Fort Bragg Community
Student-Parent Handbook

DoDEA Americas
Mid-Atlantic District

2018-2019

Fort Bragg/Cuba Community Superintendent
Dr. Reneé Butler

Mid-Atlantic District Superintendent
Dr. Donato Cuadrado
Greetings!

On behalf of all Fort Bragg Schools' employees, I welcome you to the 2018-2019 school year.

We are excited about the many opportunities our students will enjoy in the classroom, during sporting events, and on study trips. This year, we will focus on the implementation of our College and Career Ready Standards for Mathematics (CCRSM) and Career Ready Standards for Literacy (CCRSL) in all schools. New program standards and materials for science have been adopted and will be implemented this year as well. We will enrich student learning through the Science, Technology, Engineering, Art and Math (STEAM) program in all schools and continue our commitment to student literacy in reading and writing across the curriculum.

As parents, community members, and educators, we share a common goal: success and highest achievement for all students. To realize this goal, every child must have the benefit of quality classroom instruction that prepares them for life in the 21st Century, along with caring teachers and administrators. The teachers, administrators and staff members of our nine schools are committed to this goal, striving each day to maintain a culture of high expectations, to maximize available resources, and to meet the individual needs of all students. Working together, parents, teachers, community members, and school leaders can make a difference in the lives of our students, preparing them for responsible citizenship and success in today's global society.

The importance of partnerships, in support of our students, cannot be overstated. Parents, educators and community members all play an important part. To maximize learning, we need your help. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides a cumulative effect of establishing life-long habits that are critical for future success in college, military service, and the workplace. I ask that you make every attempt to ensure your child attends school each day school is in session. Coming to school on time each day, eating a good breakfast, and getting sufficient rest and daily exercise are simple steps that positively affect academic success.

I encourage your participation in school activities. Please visit your child's school and get involved. Share your suggestions and concerns with your school principal. When students see parents and community members involved in school activities, research shows that student achievement increases.

The administrators and teachers at all of our Fort Bragg Schools invite you to join us as we continue to strive toward excellence. The district and community superintendents' offices are located at Building B- 4951, Bastogne Drive or 4958 Bastogne Drive, and I may be reached at 910-907-0200. Additional information about our schools and district can be found on our district website, http://www.dodea.edu/Americas/midAtlantic/FortBragg/index.cfm.

I would also like to take this opportunity to say thank you to your family for the service given to our country. It is an honor to serve the children of our military families! Together we can maintain the long tradition of excellence here at Fort Bragg and help shape a positive future for our students and our nation!

Sincerely,

Renee H. Butler, Ed.D.
Fort Bragg/Cuba Community Superintendent
Mid-Atlantic District, DoDEA Americas
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Mission
Educate, Engage, and Empower Military-Connected Students to Succeed in a Dynamic World

Vision
Excellence in Education for Every Student, Every Day, Everywhere

Purpose Statement
To ensure the college and career readiness of our military-connected students, the DoDEA Mid-Atlantic District is committed to building capacity among all educators to increase the effectiveness of instructional practices.

Mid-Atlantic District Goals

**Goal 1:** All schools in the DoDEA Mid-Atlantic District will implement research-based practices through the use of the components of the Mid-Atlantic Framework for Teaching and Learning.

**Goal 2:** All students in the DoDEA Mid-Atlantic District will become empowered learners, innovative thinkers and global collaborators.

Mid-Atlantic District Superintendent’s Office
PO Box 70089
Fort Bragg, NC 28307-0089
Phone 910-907-0200
Fax 910-907-1775
www.dodea.edu/Americas/midAtlantic
DoDEA Mid-Atlantic District Superintendent

Dr. Donato Cuadrado

Dr. Donato Cuadrado was named District Superintendent for the DoDEA Mid-Atlantic schools in March 2018.

“Donato brings a wealth of leadership experience to the Mid-Atlantic District,” said Mr. Thomas Brady, DoDEA Director. “Donato is a very talented and dedicated leader who is committed to student achievement and success. He understands the uniqueness of the military culture as a former Soldier, who served four years and as an educator with more than 30 years of experience. Throughout his DoDEA career, he has demonstrated his passion for excellence in education and a commitment to serving students of our nation’s military families everywhere. His familiarity, leadership and expertise in our school operations will serve us well.”

As the Mid-Atlantic District Superintendent, he oversees 26 DoDEA schools located on eight installations serving more than 10,000 students in North Carolina, Virginia, New York, Puerto Rico and Cuba.

“I am humbled and grateful to serve as the Mid-Atlantic District Superintendent,” said Dr. Cuadrado. “I look forward to leading the great educators and administrators of this district and providing each child with an equitable and quality education.”

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools. He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for DoDEA’s New York, Virginia, Puerto Rico District.

