



Elliott Egrets!

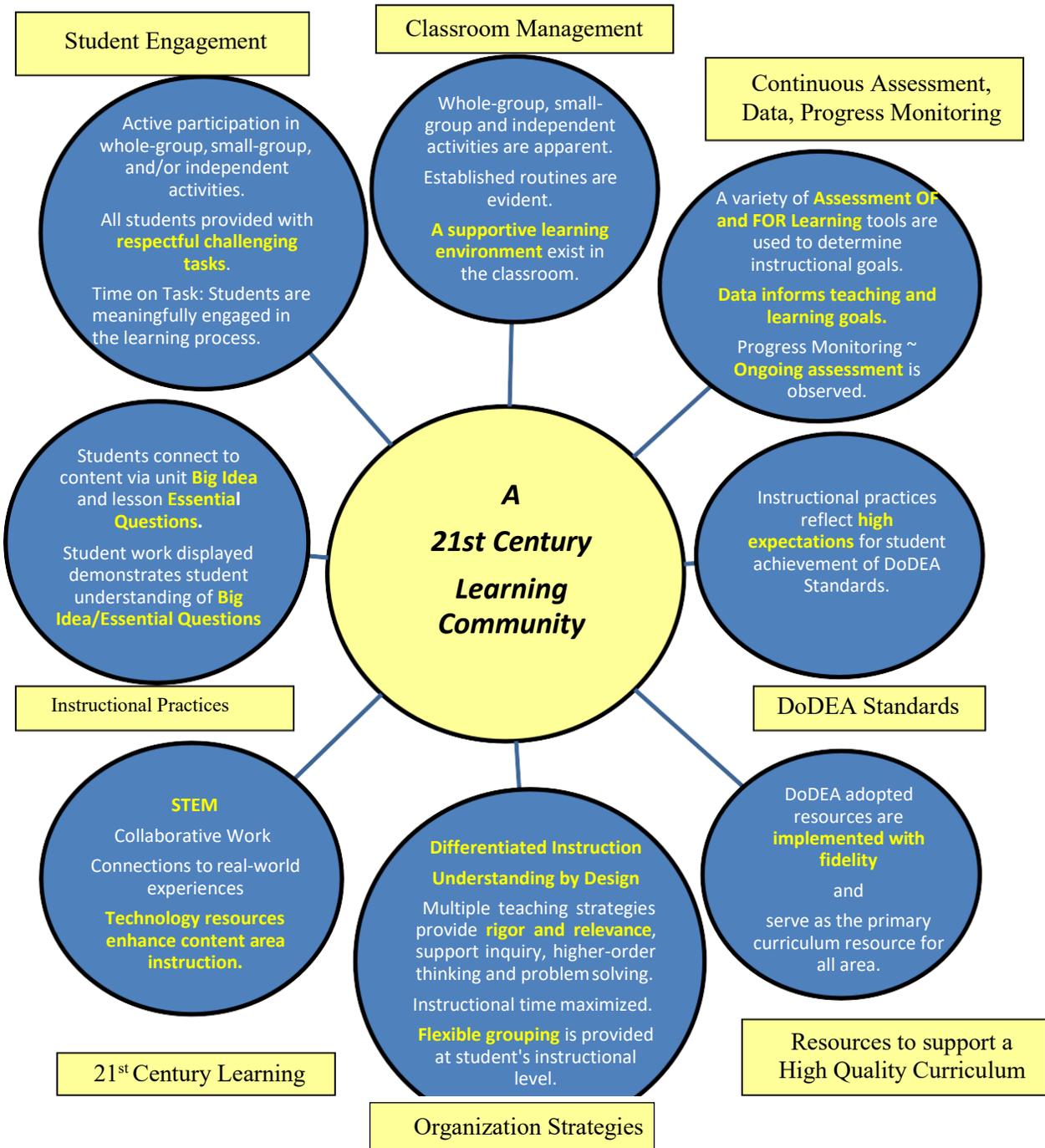


Bolden Eagles!

Student-Parent Handbook

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PURPOSE

DODEA AMERICAS SOUTHEAST DISTRICT IS A A 21ST CENTURY LEARNING COMMUNITY



Middleton S. Elliott Elementary School

345 Elliott Dr.
Beaufort, SC 29906

Office: 843-846-6982

Fax: 843-846-6720

<https://www.dodea.edu/ElliottES/>
Carollee.kippcaldwell@dodea.edu



Ms. Carol Lee Kipp Caldwell, Principal

School Hours and Schedules

Kindergarten- 2 nd Grade		
Day	Begins	Ends
Monday	7:55 a.m.	2:40 p.m.
**Tuesday	7:55 a.m.	1:30 p.m.
Wednesday	7:55 a.m.	2:40 p.m.
Thursday	7:55 a.m.	2:40 p.m.
Friday	7:55 a.m.	2:40 p.m.

Pre-K & PSCD		
Day	AM	PM
Monday	7:55 a.m.-10:30 a.m.	12:10 p.m.-2:40 p.m.
**Tuesday	7:55 a.m.-9:55 a.m.	11:30 a.m.-1:30 p.m.
Wednesday	7:55 a.m.-10:30 a.m.	12:10 p.m.-2:40 p.m.
Thursday	7:55 a.m.- 10:30 a.m.	12:10 p.m.-2:40 p.m.
Friday	7:55 a.m.- 10:30 a.m.	12:10 p.m.-2:40 p.m.

****Early Release is EVERY Tuesday of the Month.**



Charles F. Bolden Elem/Middle School

260 Elliott Dr.

Beaufort, SC 29906

Office: 843-846-6112

Fax: 843-846-9283

<http://www.dodea.edu/BoldenEMS>

angela.stephens@dodea.edu



Dr. Angela Stephens, Principal

School Hours and Schedules

3rd-5th Grade		
<u>Days</u>	<u>Begins</u>	<u>Ends</u>
Monday	7:55 a.m.	3:05 p.m.
Tuesday**	7:55 a.m.	1:50 p.m.
Wednesday	7:55 a.m.	3:05 p.m.
Thursday	7:55 a.m.	3:05 p.m.
Friday	7:55 a.m.	3:05 p.m.

Middle School Schedule		
<u>Period</u>	<u>Begins</u>	<u>Ends</u>
SOAR	8:00 a.m.	8:40 a.m.
I	8:45 a.m.	9:40 a.m.
II	9:43 a.m.	10:38 a.m.
III	10:40 a.m.	11:35 a.m.
Lunch	11:37 a.m.	12:14 a.m.
IV	12:14 p.m.	1:09 p.m.
V	1:11 p.m.	2:06 p.m.
VI	2:08 p.m.	3:03 p.m.

Early Release: Middle School Schedule		
<u>Period</u>	<u>Begins</u>	<u>Ends</u>
I	7:55 a.m.	8:56 a.m.
II	8:58 a.m.	9:49 a.m.
III	9:51 a.m.	10:42 a.m.
IV	10:44 a.m.	11:35 a.m.
Lunch	11:35 a.m.	12:00 p.m.
V	12:07 p.m.	12:58 p.m.
VI	1:00 p.m.	1:50 p.m.



July 2020						
S	M	T	W	T	F	S
			1	2	3 H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
3 Independence Day (Observed)						

August 2020						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 PL	18 PL	19 PL	20 PL	21 TW	22 TW
23	24 F	25 ER	26	27	28	29
30	31					
17-18 Teacher PD Day (No School)						
19-20 Teacher CCR Days (No School)						
21-22 Teacher Work Days (No School)						
21 Sneak-A-Peek (2:00PM-3:30PM)						
24 First Day of School (K-8)						

September 2020						
S	M	T	W	T	F	S
		1 ER	2	3	4	5
6	7 H	8 ER PK	9	10	11	12
13	14	15 ER	16	17	18	19
20	21	22 ER	23	24	25	26
27	28 PL	29 ER	30			
7 Labor Day (No School)						
8 First Day of School (Pre-K)						
15 Open House (Elliott Only – 2:00PM-3:30PM)						
22 Q1 Progress Reports						
22 Open House (BES Only – 2:00PM-3:30PM)						
28 CCR Day – Quarter 1 (No School)						

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6 ER	7	8	9 PL	10
11	12 H	13 ER	14	15	16	17
18	19	20 ER	21	22	23	24
25	26	27 ER QE	28	29	30 TW	31
9 Professional Learning #1 (No School)						
12 Columbus Day (No School)						
27 End of 1 st Quarter						
30 Report Card Prep (No School)						

November 2020						
S	M	T	W	T	F	S
1	2	3 ER	4	5	6	7
8	9	10 PL	11 H	12 TC	13 TC	14
15	16	17 ER	18	19	20	21
22	23	24 ER	25 H	26 H	27 H	28
29	30					
10 CCR Day – Quarter 2 (No School)						
11 Veterans Day (No School)						
12-13 Parent Teacher Conferences (No School)						
25-27 Thanksgiving Break (No School)						

December 2020						
S	M	T	W	T	F	S
		1 ER	2	3	4	5
6	7	8 ER PK	9	10	11	12
13	14	15 ER	16	17	18	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 H	29 H	30 H	31 H		
8 PreK Report Card Prep #1 (No School for PreK)						
8 Q2 Progress Reports						
21-31 Winter Break (No School)						

January 2021						
S	M	T	W	T	F	S
				1 H	2	
3	4	5 ER	6	7	8	9
10	11	12 ER	13	14	15	16
17	18 H	19 ER	20	21	22 QE	23
24	25	26 ER	27	28	29 PL	30
	31					
1 Winter Break (No School)						
18 MLK Birthday (No School)						
22 End of 2 nd Quarter						
29 CCR Day – Quarter 3 (No School)						

February 2021						
S	M	T	W	T	F	S
	1 TW	2 ER	3	4	5	6
7	8 RC	9 ER	10	11	12	13
14	15 H	16 ER	17	18	19	20
21	22	23 ER	24	25	26	27
28						
1 Report Card Prep (No School)						
8 Report Cards Issued						
15 Presidents' Day (No School)						
23 Q3 Progress Reports						

March 2021						
S	M	T	W	T	F	S
	1	2 ER	3	4	5 PL	6
7	8	9 ER	10	11	12	13
14	15	16 ER PK	17	18	19	20
21	22	23 ER	24	25	26	27
28	29	30 ER	31 QE			
5 Professional Learning #2 (No School)						
16 PreK Report Card Prep #2 (No School for PreK)						
31 End of 3 rd Quarter						

April 2021						
S	M	T	W	T	F	S
				1	2 TW	3
4	5 PL	6 ER	7	8	9	10 RC
11	12 H	13 H	14 H	15 H	16 H	17
18	19	20 ER	21	22	23	24
25	26	27 ER	28	29	30	
2 Report Card Prep – (No School)						
5 CCR Day – Quarter 4 (No School)						
9 Report Cards Issued						
12-16 Spring Break (No School)						

May 2021						
S	M	T	W	T	F	S
2	3	4 ER	5	6	7	8
9	10	11 ER	12	13	14	15
16	17	18 ER	19	20	21	22
23	24	25 ER	26	27	28	29
30	31 H					
11 Q4 Progress Reports						
14 1 st Day for Accelerated Withdrawal						
31 Memorial Day (No School)						

June 2021						
S	M	T	W	T	F	S
		1 ER	2	3	4	5
6	7	8 ER PK	9 QE YE	10 TW	11	12
13	14	15	16	17	18 RC	19
20	21	22	23	24	25	26
27	28	29	30			
8 Last Day of School PreK Only						
9 End of 4 th Quarter Last Day of School - 11:30 Dismissal PreK Report Card Prep #3 (No School for PreK)						
10 Report Card Prep (No School)						
18 Reports Cards Issued (Mailed)						

