/she is recommended for elimination from the course. Additionally, after any three failures, elimination is considered. It is the Director's decision whether the student will be given another retest or continue after three failures.

- Lack of motivation – students who show no motivation to learn by missing class, not completing homework, not participating in class, or poor overall attitude.

- Students who miss more than three academic days of class may be eliminated from the course. The option to new start or transfer the student is also available depending on the student's attitude and prior class performance. The Director will make the decision based on the instructor's and senior service liaison recommendations.

HONORS:

- Only enlisted students may vie for class honors in the Postal Operations Course (F4 and Phase II do not have honors recognition).

The top 20% of the class will be recognized as follows:

Distinguished Honor Graduate (DHG) – the student with the highest overall GPA will be designated the DHG.

Honor Graduate (HG) – the student with the second highest GPA will be designated the HG.

Commandant's List- the next highest GPAs in order from highest to lowest based on the number of honorees authorized (ex. 23 students enrolled - $23 \times .20 = 4.6$ rounded down to 4...always round down). This means there will be two students on the Commandant's List.

*Any negative counseling or test failure is an automatic disqualifier for class honors.

**If a student has been transferred into a class for any reason other than disciplinary or academic difficulty, they ARE eligible for honors in their new class.

APPOINTMENTS/MAKE-UP TRAINING:

- Appointments should be scheduled on the afternoon of the third Thursday of the month, as these are scheduled cadre training days (half day for the students).

- Students are responsible for arranging with the instructor to make up any missed training due to absence(s).

- Students that are detailed for staff duty are responsible for any missed training. If there is a test scheduled the morning they finish duty, the student will be there for the test then the instructor may allow the student to go home for recovery time. The student will be given any reading assignment/homework for the next day.

CLASSROOMS:

- Only hard candy and drinks in sealable containers (no open soda cans) are authorized in class. No other food of any kind is permitted except in cases of class functions. There will be absolutely no beverages around the IRTs.

- Classrooms will be cleaned daily using the checklist posted on the bulletin board. The class leader is responsible for ensuring this is done.

- Cell phones are not authorized during academic hours in or around Building 2300. If special situations exist, see your Senior Service Representative for further guidance. Instructors have the right to confiscate phones that ring during class. Confiscated phones will be turned over to respective Senior Service Representative

HALLWAY:

-Talking is not allowed in the hallway as at any given time there may be up to four classes in house either conducting lessons or testing. Students will stay to the right when walking in the hallway.

BREAKS:

-Breaks will be given on the hour by the instructor. If a student needs to leave the classroom for any reason during a lesson, inform the instructor prior to departing. Students may use the lounge during breaks to consume food and beverages and to converse with classmates. Student break room is located in Room 236. Computers are available for student use during lunch or break timeframes. The outside break area is a NO SALUTE / NO HAT area.

-Students may not use any tobacco products in class (smokeless tobacco, etc.) The smoking area is located across the cadre/student parking lot and may be used during lunchtime or before / after school depending on your service specific requirements. Keep in mind that outside of this area, all proper courtesies should be extended to officers and senior enlisted personnel.

SEXUAL HARASSMENT:

-Sexual harassment will not be tolerated. The DoD and Postal School have a zero tolerance policy for any form of sexual harassment. Examples could be unwanted touching, grabbing, bumping, kissing, hugging, cornering or inappropriate verbal comments. If a student feels they have been harassed or has any questions regarding this issue, they may contact Mr Gasque, Deputy Director.

ALCOHOL CONSUMPTION:

-Students from any service under the age of 21, or those in a trainee status are not allowed to consume alcohol. Violators will be dealt with by their Senior Service Representative or the C Co, TSB Commander (for Army students).

-Marines are not authorized to consume alcohol period.

STUDENT PARKING:

-Students will park only in the unmarked areas of the parking lot.

Areas marked with white paint are for cadre only. Violators will be asked to move and will be ticketed if noncompliant.

POST SPEED LIMITS:

-Take note of the posted speed limits on and off post. This is a training installation so there are Soldiers marching throughout the day. The speed limit when passing troops is 10 MPH. Other speed limits are posted and strictly enforced by the Military Police.

CELL PHONE POLICY ON FORT JACKSON:

Fort Jackson policy states that no cell phones will be used while driving on post this is to include no hands free devices.

STUDENT EXPECTATIONS:

1. **BE ON TIME:** Class begins at 0830 unless otherwise directed by the instructor. All students should be present NLT 0815 for accountability. Students who are delayed because of barracks details should inform their instructor immediately upon arrival at school.
2. **RENDER PROPER MILITARY COURTESY:** Adhere to professional military courtesy when speaking to instructors and fellow students. Remember that you are in class with different branches of service and what might be right in one service may not be right in another. Respect the traditions of each service and render appropriate courtesies. A poster of all military ranks is posted in the classrooms.
3. **PERSONAL APPEARANCE:** Maintain a neat, professional appearance at all times. You represent your service, so do it with pride. Students should conform to their service specific uniform and personal grooming standards. See uniform tab for more information on specific uniforms for your branch of service.
4. **BE PREPARED:** Training schedules are posted in your classroom be prepared for each class. If homework is assigned, do it. There is no excuse for not doing homework and class will not be held up because you aren't prepared.
5. **PARTICIPATE:** Learning is an active process. Successful students are the ones who ask questions, complete their lessons, participate in discussions, take notes, and help others in class. Take advantage of the time you are in class by asking questions on things you aren't clear on. The instructors are there for you, but they won't know if you are struggling if you don't let them know. Pay attention to detail and ask questions!!!