Dr. Cuadrado has won numerous awards. He received the U.S. Presidential Scholars Program Teacher Recognition Award and special Congressional recognition for outstanding service to his community. He was also selected as a DoDEA District Teacher of the Year.

Dr. Cuadrado earned his Bachelors in Elementary and Secondary Education and his Masters in Linguistics from the University of Puerto Rico. He earned his Doctorate in Educational Administration in 2004 from the InterAmerican University in Puerto Rico. Dr. Cuadrado and his wife, Oly, currently reside near Ft. Bragg, NC.

For more information, visit our district and school websites

www.dodea.edu/Americas/midAtlantic/FortBragg
Fort Bragg/Cuba Community Superintendent

Dr. Reneé Butler

Dr. Reneé Butler is the Community Superintendent for the Fort Bragg/Cuba Community, Mid-Atlantic District of the Department of Defense Education Activity (DoDEA).

Prior to that, Dr. Butler served as the Assistant Superintendent for the NC: Fort Bragg District. She came to Fort Bragg from Fort Campbell, KY. During her more than 30 years with DoDEA, she has worked at Fort Campbell, the KY District and the DDESS Area Service Center and Fort Bragg where she served as a teacher, Instructional Systems Specialist (ISS) and administrator at the Elementary and Middle School levels as well as Assistant Superintendent and Acting Superintendent at the NC: Fort Bragg District.

"Dr. Reneé Butler is a wonderful addition to the DoDEA Americas Leadership Team. She is an effective school leader with experience as both an instructional specialist and principal," said Dr. Emily Marsh, Acting DoDEA Americas Director. "Dr. Butler's knowledge of curriculum and instruction, commitment to military connected children, and warm, caring personality will benefit the children and families of Ft. Bragg. We welcome her and look forward to her leadership in our community."

Dr. Butler received her Bachelor of Science Degree in Education from George Peabody College in Nashville, TN and her Master of Education Degree in Educational Leadership from Austin Peay State University, in Clarksville, TN. She earned her Doctorate of Education Degree in Curriculum and Supervision from Vanderbilt University, Nashville, TN. She and her husband, Steve, have two daughters, Elizabeth and Ellen.

For more information, visit our district and school websites

www.dodea.edu/Americas/midAtlantic/FortBragg
# Fort Bragg Schools Directory

<table>
<thead>
<tr>
<th>Fort Bragg Schools</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albritton Middle</td>
<td>Normandy Drive</td>
<td>910-907-0201</td>
<td>910-432-4072</td>
<td><a href="https://www.dodea.edu/AlbrittonMS">https://www.dodea.edu/AlbrittonMS</a></td>
</tr>
<tr>
<td>Bowley Elementary</td>
<td>3445 Randolph Street</td>
<td>910-907-0202</td>
<td>910-907-3513</td>
<td><a href="https://www.dodea.edu/BowleyES">https://www.dodea.edu/BowleyES</a></td>
</tr>
<tr>
<td>Devers Elementary</td>
<td>3355 Varsity Street</td>
<td>910-907-0204</td>
<td>910-396-7374</td>
<td><a href="https://www.dodea.edu/DeversES">https://www.dodea.edu/DeversES</a></td>
</tr>
<tr>
<td>Hampton Primary</td>
<td>4503 Honeycutt Rd.</td>
<td>910-907-0205</td>
<td></td>
<td><a href="https://www.dodea.edu/HamptonPS">https://www.dodea.edu/HamptonPS</a></td>
</tr>
<tr>
<td>Irwin Intermediate</td>
<td>Rhine Road</td>
<td>910-907-0206</td>
<td>910-907-1247</td>
<td><a href="https://www.dodea.edu/IrwinIS">https://www.dodea.edu/IrwinIS</a></td>
</tr>
<tr>
<td>Poole Elementary</td>
<td>3561 Percy Blvd</td>
<td>910-907-0209</td>
<td></td>
<td><a href="https://www.dodea.edu/PooleES">https://www.dodea.edu/PooleES</a></td>
</tr>
<tr>
<td>Shughart Elementary</td>
<td>4780 Camel Road</td>
<td>910-907-0210</td>
<td>910-643-0162</td>
<td><a href="https://www.dodea.edu/ShughartES">https://www.dodea.edu/ShughartES</a></td>
</tr>
<tr>
<td>Shughart Middle</td>
<td>4800 Camel Road</td>
<td>910-907-0211</td>
<td>910-908-2850</td>
<td><a href="https://www.dodea.edu/ShughartMS">https://www.dodea.edu/ShughartMS</a></td>
</tr>
</tbody>
</table>

For more information, visit our district and school websites

[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
Absence Procedures/Tardy Policy

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.

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.

Release of Students 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:

- A signed note is received from the sponsor designating another adult to pick up the student
- 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.