Standard Calendar 2020-2021	
F	First Day of School
ER	Early Release for Students
QE	Quarter Ends
YE	Last Day for Classes
PK	3-4 Year Old Program Date
RC	Report Card Date
PL	Prof. Learning Day/No School
TW	Teacher Work Day/No School
H	Holiday
TC	Conferences/No School

Quarter Duration		
Quarter	End Date	Duration
1	October 27	43
2	January 22	44
3	March 31	44
4	June 9	42
Make Up Days		
Make up days, if needed, will be... June 11, 14, & 15		

School Contacts	
School	Phone
Bolden	843-846-6112
Elliott	843-846-6982
Community Superintendent's Office	912-369-6691

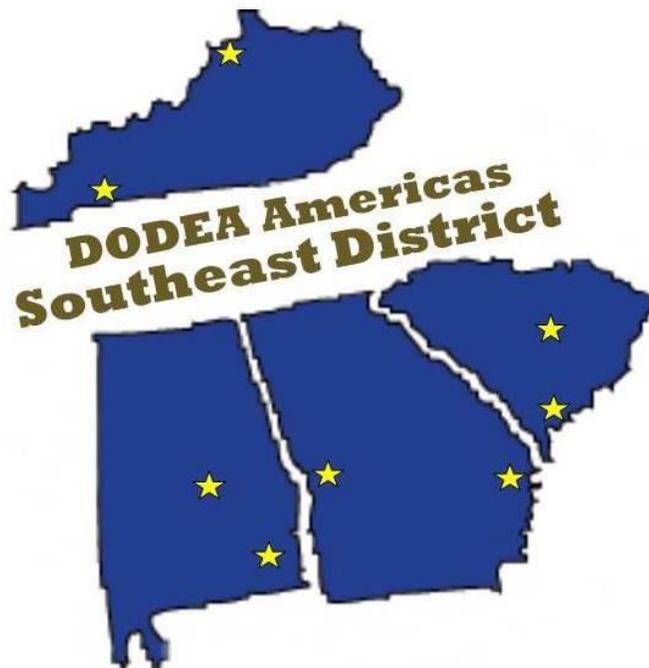
Report Card Dates	
Quarter	Date
Quarter 1	Nov 12-13
Quarter 2	Feb 8
Quarter 3	April 9
Quarter 4	June 18

Department of Defense Education Activity (DoDEA)-Americas

dodea americas
SOUTHEAST DISTRICT

DoDEA Mission: Educate, Engage, and Empower Each Student to Succeed in a Dynamic World.

DoDEA Vision: To Be Among the World's Leaders in Education, Enriching the Lives of Military-Connected Students and the Communities in which They Live.



AMERCAS SOUTHEAST DISTRICT SUPERINTENDENT'S OFFICE
900 Santa Fe Rd, Fort Benning, GA 31905

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

Dr. Christy L. Huddleston

DODEA AMERICAS SOUTHEAST DISTRICT SUPERINTENDENT



Dr. Christy Huddleston was named the Georgia/Alabama District Superintendent in 2012. Beginning with the 2016 – 2017 school year, Dr. Huddleston will serve as the Superintendent for the DoDEA Americas Southeast District; which include schools at Fort Knox, Fort Campbell, Laurel Bay, Fort Jackson, Fort Stewart, Fort Benning, Fort Rucker and Maxwell AFB. She began her career as a high school science teacher in 1996 and coached the girl's golf team in Harris County, GA. She was selected as the Parent Teacher Student Association (PTSA) Star Teacher in 2001. She went on to serve as the high school guidance department chair and the school testing and curriculum coordinator for Harris County High School. Beginning in 2006, she served as the District Secondary Curriculum Instructional Coordinator and then as the Assistant Superintendent for Curriculum, Instruction and Assessment starting in 2009.

In 2011, she received a Doctorate of Philosophy in Administration of Elementary and Secondary Education from Auburn University, Alabama. Additionally, she earned her Educational Specialist and Master's Add-on in Educational Leadership and Administration from Troy University. She also earned her Master's Degree in School Counseling and Bachelors of Secondary Education in Science from Columbus State University where she was awarded with a Certificate of Academic Honor and Outstanding Accomplishments in Science. Dr. Huddleston served on the UTeach Grant Steering Committee and the Institutional Review Board for Columbus State University.

Dr. Huddleston is also an adjunct professor for Troy State University where she was honored with a Research Scholar award in 2008. She referees articles for the Journal of School Leadership. Her career and research focus has been on identifying barriers that must be overcome in schools so that all students have an equal opportunity to reach their fullest potential.

She co-authored a study presented collaboratively at University Council for Educational Administration (UCEA) on gender dynamics and the cohort experience in a leadership preparation program. Dr. Cabezas-Huddleston's book review on *The School Leaders Our Children Deserve: Seven Keys to Equity, Social Justice, and School Reform* by George Theoharis has been published in the Journal of Educational Administration. Her quantitative research study on *Assessing Equity in Advanced Programs through an Invitational Theoretical Perspective* was presented at the Alabama and Mississippi Sociological Association. She also conducted research on *Honors and Advanced Placement Programs: Closing the Achievement Gap* and presented this topic at the Auburn University Research

Institute. Through collaboration and dialogue with her K-12 colleagues, she authored the District Manual: *Response to Intervention*; which was implemented in Harris County Schools, GA.

Dr. Huddleston and her husband reside in Georgia. She has two sons, Justin and Jake, two daughters-in-law, Suzie and Dakota, and three grandchildren. Her grandfather served in World War II and her father served in the U.S. Army. Her youngest son, Jake, is a Cavalry Scout in the U.S. Army. Dr. Huddleston is passionate about serving military-connected students and families.

SOUTHEAST DISTRICT
FORT STEWART / SOUTH CAROLINA COMMUNITY SCHOOLS
376 Davis Avenue
Fort Stewart, GA 31315
PHONE (912) 369-6691 FAX (912) 876-8417



Mr. Brian Perry currently oversees seven DoDEA schools located on Fort Stewart, Georgia; Laurel Bay, South Carolina; and Fort Jackson, South Carolina serving more than 2,400 students. His focus in this role is to provide leadership and support in teacher collaboration to advance student achievement, inspire and motivate teaching and district staff, and support the DoDEA mission.

Mr. Perry began his educational career in 2001, in Montgomery, Alabama, where he taught physical education at Maxwell AFB Elementary. From 2006 - 2009, he served as the assistant principal at Maxwell AFB Elementary. During the 2008-2009, Mr. Perry closed Robin AFB Elementary, located in Warner Robins, Georgia while serving as the assistant principal for both Maxwell AFB Elementary and Robins AFB Elementary schools. From 2009-2013, he served as the principal at Pierce Terrace Elementary located on Fort Jackson, South Carolina. From 2013-2016, he served as the principal at W.T. Sampson Unit School located in Guantanamo Bay, Cuba. From 2016-2018, he served as the principal at Fort Knox High School located on Fort Knox, Kentucky. In 2018, he became principal at Charles P. Murray Elementary located on Fort Stewart, Georgia until being named as the community superintendent in October 2019.

Mr. Perry's education includes a bachelor's degree in Physical Education from Faulkner University, a master's degree and educational specialist degree in Educational Leadership from Auburn University Montgomery.

Mr. Perry and his wife of 18 years have 3 children: Garrett (17), Josie (15), and Anna (11). All three are former DoDEA students at W.T. Sampson Unit School in Guantanamo Bay, Cuba.

CHAIN OF COMMAND

DoDEA Director

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

Area Director

700 Westpark Drive
3rd Floor
Peachtree City, GA 30269

DoDEA Americas Southeast Superintendent

900 Santa Fe Rd
Fort Benning, GA 31905
Phone # 706 545-7276
Fax # 706 545-8227

DoDEA Americas Southeast Community Superintendent

School Principal

School Assistant Principal

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ACCREDITATION

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

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

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

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

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

GRADING AND REPORT CARD PROCEDURES

Student report cards are issued every 9 weeks. A student who is starting school for the first time must have been enrolled 20 school days to receive grades for that quarter. Grades for a student transferring to a DoDEA Americas Southeast District school from another school district will be averaged with the current grade to determine the report card grade. The grade reports are distributed four times per school year, or quarterly.

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

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

In grades four to twelve, the marking code is connected to a numerical scale as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below is Failing (F)

This marking code is used in the major subject areas of Language Arts, Reading, Mathematics, and Social Studies may also be further noted with a plus (+) or minus (-).

The Learning Skills for grades K-5 are marked with any of the following:

1 = Consistently Observed

2 = Occasionally Observed

3 = Infrequently Observed

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

It is the responsibility of the teacher, under the supervision of the Principal, to determine the instructional level of students in reading and mathematics. Once these levels are determined, it is also the teacher's responsibility to ensure that all assigned work shall be within the students' instructional level. The assumption is made that if a student is properly placed at his/her instructional 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.

Gradespeed is the DoDEA adopted program for teachers' of grades 4 through 12 to submit and post grades into the Student Information System. The Gradespeed program offers many special features, including Parent Connection for teacher reporting, and teacher-to-parent communications. Gradespeed's Parent Connection will give parents online access to their child's grades via the web. Each parent can request his or her own account. The grade scale in Gradespeed is as follows: A+=100 A=96 A-=92 B+=89 B=86 B-=82 C+=79 C=76 C-=72 D+=69 Go to <http://dodea.gradespeed.net> to create a parent account. Each school has a brochure with specific directions on how to set up a Gradespeed account. Students will be given a Gradespeed account by their school Educational Technologist

RECOGNITION AND AWARDS

2.5.1 DoDEA recognizes that rewarding outstanding student achievement and performance is an integral part of the education process and that providing incentives and awards enhances student self-esteem and promotes the goals and mission of DoDEA.

2.5.2 A school awards program may include recognition in a number of areas, e.g., achievement or performance in academics, athletics, school activities, attendance, citizenship, leadership, service, or any other activity deemed worthwhile by the school.

2.5.3 The provision of awards and incentives is the responsibility of the local school. The history, traditions, and current needs of each school should determine the number and nature of the awards given to students. Schools should establish, in writing, the criteria and process for selecting recipients for each award given. The award program should be reviewed at least every two (2) years by the principal in conjunction with parents/sponsors, teachers, and students. The final authority in determining the number, type, and recipients of school awards is the principal.

Elliott Elementary School

Reader's Are Leaders Award: Is based on the number of books your student has completed throughout the quarter. At the end of each quarter, students meeting the criteria receive certificates.

Celebration of Learning: Each quarter, grade level teams show case student learning.

Bolden Elementary/ Middle School

HONOR ROLL: Students in grade 3 earning E's and M's and students in grades 4- 8 earning A's and B's in the areas of Language Arts (Reading, Writing, Speaking & Listening), Math, Science, and Social Studies, qualify for the Honor Roll. These students will be honored with a certificate of achievement following the issuing of report cards on a regular school day.

PRINCIPAL'S HONOR ROLL: Students in grade 3 earning all E's and students in grades 4-8 earning academic excellence by making all A's in the areas of Language Arts (Reading, Writing, Speaking & Listening), Math, Science and Social Studies, qualify for the Principal's List.

RETENTION PHILOSOPHY

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

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

Research does indicate that:

Low-achieving students do progress whether they are retained or promoted.

At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.

There is no evidence that promoting "underachieving and immature" students contributes to emotional and social problems, and there is no evidence that repeating a grade improves these problems.

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

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

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

HOMEBOUND INSTRUCTION

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

HOMEWORK

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

Teachers may assign homework as determined necessary to enhance student learning that is taking place in the classroom. Each child works at his/her own pace, so the amount of time needed to complete specific assignments



may vary. The types of homework may vary to enable the student to have experience/practice in reading, writing, computational skills, and other subject areas during a given week. Frequency and length of assignments will be grade appropriate. At a very minimum, a child should read or be read to 15-20 minutes nightly.

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

Students are responsible for ensuring that they:

Understand the homework assignment.

Take home all books and materials needed to do the assignment.

Complete the homework in the assigned format and turn it in when it is due.

Participate actively and cooperatively in the evaluation of their homework when appropriate.

Parents are encouraged to provide an environment which fosters the development of life-long learning skills. This includes:

A quiet place to work.

Necessary materials.

A regular study time.

Review the student planner.

Encouragement and praise.

CURRICULUM

Art Program

The Art Program has four primary goals:

Create Works of Art - Refers to the creating of art work, art vocabulary, skills development and learning about the elements and principles of design.

Demonstrate Aesthetic Perception - Focus upon acute awareness, well-developed observation, appreciation and taste, sense of beauty, intuitiveness, insight and comprehension.

Develop Knowledge of Art Heritage - Delineates the expected outcomes of learning about cultures, individual artists, art masterpieces and art careers.

Utilize Critical Judgment of the Visual Art - Refers to the recognition of difference, evaluation, and analysis, comparison, appraisal, discrimination and wisdom in artistic choices.



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

Music Program

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

Participate in Various Forms of Musical Expression - The experiences of singing, playing, listening, moving to, and creating music lead to an understanding of musical concepts.



Demonstrate an Understanding of Musical Concepts - To translate or articulate the unique language of music, one should be able to use the vocabulary and notation of music.

Display an Awareness of the Interrelationship between Music and Society - Music is a vital part of any society's heritage. Hearing and performing a variety of diverse music helps one to understand the role music has played and continues to play in the lives of all people.

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

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

Physical Education Program

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

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



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

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

We ask that the following guidelines be followed:

Wear proper physical education attire, shoes included.

Have a pair of athletic shoes to be used only for PE.

Always cooperate with the teacher and other students.

Be prepared to exercise and have fun.

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

Advanced Academic Programs & Services

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

Services are provided because identified students have a documented need for differentiation and challenge in their instructional program. This differentiation provides daily academic challenge and social-emotional support to ensure continued intellectual growth and development. The DoDEA schools determine the most effective methods to meet the needs of students identified for advanced academic education services. Schools consider individual strengths in matching student to services because each student has a unique profile of strength.

Students who perform or show the potential for performing at remarkably high levels when compared with others of their age, experience, or environment have learning needs which require differentiated learning experiences. Such experiences are those in which the content, strategies, and expectations of student performance have been adjusted to be appropriate for students identified for gifted services.

AVID

7th and 8th Grade Only:

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

SPECIAL PROGRAMS FOR CHILDREN WITH DISABILITIES

Child Find

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

Students with Disabilities

[DoDEA Administration Instruction 2500.14 - 2500.14 - Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities. April 2012](#)

[DoDEA Regulation 2500.10 – Special Education Dispute Management System, August 2001](#)

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 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.

ATTENDANCE

Attendance Information

[DoDEA Regulation 2095.01 - School Attendance, August 2013](#)

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.

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. administration
9. College visits that cannot be scheduled on non-school days
10. 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.

Interstate Compact on Educational Opportunity for Military Children

[DoD Instructional 1349.29 - Interstate Compact on Educational Opportunity for Military Children, January 2017](#)

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.

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

How parents can help:

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

Appointments or Illness

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

Procedures for Absence Notification

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

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

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: (1) a signed note is received from the parent designating another adult to pick up the student or (2) a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached.

Bolden Elementary/Middle School:

If you need to make a change in your child's dismissal plan, please send a note in with your child. If there is an emergency change during the school day, please fax us a detailed note to (843) 846- 9283. You can also e-mail changes to the child's teacher, or the schools office staff, Amanda Cadd (Amanda.Cadd@dodea.edu) or Alyiah Burns (Alyiah.Burns@dodea.edu). If there are any questions, please give the front office a call at (843) 846-6112.

Elliott Elementary School:

If you need to make a change in your child’s dismissal plan, please complete the form provided and send it in with your child in his/her “Daily Folder.” If there is an emergency change during the school day, please email us a detailed note to the child’s teacher, or the schools office staff, Mrs. Blackwell (Latyra.Blackwell@dodea.edu) or Mr. Bowen (Joseph.Bowen@dodea.edu). If there are any questions, please give the front office a call at (843) 846-6982.

Reminder: All early office pick up MUST be completed by 2:10 PM.

Note Format:

Date note is written:

Teacher’s Name:

Child's Name:

Who will pick up child:

What day(s):

How: by car, walker, bus, etc.

Parent Signature and Date

Tardy section

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.



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.

Tardy and Early Pickup Policy

Regulation 2095.01 - Students will be identified present or absent, based upon the following criteria:

Absent up to 25% of the school day = absent $\frac{1}{4}$ of the school day

Absent between 26% to 50% of the school day = absent $\frac{1}{2}$ of the school day

Absent between 51% to 75% of the school day = absent $\frac{3}{4}$ of the school day

Absent between 76% to 100% of the school day = absent full day

School Sponsored Activities

Students with more than 5 unexcused tardies and/or early dismissals and students with more than 7 unexcused absences will be referred to the Student Support Team (SST) and then to the Command if the problem is not resolved.

10-Day Letter to Command

The letter on the next page is an example of Elliott & Bolden's ten day letter distributed to those who are need of counseling and guidance.

SCHOOL ATTENDANCE NOTICE

Date:

Ref: Excessive Absences/Tardies

Dear Parent/Guardian:

This letter is to inform you that your child, _____, has accumulated _____ or more absences/tardies this semester. The referenced absences/tardies are provided on the enclosed attendance history. A high absence rate interferes with educational success. The role of the parent in ensuring regular attendance is crucial.

It is imperative that your child attend school and that any absences are preceded or followed up by a note from home/doctor with a valid excuse. Please note that according to the DoDEA Attendance Policy, student absences/tardies of 10 or more may result in notification to the sponsor's command and the School Liaison Officer for appropriate action. They will be notified of how many absences are excused vs. unexcused.

We recommend the following:

- Medical/dental appointments for after school hours.
- Appointments at beginning or end of school day to allow some attendance at school during the day.
- Notes in advance to request work that your child will miss.
- Notes as follow up to state reason for absence.

Sincerely,
Enclosure

CC:

- Homeroom Teacher
- Counselor
- Student's Cumulative File
- Sponsor's Command
- School Liaison Officer
- School Administrative Officer

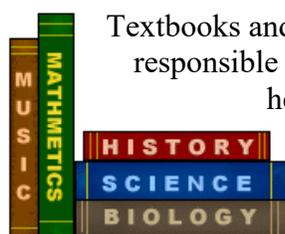
BOOKS, MATERIALS AND TECHNOLOGY

Books on Loan

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

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

Care of Books and Materials



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

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

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

Information Center (Library)

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

Internet Rights and Responsibilities for Students, Staff & Volunteers

We are pleased to offer students access to the school-wide computer network for the Internet.

Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. We believe that the Internet provides invaluable resources to our students.

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

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

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

SCHOOL SUPPLIES

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

ID CARDS

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

BEFORE AND AFTER SCHOOL CARE

For safety reasons, students walking or arriving by car to school should not arrive on the school grounds prior to the beginning of the school day.

Students arriving before the designated time of 7:30 AM may be sent home. Students are not supervised prior to the start of school nor after school is dismissed. Parents are responsible for seeking alternate arrangements for their children before and after school. The school will not be responsible for students’ care before or after school.

PARKING AND STUDENT DROP-OFF / PICK UP POLICY

Elliott Elementary School

Parking is permitted in designated areas only. It is important to note and follow traffic patterns at all time.

Time:

Walkers and Bike Riders:

Walkers and bike riders will enter and exit the building through A & E hallways. We will be following Depot Order 1710.31A policy regarding walkers.

Time:

Students should not arrive at school until 7:50 A.M. unless they are participating in the breakfast program. Students eating breakfast may not arrive before 7:30 A.M. Breakfast is served 7:30 to 7:55. Students should go directly to the cafeteria. Students who arrive at 7:50 will enter the building and go to designated line up area. There is no outside lineup procedure. Classes will begin promptly at 7:55 A.M.

Dismissal:

Bus riders will be dismissed at 2:35 p.m. Car Riders & Walkers dismissed at 2:40 p.m.
Tuesday's: Bus riders will be dismissed at 1:25 p.m. Car Riders & Walkers dismissed at 1:30 p.m.

Pre-K Schedule:

AM Session: 7:55 a.m. -10:30 a.m.

Tuesday: 7:55 a.m. - 9:55 a.m.

PM Session: 12:10 p.m. - 2:40 p.m.

Tuesday: 11:30 a.m. - 1:30 p.m.

Transported by Car:

All PreK-2 students who are transported by car must be dropped off and picked up in front of the school in their designated area in the car lane. Please display the large name card with your child's name on the passenger side window. To ensure the safety of your child, Freedom Sound is not a drop-off or pick-up area for car riders or service delivery area.

Bus Riders:

The buses will drop off and pick up in the designated bus lane. Bus students will enter the building through Hall C.

Rainy Day and Hazardous Weather Protocol

Rainy Day Dismissal - This is a dismissal that due to rain, or poor conditions, all students will be picked up by parents in the front of the school.

Hazardous Weather Dismissal - These are days that are unsafe for students to stand outside.

This could be nearby lightning, tornado warning, heavy rainfall, heavy winds, etc. All walkers, bikers, and car riders will remain in the cafeteria to be picked up by parents.

Students will be radioed outside when parents arrive. Please display the large name card with your child's name on the passenger side window. Load/unload of students will be on the passenger side of the vehicle.

LEFT BLANK ON PURPOSE

Bolden Elementary/ Middle School

Parking is permitted in designated areas only. It is important to note and follow traffic patterns at all time.

Time:

Students should not arrive at school until 7:50 A.M. unless they are participating in the breakfast program. Students eating breakfast may not arrive before 7:35 A.M. Breakfast is served 7:35 to 7:55. Students should go directly to the cafeteria. Students who arrive at 7:50 will enter the building and go directly to their classrooms. There is no outside lineup procedure. Teachers are on duty in their classes at 7:50. Classes will begin promptly at 7:55 A.M.

Walkers and Bike Riders:

Freedom Sound walkers and bike riders will enter and exit the building through hall C near buss lane. All other walkers and bike riders will enter and exit the building through the front of the school.

Transported by Car:

All 3rd-8th students who are transported by car must be dropped off and picked up in front of the school in the car lane.

All Middle School students who are car riders or walkers must go to the gym. If they are eating breakfast they will go to the cafeteria to eat and then go directly to the gym.

Bus Riders:

The buses will drop off and pick up in the designated bus lane which is now located in the back of the school. Bus students will enter the building through Hall C.

Severe Weather Days (thunderstorms, lighting, tornadoes, conditions and alerts):

On days with severe weather, all students riding in cars will be picked up at the front of the building. A Severe Weather Dismissal pick-up permission form must be on file. Please display the large name card with your child's name on the passenger side window. Details of the policy are on the parent permission form. No children will be permitted to walk or ride their bikes until we receive an "All Clear" from MCAS Weather Station.

Load/drop off the students on the passenger side of the vehicle.