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg

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DoDEA Regulation Regarding the Calculation of Tardies

Regulation 2095.01 states students will be identified present or absent based upon the following criteria:

1. Absent up to 25% of the school day = absent ¼ of the school day
2. Absent between 26% to 50% of the school day = absent ½ of the school day
3. Absent between 51% to 75% of the school day = absent ¾ of the school day
4. Absent between 76% to 100% of the school day = absent full day

Referral to Command

The NC: Fort Bragg District has established the following guidelines for excessive absences and/or tardies to comply with the DoDEA Attendance Policy. Our first priority is to work in partnership with parents to ensure that our students are attending school. This is important to support student success in school. We have a list of procedures in place to support our families before we are required to notify the Command. These are the steps that we follow:

1. Notify parents of excessive absenteeism (7 absences or 5 tardies per semester)
2. Hold a meeting with the parents.
3. Convene a Student Support Team meeting.
4. Develop an intervention plan.
5. Request support from the military social services.
6. Follow up to see if these interventions are effective.
7. Contact the Command if the interventions are not working.

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

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
**Arrival/Dismissal Times and Procedures**

<table>
<thead>
<tr>
<th>Fort Bragg Schools</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>Albritton Middle</td>
<td>M, T, Th, F – 7:55AM</td>
<td>M, T, Th, F – 3:10PM</td>
</tr>
<tr>
<td></td>
<td>W – 7:55AM</td>
<td>W – 2:20PM</td>
</tr>
<tr>
<td>Bowley Elementary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
</tr>
<tr>
<td></td>
<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
</tr>
<tr>
<td>Devers Elementary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
</tr>
<tr>
<td></td>
<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
</tr>
<tr>
<td>Gordon Elementary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
</tr>
<tr>
<td></td>
<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
</tr>
<tr>
<td>Hampton Primary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
</tr>
<tr>
<td></td>
<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
</tr>
<tr>
<td>Irwin Intermediate</td>
<td>M, T, Th, F – 8:30AM</td>
<td>M, T, Th, F – 3:00PM</td>
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<td></td>
<td>W – 8:30AM</td>
<td>W – 2:10PM</td>
</tr>
<tr>
<td>Poole Elementary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
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<td></td>
<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
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<tr>
<td>Shughart Elementary</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
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<td>W – 8:20AM</td>
<td>W – 1:55PM</td>
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<tr>
<td>Shughart Middle</td>
<td>M, T, Th, F – 8:00AM</td>
<td>M, T, Th, F – 3:10PM</td>
</tr>
<tr>
<td></td>
<td>W – 8:00AM</td>
<td>W – 2:20PM</td>
</tr>
</tbody>
</table>

** Teachers **

8:00 AM – 3:30 PM

** Office Hours **

7:30 AM – 4:00 PM

** Early Check-Out Ends **

Mon, Tue, Thu, Fri at 2:00 PM

Wednesday at 1:00 PM

**All Fort Bragg Schools operate with a 100% photo ID check**

*For more information, visit our district and school websites*

[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
Arrival Procedures
- Students may not arrive at school before 8:00 a.m. unless they participate in the breakfast program.
- Breakfast is served from 7:45 a.m. to 8:15 a.m.
- Students who eat breakfast may arrive at 7:45 a.m. and will go directly to the cafeteria upon their arrival.
- Children arriving after 8:20 am (and 8:30 am Irwin Intermediate) are tardy and must be accompanied by a parent and report to the office for a pass.

Car Riders
- Please use the school’s designated drop off and pick up areas.
- Parents who need to enter the building should park in the parking lot.
- All unloading and loading of students must occur from the passenger side of the vehicle for safety reasons.
- NC law prohibits cars from stopping in the crosswalk.
- Parents of tardy students arriving by car should park in the parking lot before escorting their child inside the building to be signed in.

Walkers
- For safety and security purposes as well as inclement weather concerns, all walking students will enter and exit through the designated entrances.
- The Fort Bragg Home Alone Policy states that all students fourth grade and under have to be under direct supervision of an adult at all times. For more information on this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.

Pets
- For safety and security purposes pets of any form are not allowed on campus or in our schools during arrival and dismissal times.

Please refer to the school website for more information about arrival and dismissal procedures.
Attendance Policy

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.

In accordance with the policy stated in the DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, the school personnel, and in some cases the Command. Students with excessive school absences shall be monitored by the Student Support Team to assist them in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

1. Absent up to 25% of the school day = absent one-quarter of the school day.
2. Absent between 26% - 50% of the school day = absent one-half of the school day.
3. Absent 51% - 75% of the school day = absent three-quarters of the school day.
4. Absent 76% - 100% of the school day = absent full-day.