Please yield to the vehicles passing on your right when you are pulling out after the

PLAYGROUND

Use of Equipment

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

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



Our playgrounds are closed to the public when school is in session. The playground equipment is appropriate for children attending the school. We also ask that all children be supervised at all times. Safety shall always be the prime consideration when children are playing. Any situation or activity that poses a hazard will be stopped. Children are expected to use our playground equipment for the purpose it was intended. Consequences of breaking the playground rules may lead to restriction of playground activities or stronger disciplinary action if the behavior is severe or persistent.

1. Children should play in a safe and friendly manner. Children may not throw objects (sticks, rocks, dirt, etc.), call others names, argue, or play in a manner that is too rough. "Play fighting" typically results in real fighting and is prohibited. The school will not support "hitting back". When two children fight at school, both will be considered wrong. Adults are present in all school situations and should be used as a means of intervention before a fight occurs.
2. Children should play only in designated areas and obtain permission from the playground supervisor in order to leave for any reason.

CLASSROOM ENVIRONMENT

Animal or Pets

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

office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify our School Nurse in the school Health Office.

Water Bottles

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

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

CLUBS / EXTRACURRICULAR ACTIVITIES

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

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

CAMPUS SAFETY

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

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

school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated. Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations and laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners – students, parents, military leaders, administrators, faculty and staff – to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in The DoDEA Disciplinary Rules and Procedures. The administration at each school is responsible for the management of student behavior.

CHILD ABUSE AND NEGLECT

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

The regulation (2050.9) defines child abuse/neglect as the following:

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

A “child” is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term “child” means a natural child, adopted child, stepchild, foster child, or ward.
- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

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

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program*(FAP). The FAP management team, composed of the military installation’s medical,

legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or 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 FAP.

DISCIPLINE AND BEHAVIOR MANAGEMENT

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

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

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

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

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

DoDEA Americas Southeast District Elementary schools operate with four basic rules:

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

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

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

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

Prohibited Items

Students should not bring the following items to school: radios/cassette players, CD players, “boom boxes”, iPods, mp3 players, paging devices, trading cards, balls, make-up, hair spray, skateboards, scooters, show skates, roller blades, matches, lighters, tobacco, alcohol, medicines, cans or bottles of soda, guns, drugs, pets, knives of any kind, box cutters, laser pointers, toys, game/electronic games, fireworks or valuable items. Cell phones must be turned off and kept in the students backpack or locker during the school day. These items may either be dangerous or disruptive to learning.

Searches

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

Student Responsibilities

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

Surveillance

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

Weapons at School – DoDEA Policy

DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS

*Inherently Dangerous items: Deadly Weapons

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

*Dangerous/Potentially Dangerous items

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

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

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

CORPORAL PUNISHMENT

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

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

STUDENT CONDUCT

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

E3.1. General. This enclosure describes student conduct warranting disciplinary action or consequence and provides guidance as to the seriousness of offenses. However, this Regulation does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct that may result in disciplinary consequence and is intended to alert principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. Disciplinary sanctions may be imposed for student conduct:

E3.1.1. While on school property.

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

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

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

E3.1.5. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, an evening school-related activities.

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

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

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

E3.4. Discipline for Minor or First Offenses. A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others through the use of written or oral reprimands or notice to the sponsor/parent/guardian, time out,

teacher/student/ conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language; disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. Nothing in this paragraph precludes the imposition of more serious disciplinary actions when a student engages in repeated or multiple acts of misconduct and the teacher or principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence than contemplated by this paragraph. Grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

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

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

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

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

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

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

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

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

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

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

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

E3.5.11. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, and/or the violation of other rules and guidance established for an orderly educational atmosphere.

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

E3.5.13. Gambling in any form.

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

E3.5.15. Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

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

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

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

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

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

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

E3.5.22. Violating any law, rule, regulation, or policy of the military installation or the school.

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

E3.6. Notice to Law Enforcement Authorities. The principal of the school shall notify the Installation Commander, or his or her designee for law enforcement or legal affairs, of any acts that

The school will follow all procedures and instructions of the Command Post. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials or base commanders to ensure the measures are appropriate with the measures contained in the base FPCON plan. A list of the FPCON conditions is listed in Administrative Instruction 5705.01, volume 1 DoDEA Force Protection Program.

Crisis Information Webpage

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

Emergency Evacuation

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

Emergency School Closure

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

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

There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, staff members will alert all classrooms. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring them to the office and the office staff will assist in contacting the parent. For these emergencies

STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED. As stated before, please ensure all contact numbers are updated at all times with both your child's teacher and the school office.

Fire Drill Evacuation Plan

Fire drills are conducted once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

Fire Alarm Pull Switches

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

Severe Weather

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



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

GROOMING AND DRESS

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

Uniforms are required daily for students in grades K-8th. Parents will be notified when their student is out of the required uniform. There may be days when the uniform requirement will be suspended for special events or other occasions; however, there will be a school announcement made regarding those special events.

Hair

Hairstyles must not impair sight or prevent adults from seeing the student's eyes. In addition, hairstyles may not be outrageous or excessive. Administrators will make final determination regarding any staff referrals due to hairstyles being disruptive or excessive.

Hats and Headwear

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

DRESS CODE

BOTTOM WEAR:

- Bottoms may be solid khaki or navy uniform-style items. Denim, spandex and other stretch materials will not be permitted.
- Jeans are not permitted. Principals may make exceptions for special days, but jeans worn on those days must conform to the school standard.
- Boys will wear dress-style slacks or shorts. Girls may wear slacks, shorts, skorts, skirts, jumpers, or capri-length pants.
- Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignia, words or pictures.
- Shorts (boys and girls), skirts, skorts, and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no more than three (3) inches above or below the center of the knee (both front and back) when standing.
- Cargo, overalls, and painter pants are not permitted.
- Clothing may not exceed one size larger or smaller than necessary and may not be too tight as determined by a school administrator. Baggy or sagging pants or shorts are not permitted. "Low rise" clothing is not permitted. Pants, shorts, and skirts must be worn above the hips at the natural waistline. Skinny pants are not permitted.
- Pockets must be inside the garment (inverted) and not sewn/stitched on the outside.
- Pants should not have drawstrings, excessive flair bottoms, loops, rivets or other embellishment.
- Pants may not drag on the ground and may not have cuts or tears in them.
- Belts must be worn if pants, skirts, skorts or shorts have belt loops. Belts must be appropriately sized and worn through the belt loops. Belt excess must not exceed or hang beyond the first belt loop. Belts must not have metal studs. Belts must be solid brown or black. Novelty belts and novelty belt buckles are not allowed. Belt buckles must not be over-sized, computerized or have any writing that is considered offensive.

SHIRTS/TOPS:

- Tops may be solid red, white or navy blue.
- Students must wear plain "Polo-style" shirts with a collar.
- Shirts may have school-approved logos.
- Shirts may not exceed one size larger or smaller than necessary and may not be too tight as determined by the school administrator.
- Shirts must be tucked in. (Exceptions will be made for Primary Schools)*

- If a shirt has buttons, only the top two buttons of the shirt may be undone.
- Shirts may not be sleeveless, and fabric must not be see-through.
- Solid red, white or navy T-shirts (long or short sleeves) may be worn under uniform shirts. Mock turtlenecks and turtlenecks are acceptable.
- Students may wear plain sweaters over school uniforms in solid red, white or navy ONLY. Zippered or button-front sweaters or sweatshirts are allowed, as the waistline must remain visible. Otherwise, the sweater or sweatshirt must be tucked in. Pullover "Hoodies" are not allowed.

SHOES:

- Footwear must be worn at all times, and, as needed, shoes shall conform to special requirements, e.g., P.E. classes.
- Shoes must be closed-toe. Sneakers, loafers or heels may be worn. Shoes must not extend higher than the ankle. Heels must not exceed one (1) inches and must be closed heel or with a back strap.
- Laces or other fasteners on shoes or sneakers must be tied or properly fastened.
- High-tops, boots, platform shoes, flip-flops, Crocs, slippers and heelies are not permitted.
- Unusual shoe fabrics and patterns will not be allowed. Shoe fabrics should be in solid colors.
- Administrators reserve the right to tell a student to put on a different pair of shoes if they find that the shoes worn by the student are unusually distracting to the learning environment through size, color and/or pattern, or create a safety hazard for the student or others in the school.

SWEATERS/SWEATSHIRTS/VESTS: These items must not have a hood and may not be worn in place of approved shirts. They must follow shirt and logo guidelines. Fleece pullovers with partial or full zippers are acceptable.

COATS, LIGHT JACKETS, RAINCOATS: These items may only to be worn to and from school

ACCESSORIES: Accessories must maintain the spirit and intent of the dress code and must not be distracting to the learning environment. Small piercings are allowed in the ear or other commonly pierced areas and must be appropriate for the school environment. Large earrings are not authorized in PE classes. Inappropriate tattoos must be covered. No indication of membership in gangs is authorized. Hats, caps, sweatbands, bandannas, winter scarves are not authorized inside the school. No student shall wear sunglasses indoors unless proper medical certification is presented. Sunglasses not medically required may be confiscated. Jewelry should be kept to a minimum. For safety reasons it is strongly recommended that long dangling earrings not be worn to school.

SPIRIT WEAR: Spirit wear highly encouraged but will remain within the intent of the Dress Code. Approved respective school athletic uniforms are permitted when approved by the administration.

HEALTH SERVICES

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

Height/Weight/Vision/Hearing Screenings

The School Nurse is responsible for the following areas:

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

Maintenance of appropriate current and cumulative health records on each child's health record.

Facilities, personnel and other provisions for first aid, rest, emergency care, and recuperation when minor injuries or illness occur.

Policies for the prevention and control of communicable disease (The Nurse must clear students after having a communicable disease before reentering school).

The school Nurse is not in a position to diagnosis your child's health concerns, to prescribe medication, or to offer a prognosis. Please allow your family's primary care physician to make all decisions regarding the health of your child.

Illness

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

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

Re-admittance Criteria

- Fever free for 24 hours after school exclusion for temperature 100° F or higher
- No significant nausea, vomiting, or diarrhea for 24 hours

Chicken pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
Lice treatment initiated
Impetigo lesions covered and under care of medical provider
Conjunctivitis, signs of infection have cleared
Ringworm covered, under care of medical provider
Scabies, 8 hours after first prescribed treatment

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

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

Medication

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

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

Administering Medication

We encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the School Nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Prior to administering the medication, the physician and parent must complete and sign a medication permission form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications (such as Tylenol, cough medicine, cough drops, etc) to students.

The School Nurse may train unlicensed personnel to give medications in his or her absence. Designated unlicensed personnel must demonstrate competency in administering prescription drugs before assisting students with medication. In-service training shall include instruction in the safe administration of medication.

Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Standing Prescription Orders

Standing prescription orders are written by a physician and apply only to students for which the order may be applicable. It is not necessary for the physician to have previously examined the student. Due to the complexity and joint service provision of health care services to the DoDEA

organization, it is not feasible to provide universal standing orders for DoDEA School Nurses worldwide. Individual specific standing orders should be obtained for children with long-term illnesses that require treatment at school. Standing orders must be renewed annually.

Storage of Medication

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

Minor Injuries

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

Serious Injuries

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

Immunizations

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

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

LOST AND FOUND

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



LUNCH PROGRAM

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

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

Until students are approved for free or reduced lunches they must either pay full price for lunches or bring a lunch from home.