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg

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DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

1. Personal illness
2. Medical, dental, or mental health appointment
3. Serious illness in the student’s immediate family
4. A death in the student’s immediate family or of a relative
5. Religious holiday
6. Emergency conditions such as fire, flood, or storm
7. Unique family circumstances warranting absence and coordinated with school administration
8. College visits that cannot be scheduled on non-school days
9. Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child’s absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Books and Materials

Books on Loan
Textbooks 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. Textbooks and educational supplies are issued to students for their use. Students are responsible for the proper care and return of these materials.

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.

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
Bully Prevention

We strongly believe that school should be a safe and nurturing environment for all students. Therefore, bullying and aggressive behaviors do not have a place at our school and will not be tolerated. *Bullying* is repetitive negative actions targeted at a specific victim. If you have concerns, please talk with your student's classroom teacher for assistance.

Bullying is 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 NC-Fort Bragg District Schools, bullying will not go unchallenged and will not be tolerated. All students, staff members, parents and the community play vital roles to ensure 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.

**DoDEA's Bullying Awareness and Prevention Program**

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 (DoDEA) represents a cross-section of America, 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

*For more information, visit our district and school websites*

[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
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.

- DoDEA Safe Schools Program
- Student Antiterrorism Awareness

Pets
For safety and security purposes pets of any form are not allowed on campus or in our schools during arrival and dismissal times.

Child Abuse/Neglect
DoDEA has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

- The regulation (2050.9) defines child abuse/neglect as: Physical injury, sexual maltreatment, and 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.

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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.

Note: Individual military branches and/or installations 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 Family Advocacy Program (FAP).

Classroom Environment

Fort Bragg Schools provide a warm and nurturing environment for elementary students. Classroom instruction, student assignments, assessments, and homework are standards based. The focus is on ensuring that all students master DODEA standards through differentiated instruction and best practices. Classroom instruction is developmental and engaging so students are successful. Instructional time is protected to maximize learning opportunities. It is imperative that students are on time and remain in school throughout the day to capitalize on all opportunities.

Animals or Pets

Per DoDEA Regulation 4800.1, 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 be cleared through the Nurse's Office and have written approval from the Principal. The pet owner will provide a copy of the Veterinarian certificate for the Principal and School

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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 AES Health Office.

Water Bottles
Students are allowed to use personal water containers (plastic only, please) in classrooms and other instructional areas as appropriate. Water bottles should be clearly marked with the student's name and teacher.

Birthday Celebrations
Teachers typically acknowledge students' birthdays but do not hold parties for each student. In support of the Fort Bragg Healthy Base Initiative and DoDEA Wellness Policy, parents are encouraged to bring non-food items (pencils, erasers, etc.) or healthy treats, which would be distributed after lunch services. Homemade treats are not allowed due to health and allergy concerns of students. Please do not bring flowers, balloons, or other gifts to the school.

Deliveries
To avoid interruption of instructional time, flowers or other gifts will not be delivered to students. If we should receive a delivery for a student, we will notify the student’s parent and hold it in the office until the end of the school day for the parent to pick up.

Pledge of Allegiance
The Pledge of Allegiance or National Anthem will be incorporated into the morning announcements. Participation is not mandatory, but all students are expected to show respect.

Student Conduct (Discipline and Behavior Management)

DoDEA Regulation 2051.1 is the policy and procedures for disciplinary action for all students enrolled in DoDEA. We encourage you to review the regulation for more information. 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.

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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. Student's 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.

Classroom Discipline
Each teacher has and enforces a classroom discipline plan. Teachers work with school counselors and parents to address any behavior concerns. Significant behavioral issues are referred to the assistant principal or principal. If this occurs, the principal or assistant principal would determine if the student would receive disciplinary action, and the parent would be notified of the action.

Student Responsibilities
In general, students are to:

- Comply with the school rules and with all directions of all school staff.
- Bring all needed materials to class.
- Be cooperative and courteous to all adults and other students.
- Use appropriate language and behavior.
- Respect others and self.
- Respect all school property, the school building, and the property of others.
- Leave any toys, dangerous, and valuable items at home.
- Refrain from pushing, fighting, wrestling, tripping, playing catch, and horse-playing with other students.
- Refrain from selling merchandise at school except for school-sponsored items.
- Walk and be quiet in the hallways.

Prohibited Items
Some items prohibited in the school building include:

- skateboards, scooters, roller blades, roller skates, wheelies or skate shoes
- cigarette lighters and matches
- tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- firecrackers
- weapons and/or ammo (real or fake/toy)
- laser light pointers

Electronic Devices
Cell phones and other electronic devices are to be turned off and kept in backpacks during school hours. If a student handles or uses a cell phone or other electronic device during the school day, the device will be kept by the principal until a parent comes to retrieve it.