Please notify the Child Nutrition Program if you have a child beginning school this year whose sibling was in the Free/Reduced Lunch Program last year. Free/Reduced Lunch Applications for those children who were in the system last year must be renewed each year within the first thirty (30) operating days of the school year.



Menus

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

Food Allergies

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

Outstanding Lunchroom Balances and Charges

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

Low balance letters will be sent out once a week when full price students reach a balance of \$7.00 and below, and reduced price students reach a balance of \$2.00 and below.

If a student charges 2 meals, an attempt to contact the sponsor will be made by telephone. If the sponsor cannot be contacted after three attempts, a letter will be mailed requesting that the outstanding charges be paid. If the balance is not paid within ten (10) working days, the assistance of the superintendent and the sponsor's military commander may be sought.

Parents may call for an account balance at any time. Money may be sent with the student in an envelope marked with the student's name and teacher, or parents may come to the cafeteria to make payments. Please do NOT come to make a payment during serving hours.

To better monitor your child's balance, please inform the cashier/manager if you do not want your child to purchase ala carte items with money in their account. Milk sold separately is considered ala carte. If the child does not bring a drink and doesn't have money in his/her account, a cup is given for water from the drinking fountain.

Student should not borrow money or lunch from another student. They should not use another student's PIN number or charge lunch on another student's account.

Computerized Lunch System

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

You may restrict your child's use of this prepaid account to lunch only, or you may allow additional ala carte items to be charged in addition to the purchased lunch.

If you write a check make sure your current contact information is printed on the check to include phone number and correct military unit.

Money may be added to the account Monday through Friday, 8:15 AM – 12:30 PM. While prepayment is preferred, it is not mandatory, and students may pay cash on a daily basis.





Available Now!! Online Free and Reduced Applications

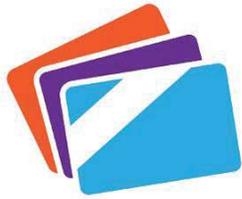
Now you can apply on-line for your children to receive free or reduced price school meals. Your application will be sent from a secure web site directly to your Child Nutrition Director, so you don't need to worry about filling out a paper form that could be lost or misplaced.

www.LunchApplication.com has been designed to make it easy for you to know exactly what information you need to provide and to guide you through the process. Once your application has been received the district office will determine your eligibility and send you a letter with the results.

www.LunchApplication.com is an easy, secure and convenient way to apply for free or reduced meals.

To apply, simply go to www.LunchApplication.com and Click Apply Now.





K12PaymentCenter

The Complete Online Payment Solution

Dear Parents,

Great News! Dealing with your children's lunch money and school fee payments just got a lot easier. You can now **add money** to your child's meal account, see their cafeteria **purchase history**, and pay for **school related fees** all securely **online** from your computer, tablet or smartphone!

With the new **K12PaymentCenter** the chances of lunch money and school fee payments getting lost or stolen significantly decreases and you save time not having to come into school to make payments. You can add money to meal accounts and pay for school related fees at the same time. You can even set up **reoccurring payments**, set up **notifications**, and **transfer meal funds**. It will also save your **payment history** so you can refer back at any time. You will have access to your child's account 24 hours a day, 7 days a week.

How Do You Get Started? It's simple!

- Go to www.k12paymentcenter.com in your web browser
- First time users click "Sign Up" then select your state and district from the drop-down lists
- Fill in your information to set up the account
- Click "Manage Students" to add your student(s) with their last name and student ID number
- Input your credit or debit card information and you're ready to go!

Once you create your account and add your students, you will have access to your student's meal account balance and cafeteria purchase history for **FREE!** When making meal account or school fee payment there is a small convenience fee per transaction (not per child) to cover credit card processing.

For more information or questions about using **K12PaymentCenter** please go to www.k12paymentcenter.com or email contactus@k12paymentcenter.com

[Click here](#) to learn more about managing your child's account online today!



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
AMERICAS SOUTHEAST DISTRICT
5701 SANTA FE ROAD
FORT BENNING, GEORGIA 31905-2724

13 July 2020

Americas Southeast District Parents or Guardians,

DoDEA is committed to providing safe, healthy, and affordable meals for both our students and staff each school day. Our Student Meal Program (SMP) team works very hard to do this as efficiently as possible with the best quality food and services available without requiring funds that would otherwise go to student education. The most significant barrier to meeting this goal is the student debt that accumulates from unpaid meal charges. This debt is not only accumulated from the unpaid meals, but from the service fees charged by our banking institutions. The purpose of these combined procedures is to inform you of our process for managing unpaid meal charges in order to independently provide the best quality meals and services to all who are eligible to participate.

Definitions:

Unpaid Meal Charge- Any charge for food or beverages without sufficient funds in the participant's meal account to pay for that charge.

Insufficient Funds - A check intended to pay toward meal charges or pre-payments that is returned to the SMP for insufficient funds.

Reimbursable Meal –The combination of foods in a meal provided to students that is eligible for full or partial reimbursement from the USDA.

A la Carte – Food and beverages that are sold apart from the reimbursable meal. These items may be the same offered with the reimbursable meal, but not sold as a reimbursable meal. These items also include foods outside the reimbursable meals, such as ice cream, snacks, juice, etc.

Procedures for Collecting Unpaid Meal Charges:

As a courtesy reminder, automated emails will be sent at least twice monthly to all families with a negative balance of \$5 or more. DoDEA allows up to the equivalent of 5 days of unpaid lunch meal charges per student at the full price before initiating collection procedures. For example, if the lunch price is \$3.00, \$15 of debt would trigger collection procedures. No student will be allowed to purchase a la carte items if their account falls below zero dollars. Once the unpaid meal charges reach the threshold for collections, the following actions will take place:

1. A letter will be mailed to student homes notifying their parents or guardians of their debt and requesting immediate payment.

2. If the debt is not paid within one week of sending the first letter, a second letter will be sent to students' homes. SMP staff will also make a personal phone call to any and all phone numbers available to notify the parent/guardian of their student's negative account balance. If no response by phone, a personal email will be sent to any and all email addresses on file.
3. If the debt is not paid within one week of sending the second letter, or if payment arrangements made by the parent or guardian are not kept, debt-collection procedures will begin. Debt collection procedures may include the notification of the sponsor's chain of command and military pay garnishment. Where multiple students in a family have debts, all debts will be combined regardless of amount. An additional service fee of up to \$50 will be added to the total debt amount for garnishment, where allowed.

Procedures for Collecting on Returned Checks for Insufficient Funds:

The SMP will contact families within one week of learning that a check received did not clear our financial institution. SMP staff will work with families to make reasonable payment arrangements to pay for the check, as well as any fee charged by our financial institution. Debt collection procedures, as described in #3 above, will begin if the SMP does not get a response from attempts to contact families, or if commitments made to pay the amount due are not kept. For questions regarding DoDEA's Southeast District's Unpaid Meal Charges please contact the district's Child Nutrition Director, Marie Patti, at 706-545-8264 or marie.patti@dodea.edu .

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Marie A. Patti
Director, Student Meals Program
DoDEA, Southeast District



dodea americas

SOUTHEAST DISTRICT
FORT STEWART/SOUTH CAROLINA COMMUNITY SCHOOLS
376 Davis Avenue
Fort Stewart, GA 31315

August 14, 2020

MEMORANDUM FOR PARENTS OR GUARDIANS

FROM: Reginald Clement, Child Nutrition Director, Laurel Bay Schools

SUBJECT: Locking Meal Accounts

Parents can avoid meal charges in two ways; ensuring that their child’s account is pre-funded or by not allowing their child to charge meals. If a parent wishes to deny their child the privilege of charging meals, they must notify the cafeteria in writing. We will not deny any child a meal without the specific written direction of the parent. A new letter must be on file each school year.

If parents would like the account locked because they do not participate in the school meal program at all, please check the box below and print child’s full name and school they attend. **(ONLY IF YOU WANT THE ACCOUNT LOCKED).**

My child brings their lunch from home and I would like the following account's locked.

CHILD’S PRINTED NAME (only if you want the account locked)	SCHOOL ATTENDING

Please return this letter to your school’s cafeteria.
I acknowledge that I have read and understand this memorandum

Printed Name of Parent

Signature of Parent

Date

REGINALD CLEMENT
Child Nutrition Program Director
Laurel Bay Schools



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AMERICAS SOUTHEAST DISTRICT
Food and Nutrition Services Department
151 East Cardinal Lane
Beaufort, South Carolina 29906
Telephone 843-846-4933 Ext 2319 Fax: 843-846-1108**

Laurel Bay Schools – Cafeteria News SY 20-21

The United States Department of Agriculture (USDA) has specified new mandatory minimum prices for all meals.

The meal prices are as follows:

Student Meal Price		Adult Meal Price	
Full Pay Breakfast	\$1.85	Full Pay Breakfast	\$2.50
Reduced pay Breakfast	\$.30		
Breakfast Entrée (ala cart)	\$1.00	Breakfast Entrée (ala cart)	\$1.25
Breakfast Grain (ala cart)	\$.50	Breakfast Grain (ala cart)	\$.50
Breakfast Veg or Fruit (ala cart)	\$.50	Breakfast Veg or Fruit (ala cart)	\$.50
Milk (ala cart)	\$.50	Milk (ala cart)	\$.50
Full Pay Lunch	\$3.05	Full Pay Lunch	\$3.85
Reduced Pay Lunch	\$.40		
Lunch Entrée (ala cart)	\$1.75	Lunch Entrée (ala cart)	\$2.00
Lunch Grain (ala cart)	\$.50	Lunch Grain (ala cart)	\$.50
Lunch Veg or Fruit (ala cart)	\$.50 ea.	Lunch Veg or Fruit (ala cart)	\$.50 ea.
Milk (ala cart)	\$.50	Milk (ala cart)	\$.50
Smart Snacks	Varys Price per item	Desserts (when available)	\$1.00
		Sweet Tea	\$.75

An adult meal will have the same items as a student meal. Adults may choose milk or tea for their beverage.

If you have any questions concerning these matters, please feel free to contact the Child Nutrition Director at (843) 846-4933 x2319.

This institution is an equal opportunity provider

Dear Parent/Guardian:

Children need healthy meals to learn. **Laurel Bay Schools** offers healthy meals every school day. Breakfast costs **\$1.85**, lunch costs **\$3.05**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **South Carolina SNAP** or **TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Federal Income Eligibility Guidelines Effective from July 1, 2020 to June 30, 2021										
Household size	REDUCED PRICE MEALS – 185%					FREE MEALS – 130%				
	Annual	Monthly	Twice per month	Every two weeks	Weekly	Annual	Monthly	Twice per month	Every two weeks	Weekly
1.....	23,606	1,968	984	908	454	16,588	1,383	692	638	319
2.....	31,894	2,658	1,329	1,227	614	22,412	1,868	934	862	431
3.....	40,182	3,349	1,675	1,546	773	28,236	2,353	1,177	1,086	543
4.....	48,470	4,040	2,020	1,865	933	34,060	2,839	1,420	1,310	655
5.....	56,758	4,730	2,365	2,183	1,092	39,884	3,324	1,662	1,534	767
6.....	65,046	5,421	2,711	2,502	1,251	45,708	3,809	1,905	1,758	879
7.....	73,334	6,112	3,056	2,821	1,411	51,532	4,295	2,148	1,982	991
8.....	81,622	6,802	3,401	3,140	1,570	57,356	4,780	2,390	2,206	1,103
For each additional family member, add	8,288	691	346	319	160	5,824	486	243	224	112

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail Kim Wiley, School Liaison Officer.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your school’s cafeteria.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Reginald Clement at 843-846-4933 ext 2319 or email at reginald.clement@dodea.edu immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.lunchapplication.com to begin or to learn more about the online application process. Contact the school’s cafeteria office if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **6 Oct 2020**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Jonathan Harris at 706-545-8240 or email at jonathan.harris@dodea.edu.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **South Carolina SNAP** or other assistance benefits, contact your local assistance office or call South Carolina Department of Social Service (DSS) at (800) 616-1309.

If you have other questions or need help, call your child's school cafeteria office.

Sincerely,

Reginald Clement

Laurel Bay Schools 2020-2021 Prototype Household Application for Free and Reduced Price School Meals

Apply Online
www.lunchapplication.com

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (for additional names use separate sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Grade	LB Student?		Homeless, Migrant, Runaway	
				Yes	No	Foster Child	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, FDPIR? Circle on below.

If **NO** > Go to STEP 3. If **YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:
Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'YES' to Step 2)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income \$
How often? Weekly Bi-Weekly 2x Month Monthly

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
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Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X Check if no SSN

STEP 3 Contact Information and Adult Signature

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) Apt #

City State Zip

Daytime Phone and Email (optional)

Printed name of adult signing the form

Signature of adult

Today's date

Examples of Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Optional Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino
 Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted by USDA by:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on the basis race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not All prohibited bases apply to all programs).

mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410

fax: (833) 256-1665 or (202) 690-7442; or
 email: program.intake@usda.gov

This institution is an equal opportunity provider.

Do Not Fill FOR SCHOOL USE ONLY

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

Total Income	How often?				Household Size	Categorical Eligibility <input type="checkbox"/>	Eligibility:		
	Weekly	Bi-Weekly	2x Month	Monthly			Free	Reduced	Denied
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Determining Official's Signature	Date	Confirming Official's Signature	Date	Verifying Official's Signature	Date				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS AT LAUREL BAY

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school on Laurel Bay. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Reginald Clement, Food Nutrition Program Manager, 843-846-4933 x2319, reginald.clement@dodea.edu.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Laurel Bay Schools, regardless of age.

<p>A) List each child’s name. Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p>B) Is the child a student at Laurel Bay? Mark ‘Yes’ or ‘No’ under the column titled “Student” to tell us which children attend Laurel Bay. If you marked ‘Yes,’ write the grade level of the student in the ‘Grade’ column to the right.</p>	<p>C) Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.</p>	<p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and <u>complete all steps of the application.</u></p>
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STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or Beaufort County Department of Social Services 843-255-6080
- Temporary Assistance for Needy Families (TANF) or Beaufort County Department of Social Services 843-255-6080.
- The Food Distribution Program on Indian Reservations (FDPIR).

<p>A) If no one in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Leave STEP 2 blank and go to STEP 3. 	<p>B) If anyone in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: Richland County DSS 803-714-7300 • Go to STEP 4.
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STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled “**Sources of Income for Adults**” and “**Sources of Income for Children,**” printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes.
 - Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, Children and students already listed in **STEP 1.**

B) List adult household members’ names. Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**

C) Report earnings from work. Report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from public assistance/child support/alimony. Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.

F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today’s date. Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

C) Drop off at your school or Mail Completed Form to: 5900 Chesnut Rd Columbia SC 29206

D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.

Lunch from Home

Please insure that the lunch:

- Contains a variety of nutritious foods.
- Does not require the use of the microwave or refrigerator.
- Does not contain carbonated drinks.
- Is not packed in an unsafe food container.

We discourage bringing fast food from local restaurants into school cafeterias.

Parties and Parent's Lunch at School

All children eat at school whether they buy or bring their lunch. If you wish to eat lunch with your child on special occasions, please make reservations with the cafeteria cashier.

Due to allergies, a focus on nutrition and maximizing instructional time, the DoDEA Americas Southeast District wants to limit bringing in "treats" to share.

Food items to be shared with classmates (i.e. birthday party) are prohibited during the school day except during the quarterly celebrations of Harvest, Winter, Valentine, and End of Year. Contact your child's classroom teacher for updates.

Lunchroom Behavior

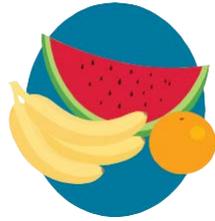
- Use good table manners.
- Talk softly.
- Be courteous and respectful to everyone.
- Always walk and watch where you are going.
- Objects, including food, are never to be thrown.
- All food/drinks are consumed in the cafeteria.
- Remain seated at your table until dismissed.
- Do not share your food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



Nutrition Break

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

LAUREL BAY SCHOOLS WELLNESS INITIATIVE



In our continuous effort to move from good to great, the Laurel Bay Schools are launching a School Wellness initiative. The initiative will include nutritional guidelines for both lunches and snacks and include physical fitness opportunities. We are excited about increasing our efforts to promote the health and wellness of both students and staff.

Please review the following:

- 1) The distribution of commercial foods in their advertised containers is prohibited (EX: McDonald's Subway, Burger King, etc.).
- 2) Cupcakes and other food items to be shared with classmates (i.e. birthday party) is prohibited during the school day except during the quarterly celebrations of Harvest, Winter, Valentine, and End of Year.
- 3) The Faculty and Staff cannot be responsible for heating student meals.
- 4) The snacks that are brought to school must be store bought and individually wrapped. No homemade snacks/bake goods will be accepted.

USDA regulation suggests that single servings should contain less than 200 calories to be considered a healthy snack. We have provided a few suggestions below. (This list is not inclusive):

Baked chips (portion size of 1.5 oz.)

Crackers

Cheese

100 calorie pack guacamole dip

Pickles

Any whole fruit (individual portions)

Sugar free pudding/jello cups

Raisins/dried fruits individual portions

Low fat yogurt in cups/squeeze tubes

Popcorn (not caramel/candied)

Granola bars/cereal bars (2 oz. or less)

Fruit snacks-individual servings

100 calorie packs

Baked tortilla chips

Baked potato chips

Salsa

Baked pita chips

Vegetables (individual portions)

Whole grain cereals (Chex)

Whole grain fig cookies

Trail Mix

Graham Crackers

Frozen fruit bars

Fruit rolls

**Suggestions for
birthday celebrations
in lieu of sugary
snacks:**

Novelty items:

Bookmarks, glittery

pencils, erasers

Small party favor items

Bubbles

Inexpensive coloring

books

Crazy straws

***With the growing number of peanut allergies, we ask that you do not send snacks to share that contain nuts or have been made with peanut oil.**

IN-SERVICE / STAFF DEVELOPMENT DAYS / EARLY RELEASE

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

PARENTAL INVOLVEMENT

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

Join PTO and participate in meetings and activities.

Have lunch at school with your child regularly.

Volunteer in your child's classroom.

Establish a daily study time at home (even when there's no homework).

Join the faculty on the first Wednesday of the month for our School Improvement Leadership Team meetings

Keep informed of school events and activities by reading the School newsletter and your child's classroom newsletter.

Communicate frequently with your child's teacher.

Prepare for and participate in parent-teacher conferences.

Ensure your child has a well-balanced breakfast and comes to school with completed homework, lunch money and school supplies.

PARENTAL QUESTIONS AND CONCERNS

Parents who have questions and/or concerns are requested to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures should apply in order as needed:

Step 1. The parent discusses the matter with the teacher.

Step 2. The parent and teacher meet with the principal if the matter is not resolved in step 1.

Step 3. Those matters which cannot be resolved at the school level are referred to the Community Superintendent's Office, 912-408-3080

These procedures follow the correct chain-of-command/line of authority from teacher to principal to superintendent and focus on resolution at the lowest level. Parents are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.

CHANGE OF CLASSROOM ASSIGNMENT

On occasion, classroom size may grow beyond an expected or desirable student-teacher ratio. In such cases, an additional class or a multi-age classroom may be formed and a new teacher hired. The new class will be formed by randomly selecting students from existing classes to create the new class. In the event of decreased classroom enrollment, classes may be combined to form one larger class.

PARENT-TEACHER CONFERENCES

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

PARENT-TEACHER ORGANIZATION (PTO)

The PTO, an organization of parents and teachers, works for a better school environment by providing both financial and volunteer support for our school programs. The PTO sponsors a variety of activities such as book fairs, school pictures, monthly birthday celebrations for all children, the sale of school t-shirts and many other events. The Parent-Teacher Organization consists of the following positions: President, Vice President, Secretary, and Treasurer. In addition, there are several committee coordinator positions that vary by the school PTO such as volunteer, spirit week, membership and box tops. If you are interested in volunteering, serving on the executive board, or being a committee coordinator, please contact the PTO.



PTO Objectives

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

Specific objectives include:

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

Encouraging and developing programs and activities, which serve to enhance the quality of student education.

Identifying and promoting opportunities for students to secure the highest advantage in their academic, physical, and social growth.

Encouraging and maintaining a working dialogue between members, the local educational school system, the local government, and the community at-large on matters affecting the general welfare and education of students. Membership is open to all parents and legal guardians of students attending the school as well as school staff. Contact the school for membership information.

VOLUNTEERS

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

In order to ensure the safety of all students, DoDEA policy requires that all volunteers complete an application and background check.

RIGHTS AND RESPONSIBILITIES

Parental Responsibilities

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



School Responsibilities

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

Student Rights and Responsibilities

- Students have a right to receive a quality education. Students have a responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set by the teachers.
- Students have the right to be informed of the educational progress and deficiencies, to receive regular teacher evaluation, and to have assignments and tests evaluated and returned.
- Students share with the school staff the responsibility of developing a climate within the school that is conducive to productive learning.
- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respect the rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone else in school.
- Students have a right to privacy, personal property, and personal space.
- Students and parents must be responsible for class attendance.
- Students are responsible for maintaining property, properly caring for textbooks and other equipment issued by the school, obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.
- Students have a responsibility to respect the privacy of others, their personal property, and personal space.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender identity of others. All students have the right to fair and equal opportunities in all activities.

FREEDOM OF EXPRESSION

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

SCHOOL BOARD

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

School board members are expected to attend all open and executive session school board meetings.

SCHOOL NEWSLETTER

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

SCHOOL PICTURES

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

STUDENT PLACEMENT AND CLASS SELECTION

Students are placed in classes based on their learning needs and the number of students already assigned to classes. An administrator is responsible for these decisions. Every attempt is made to maintain well-balanced and equitable groups. NAME REQUESTS FOR TEACHERS ARE NOT ACCEPTED. The school will do its best to match your child's learning style with a matching teaching style. If you wish to discuss your child's placement, please contact the school Principal, not the child's teacher.

[DoDEA Regulation 2000.3 - Student Grade Level Placement, March 2010](#)

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.

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.

Progress Reports/Report Cards

[DoDEA Regulation 1377.01 - Student Progress Reports, September 2018](#)

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

System-wide Assessment Program

DoDEA Regulation 1301.01 - DoDEA Comprehensive Assessment System, October 2018

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; and
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.

STUDENT RECORDS

Parents may review their child's cumulative school records at any time with the assistance of school personnel as long as it does not interrupt instruction. School records may not be removed from the main office.



CHANGE IN STUDENT INFORMATION

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

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

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

COURT ORDERS

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

POWER OF ATTORNEY

If you plan to be TDY, or on any other type of leave while your child(ren) is/are attending school, please be sure to obtain a special power of attorney to be used in case of emergency, and inform the teacher and school office of the name, address, and telephone number of the person taking care of your child. In addition, please notify the School Nurse, so they will know whom to contact in case of emergency. The School Registrar will keep a copy of the power of attorney in your child's cumulative file for emergency situations.