Student Dress Standards
Children should be dressed appropriately for school. Please keep in mind that children are involved in various activities throughout the school day. They will engage in hands on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc. Student clothing should not create a safety risk for the student, nor should it create a material or substantial disruption to school activities or the learning environment. Therefore, children may not wear ill-fitting clothing, halter-tops, swimsuits, or dresses or skirts of an inappropriately short length or other immodest apparel. Additionally, students are not allowed to wear clothing that contain inappropriately lewd, vulgar, obscene or discriminatory slogans, words, phrases, pictures or acronyms, or that contain language or pictures that promote the illegal use of drugs, alcohol, tobacco, or that advocate violence, violent behaviors, and/or other illegal behaviors. Large hoop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons. Children should not wear headgear in the building except for religious or medical reasons. For safety, it is recommended that all children wear close toed play shoes with rubber soles every day for physical education classes as well as recess activities. Students may not wear sandals or flip-flops. Shoes with heels or tennis shoes with wheels are not allowed. Appropriate attire for your child should include coats, hats, and gloves on cold days, and comfortable, well-fitting clothing and shoes that allow for participation in Art, PE, and play activities. At the request of a parent, school administrators may approve exceptions and accommodations to the dress code standards on a case-by-case basis.

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:

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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 to ensure the measures are appropriate with the measures contained in the base FPCON plan.

Crisis Information
DoDEA has established a Crisis Management Toolkit 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.

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 and One Call Now. Visit the Fort Bragg District webpage for more information on Severe Weather Procedures.

The One Call Now 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 Point of Contact (POC) at each location that has the necessary codes to access the system.

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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 according to the school emergency transportation release form. Please ensure all
contact numbers are updated at all times with both your child's teacher and the school office.
Any contact picking up your child during an emergency situation must bring a photo ID and be
on the emergency contact list provided to the school.

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.

Tornado
In the event of a tornado, students will evacuate to the hallway area and sit on their knees, bent
over, with their heads covered up. Tornado drills are practiced throughout the school year.

Lockdown Procedures
For a lockdown condition, the doors to every classroom are locked and teachers will follow the
procedures in their crisis intervention kit. All entrances will be secured and monitored until the
lockdown is over. During a lockdown, no one will be allowed to enter or to leave the building.

Shelter in Place Procedures
Students will remain or relocate to their classroom. Students in the learning cottages will relocate
to the main building. Teachers will follow procedures as indicated by their crisis intervention kit.

Should any of our schools have an emergency, it would be understandable that parents will be
highly concerned. However, parents are asked not to call students or the school during an
emergency. Students will not be called from class due to the safety problem this could cause. We
will provide an update for parents as soon as possible after implementing our crisis intervention
procedures.

Grading and Report Card Procedures

Kindergarten - 3rd Grade
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

Grades 4 - 8
In grades 4 to 8, the marking code is connected to a numerical scale as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

Failing (F) is 59 and below

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 (-).

Learning Skills
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 primary, elementary and middle school 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 level, 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.

**Report Cards (K-5)**
Student report cards are issued every 9 weeks. A student who is starting school for the first time must have been enrolled 20 school days to receive grades for that quarter. The grade reports are distributed four times per school year, or quarterly.

**Trimester Reports (Prekindergarten)**
The Prekindergarten classes, to include PSCD, are on an alternate calendar. Prekindergarten has a trimester reporting system (12 weeks reporting period), with parents receiving three reports throughout the school year. All classes use teaching practices that are appropriate to a young child's development and also the Creative Curriculum to guide instruction. Students’ skills are observed in the areas of: Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and the Arts. These reports include individualized performance levels and next steps and are in addition to information given to families during parent-teacher conferences.

**Student Grade-Level Placement**
*(DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004)*
Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of the DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from grades 1 through 8.

Grade-level status (9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of the DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum.

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GradeSpeed
GradeSpeed is a web-based program that enables parents to log-in to view grade and attendance data for their student(s) in grades 4-12.

- More information about GradeSpeed
- Parent Connect (for parents of students in grades 4-8)
- Student Connect
- Teacher Connect

Home-School Students
DoDEA recognizes that home-schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services.

Report Cards
(DoDEA Regulation 2000.10, “Department of Defense Dependent Schools Progress Reports,” August 1, 1995)
In accordance with the policies and procedures in the DoDEA Regulation 2000.10, “Department of Defense Dependent Schools Progress Reports,” August 1, 1995 it is the policy of DoDEA to issue a progress report every nine weeks for any student present or enrolled for at least 20 days or more in a marking period. Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1. Marks or grades will be given at the end of each of the four marking periods for students in grades 2-12. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem. In case of students whose performance does not begin to decline until after the midpoint in the quarter, every effort will be made to contact parents as soon as this happens and work to get the student back on track. All students will receive assessments that fairly and accurately report their academic progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

Transcripts/Records Policy/Access to Student Records
Student records and transcripts may be requested from several different sources, depending upon the student’s last date of attendance or graduation date. Please visit the student records Web site

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for further instruction based on your situation or discuss with the counseling department at your student’s school.