WITHDRAWALS AND TRANSFERS

Upon receiving final notification of your departure from the community, please inform the school office personnel (registrar) at least two weeks prior to your actual departure. This notification is needed to prepare your child's report card. No progress marks are given in any quarter unless the child has attended school for 20 days during that quarter. In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter. Elementary school withdrawal is different than higher grades regarding requirements and is based on the 20-day rule.

Official records will be sealed and mailed or faxed upon request by the receiving school.

EARLY WITHDRAWAL OF STUDENTS

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

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

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

Early Withdrawal Policy per DoDEA Policy

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

STUDY TRIPS

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

GUIDELINES FOR CHAPERONES

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

TELEPHONE MESSAGES

Teachers

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

Students

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

TRANSPORTATION

Revise this below highlighted section as appropriate for your school



Bicycles

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

Bicycle Racks

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

BUS PROCEDURES

Student transportation is the responsibility of the Student Transportation Office with support from the school principal. All students who ride DoDEA school buses must be registered with the DoDEA schools. All Pre-Kindergarten, PSCD and Kindergarten students MUST be picked up by a parent/guardian at the child's bus stop

location. Bus drivers are not authorized to release these student if the parent/guardian is not there to pick them up. Students will be brought back to the school office and parents will be notified to come pick them up. Students must be picked up immediately after the sponsor is notified, or Security Forces may be notified.

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

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

SCOOTERS AND SKATEBOARDS

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



SKATE SHOES

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

VISITORS



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

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

Interscholastic Athletics

All high school students, and middle school students in limited cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

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 conducive of academic, personal, social and career growth of all students. Please visit the Education Student Services [website](#) for further instruction based on your situation or discuss with an administrator at your student's school.

Counseling

[DoDEA Regulation 2946.1 - School Counseling Services, July 2009](#)

[DoDEA Manual 2946.2 – DoDEA School Counseling Services, January 2006](#)

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.

Special Education

[DoD Manual 1342.12 – Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents, June 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.

School Psychology

[DoDEA Regulation 2946.03 - School Psychological Services, May 2010](#)

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.

ELLIOTT ELEMENTARY SCHOOL
Supply Lists for School Year 2020-2021

PRE-K

- 1 Full Size Book Bag (**No Wheels**)
- 1 Change of Clothes (**Place clothes in a ziplock bag with child's name**)
- 1 Box Crayola Crayons (8 Count)

The following items are **NOT REQUIRED** to be provided by Pre-K Parents, but is a wish list.

**Napkins, bathroom cups, paper plates (all sizes), ziploc bags-AM Gallon PM Quart large pack of napkins*

KINDERGARTEN

- 2 Mead K-2 Primary Journals (**Creative Story Tablet**)
- 4 Folders (**pockets at bottom**)
- 8 Glue Sticks
- 2 Box Crayola Crayons (**16 count**)
- 1 Backpack (**No Wheels**)
- 2 Pentel Bar Erasers (White)
- 12 Pencils
- 1 Change of Clothes (**place in Ziploc bag, label with child's name**)

FIRST GRADE

- 24 Yellow wooden pencils (**#2 standard size**)
- 1 Box Crayola Crayons (**24 count**)
- 4 Composition Books (2 **black, 1 red, 1 green marble**) Wide Ruled (Not College Ruled)
- 8 Glue Sticks
- 8 pink bar erasers
- 4 Hard plastic folders (**bottom pocket, 1 yellow, 1 red, 1 blue, 1 green**)
- 1 Box Colored Pencils
- 1 Backpack (**no wheels**)
- 1 Box Crayola Washable Markers (**8 count**)

SECOND GRADE

- 2 Hard plastic folder (**double pockets at bottom**)
- 6 Composition books (**black & white marble**)
- 2 Box Crayola crayons (**16 count**)
- 1 Pack of # 2 yellow pencils (**24 count**)
- 1 Box Colored Pencils
- 1 Box of Crayola markers
- 4 Glue Sticks
- 2 Packs of lined notebook paper
- 2 Boxes of pencil top erasers
- 1 Backpack (**No wheels**)
- 1 Clip Board
- (**NO PENCIL BOXES**)

BOLDEN ELEMENTARY SCHOOL – 2020-2021 SCHOOL SUPPLY LIST

GRADE 3

- 1 plastic pencil box
- 1 mini pencil sharpener with lid
- 5 composition notebooks (black & white)
- 40 #2 Pencils
- 8 glue sticks
- 1 box of large Crayola markers
- 1 box Crayola crayons (24)
- 4 packages of pencil top erasers
- 2 Mead 5 Star plastic pocket folders without prongs
- 1 scissors
- 1 box colored pencils
- 1 **4 PACK** dry erase markers
- 1 pack of highlighters
- 1 set of ear buds
- 1 art sketch book and 1 box colored pencils
- Water bottle (personal)

GRADE 4

- 6 multi-colored plastic pocket folders with prongs
- 3 loose-leaf paper (200 count) wide rule
- 6 composition notebooks
- 24 #2 Pencils
- 1-1" binder
- 1 plastic pencil box
- 1 box colored pencils (12) or 1 box Crayola crayons (24)
- 1 scissors (school size)
- 1 mini pencil sharpener with lid
- 1 zippered pencil pouch
- 1 roll of scotch tape
- 1 **4 PACK** dry erase markers
- 1 highlighter & 1 glue stick
- 1 set ear buds
- 1 art sketch book and 1 box colored pencils
- Water bottle (personal)
- Class Novel "Because of Winn Dixie" by Kate DiCamillo

GRADE 5

- 6 plastic pocket folders with prongs
- 6 non-spiral composition notebooks
- 1-2 packs of wide-ruled loose leaf paper
- 24 #2 pencils
- 1 mini pencil sharpener with lid
- 4 glue sticks or 1 bottle of glue
- 1 Box of markers
- 1 pair of round-end scissors
- 1 box of colored pencils (12) or 1 box of Crayola crayons (24)
- 1 highlighter
- 1 zippered pencil pouch
- 1 roll of scotch tape
- 1 set of ear buds
- 1 **4 PACK** of dry erase markers
- 1 art sketch book and 1 box colored pencils
- Water bottle (personal)
- Class Novel "Esperanza Rising" by Pam Munoz Ryan
- 2" Binder

* Backpack with no wheels

Some teachers may request additional items for their specific classroom program. Certain items may need replenishing after the first semester.

BOLDEN MIDDLE SCHOOL SUPPLY LIST 2020-2021
Grades 6, 7, and 8

SUPPLIES NEEDED FOR ALL CLASSES

- One 3" three ringed binder
- Subject dividers
- Pencil pouch
- Lined paper -- three holes
- Ruler (inches and metric)
- Colored pencils
- Blue/black ink pens
- Glue sticks
- 2 Highlighters
- 24 #2 pencils
- Hole puncher for binder
- Scissors
- 1 set of ear buds
- Mini pencil sharpener w/lid
- Water bottle (personal)

MATHEMATICS

- 2 Spiral Notebooks

SCIENCE

- Composition Book

SOCIAL STUDIES

- Composition Book

CREATIVE THINKING

- Composition Book

ENVIRONMENTAL STUDIES

- Spiral Notebook

ART

- Sketchbook
- Pencils

BAND

- Woodwinds → 2 ½ size -- 2 packs
- Clarinet/Alto Sax Reeds → 2 ½ size -- 2 packs
- Brass → 2 bottles of valve oil
- 12 #2 pencils
- One 1" three ringed binder
- 1 Pack clear sheet protectors

STEAM/SCIENCE: Please accumulate over the summer and donate at the start of the academic year

- Toilet paper rolls
- Paper towel rolls
- Straws
- Cardboard -- boxes and/or pieces of any shape/size
- Tissue paper
- Foil/Plastic Wrap
- Toothpicks
- Empty Egg Cartons
- Empty Milk Jugs
- Old/Blank/Unwanted CD's
- Plastic Cups -- all sizes
- Popsicle Sticks
- Pipe Cleaners

APPENDIX B: SCHOOL DISCIPLINE CHART

DoDEA Regulation 2051.1 permits DoD schools to supplement the DoDEA regulation to address various disciplinary offenses. This is a "guide" to help students and parents understand the potential range of disciplinary consequences; however, this "guide" is subordinate to DoDEA Regulation 2051.1. Administrators discretion applies to all areas where there is a choice or range of days for consequences.

Unacceptable Actions		Consequences	
Action/Behavior	1st offense	2nd offense	3rd offense
Alcohol possession/use/evidence of Intoxication ** possible 11 day suspension with expulsion hearing if sale and distribution	5 days suspension Counseling referral Notification of Military Police **	6 days suspension Expulsion hearing	
Assault (Physical) of a staff member	** Over 10 days suspension Expulsion hearing//Military Police notice// anger management Referral		
Assault (Physical) of a student, inflicting serious harm to others	** Over 10 days suspension Expulsion hearing//Military Police notice// anger management Referral		
Assault Sexual (to include groping, fondling and consensual sexual acts)	** Over 10 days suspension Expulsion hearing//Military Police notice// anger management Referral		
Bus Behavior Infractions See consequences for bus Infractions			
Cheating/plagiarism (To include copying papers, copying test/quiz answers, talking during test/exams, sharing test questions and answers, etc.) and plagiarizing the work of others	2 days after school detentions, teacher gives no credit on assignment, Teacher-Parent-Student conference	1 day of Saturday School or 1 day of In School Suspension Teacher gives no credit on assignment Teacher-Parent-Student conference.	2 days of In School Suspension or 2 days of Saturday School or 1 to 3 days of suspension Teacher gives no credit on assignment. Teacher-Parent-Student conference.
Computer-Abuse- or Crime- Access or supplying access, hacking into school database or inappropriate website, pornography, and downloading illegal materials	2 days out of school suspension Parent conference, loss of technology privileges for 10-Days	5 days out of school suspension Referral to counseling, loss of technology privileges for 30 days	6 days out of school suspension Expulsion hearing
Computer-Misuse- (Personal email/entry into chat rooms/giving out password or using another person's password, downloading materials without permission, etc.) inappropriate use of school accounts for personal use, etc.	2 days after school detentions or 1 day of In School Suspension administration notifies IT 5 days loss of technology privileges	1 day of In School Suspension or 1 day of Saturday School or 1 to 2 days of out of school suspension, administration notifies IT 30 days loss of technology privileges	3 days of In School Suspension or 2 days of Saturday School or 3 to 5 days suspension, administration notifies IT Remainder of school year- loss of technology privileges

APPENDIX B: SCHOOL DISCIPLINE CHART

Americas Southeast District Suggested Matrix of Consequences for grades Pre-K through Grade 5*

The Southeast District is committed to providing families, students, and schools with high quality supports that enable all students to achieve the highest social, emotional and academic outcomes. Safety and security, through the use of behavioral supports, is our highest priority for all children.

DODEA Regulation 2051.1 outlines policy and procedures for disciplinary action for all students enrolled in DODEA schools. This matrix offers a list of suggested consequences for behavior infractions. Corrective student actions will be administered with consideration of the whole child and will be on a case by case bases.