System-wide Assessment Program  
(DoDEA Regulation 2000.06, “Systemwide Assessment Program,” March 26, 2010)  
All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, “Systemwide Assessment Program,” March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.

All assessments selected for use within DoDEA shall:

1. Affect instruction and student learning in a positive manner
2. Be one of several criteria used for making major decisions about student performance/achievement
3. Align to clearly defined standards and objectives within the content domain being tested

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student’s future learning activities within the classroom setting.

Scholastic Integrity
Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit, an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student’s discipline folder for the period of the school year.

Homework
Teachers use homework to reinforce and review curriculum content. Research shows that when homework is turned in to the teacher, graded, and discussed with students, it can improve students’ grades and understanding of their schoolwork.

Parents can assist with homework by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the school supplies that your children

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need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support.

The amount of homework varies by grade level.

- PreKindergarten/Kindergarten: 5-10 minutes Monday - Thursday.
- Grades 1 and 2: 10 to 20 minutes, 3 to 4 times per week.
- Grades 3, 4 and 5: 30 to 60 minutes, 3 to 5 times per week.
- We recommend that all students read or be read to at home each day (This is in addition to any assigned homework).

Each teacher communicates with parents on a consistent basis about their children's homework assignments, via an assignment sheet, homework folder, or other reporting methods. Homework reinforces previously learned skills. If your child consistently takes longer than the recommended time to complete homework, please contact your child's teacher.

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 that 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

The amount of help you offer your child depends on each child's grade level, knowledge of skills and study habits. First, make sure the child understands the directions by completing a few problems together. Praise right answers, and show how to correct mistakes. Students should generally be able to complete the assignments independently. Avoid "hovering" over your child while they work on homework. You do not want your child to be dependent on you to complete the tasks. Help older students organize their assignments by recording them on calendars or planners, along with due dates, dates turned in, etc.

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Health Services

Optimal learning requires good emotional and physical health. DoDEA School Health Services works together with families and community for children's health. The School Nurse at each DoDEA school works with the school administrator to provide an environment that promotes optimal wellness and safety for all students. The school nurse provides individualized quality health care for students, emphasizes health education at all levels and utilizes available community and school resources to promote an overall healthy lifestyle for students, staff and families. Some of the core services of a school nurse are:

- Conducting health screenings
- Providing specialized health care and services
- Assessing and evaluating individual growth and development
- Monitoring of students' immunizations
- Acting as a resource for faculty, parents and students
- Providing individual health counseling to service emotional and physical health needs
- Identifying and referring possible pediatric and adolescent health problems for early diagnosis and treatment
- Evaluating and monitoring communicable diseases
- Conducting health related classroom instruction
- Acting as an advocate for children with special needs
- Serving as a liaison with parents and community health agencies
- Providing educational and promotional activities for healthy lifestyles of our students and staff

The purpose of the School Health Services is to strengthen the educational process by improving the health status and health knowledge of students. The goal of the program is to help students become responsible for their own health and wellness. 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
Students who are ill should stay home for the protection of the child and others. 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:

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- 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

DoDEA policy states that a child must be fever free (temperature less than 100°) for 24 hours. 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 at School
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.

**Internet Rights and Responsibilities for Students, Staff, and 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.

*For more information, visit our district and school websites*

[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
In accordance with DoDEA Administrative Instruction 6600.01 "Computer Access and Internet Policy" the parents of all students in grades PreK-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/paraprofessionals, or volunteer whenever accessing the Internet. The information specialist or teacher determines permission for students to print Internet information.

Parent Communication

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 NC: Fort Bragg District Superintendent's Office, 910-907-0200.

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.

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 Conference Resources for Parents

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
**Telephone messages**
You can contact the school by calling the school front office. If the office staff members are occupied and do not answer the telephone, you can leave a voice mail, and your call would be returned in a timely manner.

**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 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 p.m. Please provide your child with transportation/pick-up instructions prior to start of school.

**Student Records and Information**

**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
- Mailing address
- Student health concerns/allergies
- Student's Last Name

*For more information, visit our district and school websites*
[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
Email Address

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

Court Orders

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 will be TDY or on any 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.

Study (Field) 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 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 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. 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.

For more information, visit our district and school websites

www.dodea.edu/Americas/midAtlantic/FortBragg

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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 on the bus to and from the trip. Chaperones may not follow the bus in their private vehicle.

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.

Since 2011 all chaperones must complete the AT Level 1 Awareness Training prior to participating in any school field trip. (Active duty personnel are exempt from completing this training).

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**Visitors and Volunteers**

**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.

**Visitor Badges**
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 and leave identification card with secretary, and receive a visitor's badge. All visitors MUST sign out and return the visitor's badge upon leaving the building.

**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

*For more information, visit our district and school websites*  
[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
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 school volunteers shall be subject to a standardized application process that includes completion of an application form and standardized background checks and AT Level 1 training. Volunteer applications are available in the school office or the linked Enclosure 2 below. 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.

- DD2793, Volunteer Agreement for Appropriated Fund Activities and Non Appropriated Fund Instrumentalities.
- AT Level 1 Awareness Training - [http://jko.jten.mil/courses/atl1/launch.html](http://jko.jten.mil/courses/atl1/launch.html)

Volunteers can help in different areas and ways. Here are some examples:

- Assist in the Information Center (Media Center)
- Work with groups of students or individuals
- Prepare materials for teachers
- Share special talents
- Assist with the vision screening
- Assist with or provide support for special school activities, such as recognition assemblies, parent forums, field day, etc.
- Be a chaperone during study trips
- Join and participate in the school PTA/PTO program

### Wellness Policy

The North Carolina District (DDESS) Schools (NCDS) believe that children and youth who begin each day as healthy individuals can learn and achieve more readily and are more likely to complete their formal education. NCDS also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

It is the policy of NCDS that the following goals be met:

For more information, visit our district and school websites
[www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg

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- NCDS will engage students, parents, school principals, administrators, school board members, child nutrition services, health professionals and other interested community members in developing, monitoring, reviewing, and reporting the effectiveness of district-wide nutrition and physical activity policies.
- All students in grades PK-12 and school staff will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages served or sold at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and child-pleasing foods that meet their health and nutritional needs. Schools shall provide clean, safe, and pleasant settings and adequate time for students to eat.
- All NCDS will participate in the National School Breakfast and Lunch Programs and the Summer Food Service Program. (Fresh Fruit and Vegetable Program upon eligibility and USDA selection). Schools will provide nutrition awareness activities and physical education to all students.
- All NCDS will be registered as USDA Team Nutrition Schools (http://www.fns.usda.gov/tn/) , and are encouraged to join the USDA Healthier US School Challenge. (http://www.fns.usda.gov/tn/healthierus/index.html)

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.

With five days prior notification, parents are welcome to pick up a copy of student records from the office on the last day of student attendance. The sponsor/spouse must sign for records 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 hand carried 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."

**DoDEA Early Withdrawal Policy**

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. The principal may authorize an accelerated withdrawal of a student who must withdraw from a school 20 or less instructional days prior to the end of a semester.

14.5.1.1 The parent/sponsor must present verification of the date required for the student to depart from the school (e.g., Permanent Change of Station orders).

14.5.1.2 All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal under the accelerated program for grades to be assigned and credit to be granted.

14.5.2 This provision is permitted for early withdrawal with full Carnegie credit based solely on careful consideration of the unique circumstances which military families face. It recognizes that due to military requirements, families are occasionally required to make permanent change-of-station moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves.

14.5.2.1 The 20-day limitation provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content.

14.5.2.2 This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change of station moves.

14.5.3 Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.
Interstate Compact on Educational Opportunity for Military Children
The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

Currently, all 50 States and the District of Columbia participate in the interstate compact that provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves by can cause children to miss out on extracurricular activities and to face challenges in meeting graduation requirements. In accordance with Enclosure 4 of the DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017, the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact would work to coordinate graduation requirements, transfer of records and course placement and other administrative policies.

Religious Holiday Observance
(DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012)
According to Enclosure 3 in the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012 students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

Student Rights and Responsibilities
(DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012)
In accordance with Enclosure 2 of the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012 students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg

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Comply with policies, procedures, and standards for student behavior
Refrain from conduct or behavior that is disruptive
Respect the rights and human dignity of other students and all school employees
Attend school and classes regularly and punctually and make a conscious effort in all classes
Participate in and take advantage of educational opportunities provided by DoDEA schools
Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures

Education Student Services
Education Student Services (ESS) is an integral part of the total education program. The ESS Department includes DoDEA school nurses, school counselors, school psychologists and school social workers (located only in certain locations). The ESS staff members at each DoDEA school partner with parents, community, students and other educators to assist in creating an educational environment conductive of academic, personal, social and career growth of all students. Please visit the Education Student Services Web site for further instruction based on your situation or discuss with an administrator at your student’s school.

Special Education
(Department of Defense Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015)
Special education is considered specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, home, hospitals and institutions, and in other settings, as well as instruction in physical education. In accordance with the policy stated in the Department of Defense Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015 the law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. Please contact your child’s school for specific details relating to your child if you would like to discuss eligibility requirements.

Disability Services
(DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended & DoDEA Regulation 2500.10, “Special Education Dispute Management System,” August 28, 2001)

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child’s school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation 2500.10, “Special Education Dispute Management System,” August 28, 2001 either the parent or the school may request mediation to resolve a disagreement concerning a child’s individualized education program, including the delivery of medically related services.

English for Speakers of Other Languages (ESOL)/Language Services
(DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007)
An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007, DoDEA’s ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student’s needs and classification. ELLs are involved in mainstream classes during the day.

Counseling
(DoDEA Regulation 2946.1, “School Counseling Services,” September 8, 2003)
DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12 in accordance with DoDEA Regulation 2946.1, “School Counseling Services,” September 8, 2003 and DoDEA Manual 2946.2, “Department of Defense Education Activity School Counseling Services,” January 1, 2006. Counseling programs are designed to foster a foundation for life-long learning by removing barriers to students’ academic success. Early identification and intervention of students’ academic and social/emotional needs is essential in removing
barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs support student’s self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

School Psychology
DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development in accordance with DoDEA Regulation 2946.3, “School Psychological Services,” January 22, 2004. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students’ academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.
School Health Services  
(DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003)  
DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse works with the school administrator to promote wellness and safety of all students and staff. In accordance with Section 6 in the DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003 the school nurse serves as the coordinator of school health services programs, by:

- Promoting healthy and safe learning environments;
- Providing health counseling, assessment, intervention and referrals;
- Providing health education to students, staff and the community; and
- Promoting community wellness through health education, counseling, and activities.

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community.

Please contact your school nurse for additional information regarding the DoDEA School Health Services Program.

The school nurse shall take the following measures:

1. Ensure appropriate care of students concerning necessary medical attention;
2. Contact sponsors and/or family members concerning a student’s medical concern; and
3. Give immediate first aid as well as seek immediate medical referral(s) where deemed necessary.

All measures taken will be documented on accident form DS 4801.

Student Enrollment: Registration Process  
(DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended)  
(DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997)  
Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

For more information, visit our district and school websites
www.dodea.edu/Americas/midAtlantic/FortBragg
The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including all dates and types of immunizations
- Sponsor's orders for current tour of duty
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence.

Contact the registrar at your student’s school for more information on enrollment or to update your student’s information.

**Student Enrollment: Immunization Requirements**

**Immunization Requirements Memorandum**

At the time of enrollment, documentation of a student’s immunizations is required. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records
- State agency-generated immunization certificates
- School-generated immunization certificates
- Physician, clinic, or hospital-generated immunization records

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit [http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf](http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf).

**Access to School Facilities**

Schools shall allow equal access to school facilities being used for student sponsored non-curriculum related activities, if a school allows any such group access to its facilities.

**Computer Access/Internet Policy/Electronic Devices**

(DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010)

Each student, together with the student’s parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:
Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.

Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.

Students shall be polite in all electronic communication.

Students shall use courteous and respectful language and/or images in their messages to others.

Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.

Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct

DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015

All DoDEA employees and volunteers hold positions of trust and are responsible for establishing and maintaining professional distance with students. Adult-to-student sexual abuse, sexual harassment, or other inappropriate behavior or conduct demonstrate a lack of professional integrity and a breach of authoritative power of adults who are in positions of trust, and such are unacceptable and shall not be tolerated in DoDEA. Incidents of sexual abuse, sexual harassment, or other inappropriate behavior or conduct shall be reported promptly in accordance with DoDEA requirements. Refer to pages 15-17 in the DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015, Sexual Harassment and Other Inappropriate Sexual Behavior to obtain more information about sexual harassment.

Sexual Harassment

DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004 DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

For more information, visit our district and school websites

www.dodea.edu/Americas/midAtlantic/FortBragg
Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one’s ability to learn, study, work, or participate in or benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student’s schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one’s physical or psychological well-being.

Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

- Commenting or teasing someone about their sexuality, body parts, or sexual development.
- Texting, IM’ing, e-mailing, or otherwise sharing sexually graphic material, both written and visual.
- Pulling down someone’s pants or shorts, flipping skirts, pulling at or lifting up shirts.
- Unwelcome physical contact of a sexual nature from an unwanted pat, hug, or kiss, to groping or grabbing of another person’s private body parts and, in extreme cases, sexual assault or rape.

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage [www.dodea.edu/sexualharassment](http://www.dodea.edu/sexualharassment) to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DMEO) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at: [https://www.dodea.edu/aboutDoDEA/command.cfm](https://www.dodea.edu/aboutDoDEA/command.cfm).

Parent/Student/Teacher Communication
DoDEA encourages all communication take place through official school email accounts.

Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs
(DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160)
No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. Sexual harassment is a form of discrimination based on sex. Refer to pages 15-17 in the DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160, Sexual Harassment and Other Inappropriate Sexual Behavior.

For more information, visit our district and school websites [www.dodea.edu/Americas/midAtlantic/FortBragg](http://www.dodea.edu/Americas/midAtlantic/FortBragg)
Noncustodial Parent Rights
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.