**this matrix applies to 6th grade students when a part of an elementary school*

Minor Offenses:

Administrative Table of Consequences for Pre-K thru grade 5

Minor Infractions	Expectations and Interventions
<p>Disrespect Failure to respond appropriately to authority</p>	<ul style="list-style-type: none"> ● Clearly define and post all expectations ● Practice procedures for routines ● State expectations ● Provide a structured choice ● Use a variety of consequences ● Involve a problem-solving team ● Establish a team to identify students requiring specialized plans
<p>Horseplay- friendly touching, chasing</p>	
<p>Classroom Disruption- interruption to the classroom/learning environment</p>	
<p>Failure to follow cafeteria rules</p>	
<p>Defiance and non-compliance - Failure to respond to adult requests and/or directives</p>	

Major Infractions

Administrative Table of Consequences for Grades Pre-K thru Grade 5

Unacceptable Actions		
Action/ Behavior	Pre-K- 2nd	3rd-5th*
<p><u>Alcohol Possession</u> Possession/use/evidence of Intoxication</p> <p>** possible 11 day suspension with expulsion hearing if sale and distribution</p>		<p>1st Offense 1-3- Day Suspension Refer to Counselor</p> <p>2nd Offense 3-5 Day Suspension Disciplinary Hearing Behavior Intervention Plan</p> <p>3rd Offense 5-10 Day Suspension Expulsion Hearing</p>
<p><u>Assault (Physical)</u> of a staff or student - inflicting harm to others.</p>		<p>1st Offense 1-3 Day Suspension Refer to Counselor</p> <p>2nd Offense 3-5 Day Suspension Behavior Intervention Plan</p> <p>3rd Offense 5-10 Day Suspension</p> <p>4th Offense Expulsion Hearing</p>
<p><u>Assault (Sexual)</u> 3rd-5th* grade-Indecent behavior of a sexual nature (to include sexual acts, exposure, or touching private parts)</p> <p>6th grade- Indecent behavior of a sexual nature (to include groping, fondling and consensual sexual acts)</p>	<p>1st Offense Conference with counselor and parents</p> <p>2nd Offense Conference with administrator and parents</p> <p>3rd Offense Complete classwork in alternate location Establish Behavior Intervention Plan</p> <p>4th Offense Behavior Plan to include diminishing disruptive behavior and refer to Family Behavioral Health</p>	<p>1st Offense 1-3 Day Suspension Refer to Counselor</p> <p>2nd Offense 3-5 Day Suspension Behavior Intervention Plan</p> <p>3rd Offense 5- 10 Day Suspension Referral to Behavioral Health</p> <p>4th Offense ** Over 10-Day suspension Expulsion hearing//Military Police notice// Anger management Referral</p>

<p><u>Bus Behavior Infractions</u> (See consequences for Bus Infractions)</p>		
<p><u>Bullying</u> Cyber bullying, physical intimidation, hazing, name calling, cursing out, insulting, gesturing, or verbally abusing any person</p>	<p>1st Offense Student/administrator call parent. Attendance in pertinent counseling 1-Day lunch detention.</p> <p>2nd Offense Student/administrator call parent. Counselor, teacher and administrator develop individual Behavior Plan. 2-Day lunch Detention</p> <p>***Continual Offences Teacher, Parent and Student Conference. Follow the same progression</p>	<p>1st Offense Student/administrator call parent. Attendance in pertinent counseling 1-Day lunch detention.</p> <p>2nd Offense Student/administrator call parent. Counselor, teacher and administrator develop individual Behavior Plan. 2-Day lunch Detention</p> <p>3rd Offense Student/administrator call parent. Counselor, teacher and administrator develop individual Behavior Plan. 3-Day Detention Suspension in serious case.</p>
<p><u>Computer Misuse</u> (Personal email/entry into chat rooms/giving out password or using another person's password, downloading materials without permission, etc.) inappropriate use of school accounts for personal use, etc.</p>		<p>1st Offense 5- Day loss of technology Teacher contact parents 2-day lunch detention</p> <p>2nd Offense 10- Day loss of technology Teacher contact parents 3 day lunch detention</p> <p>3rd Offense 10- Day loss of technology. Admin contacts parent 3 day lunch detention</p> <p>4th Offense 1 Semester loss of technology. Parent admin conference</p> <p>5th Offense 1 Year loss of technology. Parent admin conference</p>

<p><u>Disruptive Behavior</u> Any action of behavior, verbal or physical, that significantly interrupts the learning environment</p>	<p>1st Offense Conference with counselor</p> <p>2nd Offense Conference with administrator</p> <p>3rd Offense Complete classwork in alternate location</p> <p>4th Offense Complete classwork in alternate location Conference with parents</p> <p>5th Offense Behavior Plan to include diminishing disruptive behavior</p>	
<p><u>Drug Possession/ Sale/ paraphernalia/suspicion of use</u></p>		<p>1st Offense **Over 10-Day suspension Expulsion hearing Military Police notice Drug Dog sweep is possible</p>
<p><u>Extortion</u></p>		<p>1st Offense 1-Day lunch detention Restitution</p> <p>2nd Offense 2- Day lunch detention Restitution</p> <p>3rd Offense 3- Day lunch detention Restitution Conference with parents</p> <p>4th Offense 1- Day suspension Restitution</p>
<p><u>False Fire Alarm / Bomb Threat</u> making a false bomb or terrorist threat or pulling a false fire alarm</p>		<p>1st Offense 3-5 Day suspension Refer to SST</p> <p>2nd Offense 5-10 Day suspension</p> <p>3rd Offense Expulsion hearing</p>
<p><u>Fight (minor)</u> Contributing to / spreading rumor, instigating a fight. Failure to report a physical altercation.</p>		<p>1st Offense Administration counseling & contact parents or administration assigns peer mediation if available 3-Day lunch detention</p> <p>2nd Offense 5- Day lunch detention</p> <p>3rd Offense 1- Day suspension</p> <p>4th Offense 2- Day suspension Refer to SST</p> <p>5th Offense 1- Day suspension</p>

<p><u>Fighting (mutual combat)</u> hitting another student, contributing to a physical altercation with inappropriate physical contact, mutual combat, etc.</p>		<p>1st Offense 1- Day suspension 2nd Offense 3- Day suspension Refer to SST 3rd Offense 5- Day suspension 4th Offense 7- Day suspension Expulsion hearing 5th Offense Expulsion hearing</p>
<p><u>Forgery of signatures or initials</u></p>		<p>1st Offense Administration counseling & contact parents or administration assigns peer mediation if available 2-Day detention 2nd Offense 3-Day lunch detention 3rd Offense 5- Day lunch detention 4th Offense 1- Day suspension Refer to SST</p>
<p><u>Gambling</u></p>		<p>1st Offense Administration counseling Or administration assigns peer mediation if available 2-Day detention 2nd Offense 2-Day detention 3rd Offense 3-Day detention 4th Offense 5-Day detention 5th Offense Behavior improvement training and make up missing assignments Refer to SST</p>
<p><u>Gang Behavior</u> Serious/legitimate (threats/hostile behavior made with hand signals, symbols, colors, language, etc.)</p>		
<p><u>Harassment (Sexual)</u> sexual/sexually offensive behavior (lewd and obscene actions to include unwanted, inappropriate touching, propositions, sexual slurs, degrading sexual description,</p>		<p>1st Offense Administration counseling & contact parents or administration assigns peer mediation if available 3-Day detention 2nd Offense 5-Day detention</p>

<p>threats, verbal abuse, and other minor sexually inappropriate actions.</p>		<p>3rd Offense 1- Day suspension 4th Offense 3- Day suspension Refer to SST 5th Offense 5- Day suspension</p>
<p><u>Hitting</u> Pushing, slapping, grabbing, and scuffling Other(to be determined at the discretion of administration)</p>	<p>1st Offense If behavior happens in the classroom- Student / administrator call parent. Peer mediation is used if available. If at recess-student sits out. Behavior reported to classroom teacher for counseling. Student/administrator call parent and peer mediation is used if available. 2nd Offense Student/administrator call parent 2- Day lunch detention Peer mediation if available 3rd Offense Student/administrator call parent Attendance in pertinent counseling Refer to SST 3-Day lunch detention 4th Offense Student/administrator call parent Counselor, teacher and administrator develop individual behavior plan. 5-Day lunch detention 5th Offense Student/administrator call parent Counselor, administrator and parent reexamine behavior plan 1-Day suspension</p>	
<p><u>Insubordination (minor)</u> Adamant refusal to comply with staffs directive.</p>	<p>1st Offense If behavior happens in the classroom- warning, peer mediation student./ administrator call parent 2nd Offense Student/Administrator call parent 3rd Offense Student/Administrator call parent 4th Offense Student/Administrator call parent Counselor/ teacher develop Individual Behavior Plan</p>	<p>1st Offense Administration Counseling or administration assigns peer mediation if available 1-Day lunch detention 2nd Offense 3-Day lunch detention 3rd Offense 5-Day lunch detention Behavior plan developed 4th Offense 1-Day suspension Behavior improvement training and make up missing assignments Refer to SST</p>

<p><u>Leaving/Skipping Campus without permission</u></p>		<p>1st Offense Administration counseling Or administration assigns peer mediation if available 2- Day lunch detention 2nd Offense 5-Day lunch detention 3rd Offense 1- Day suspension 4th Offense 1- Day suspension Refer to SST</p>
<p><u>Lying</u> regarding official school matters</p>		<p>1st Offense Parent contacted & 1- Day lunch detention 2nd Offense Parent contacted & 3- Day lunch detention 3rd Offense 5- Day lunch detention 4th Offense 1- Day suspension</p>
<p><u>Nuisance Items/ Electronic Devices</u> Devices such as toys, Walkman, CD player, PSP, i-pod, MP3 player, pager, phones, recorders, DVD player, etc.) Students may have in book bag, but NOT for use during school day, Cell phones must be turned off during the day. Students must use telephone in the office.</p>		<p>1st Offense Administration counseling Or administration assigns peer mediation (if available) 1-Day lunch detention 2nd Offense 2-Day lunch detention Parent pick up item 3rd Offense 3-Day lunch detention Parent pick up item</p>
<p><u>Prohibited Items</u> laser pens/pointers and other items that pose a danger to others(non-weapons)</p>		<p>Item confiscated Parent picks up item</p>

<u>Possession of stolen items (Knowingly) over \$20</u>		<p>1st Offense 1- Day suspension Refer to SST Restitution Notification of military police</p> <p>2nd Offense 2- Day suspension Restitution Notification of military police</p> <p>3rd Offense 3- Day suspension Restitution Notification of military police</p> <p>4th Offense 5- Day suspension Restitution Notification of military police</p> <p>5th Offense Expulsion hearing Notification of military police</p>
<u>Smoking /possession of tobacco products</u>		<p>1st Offense Administration counseling or administration assigns peer mediation if available</p> <p>2nd Offense 5-Day detention</p> <p>3rd Offense 1-Day suspension</p> <p>4th Offense 2-Day suspension Refer to SST</p> <p>5th Offense 3-Day suspension</p>
<p><u>Teasing</u> Name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves (Others to be determined at the discretion of the Administrator)</p>	<p>1st Offense If behavior happens in the classroom- warning, peer mediation student./ administrator call parent</p> <p>(If at recess-student sits out. Behavior reported to classroom teacher for counseling. Student/Administrator call peer mediation is used if available)</p> <p>2nd Offense Student/Administrator call parent</p>	
<u>Teasing (Cont)</u>	<p>Peer mediation is used if available / 1-lunch detention</p> <p>3rd Offense Student/Administrator call parent /2- Days lunch detention. Attendance in pertinent counseling Refer to SST</p> <p>4th Offense Student/Administrator call parent</p>	

	<p>Counselor/ teacher develop Individual Behavior Plan 2-Day lunch detention</p> <p>5th Offense Student/Administrator call parent Counselor, administrator/ parent re-examine behavior plan 3-Day lunch detention.</p>	
<p><u>Theft</u> Items over \$20 Attempting to steal or wrongfully appropriate or receive stolen school, government, or private property.</p>		<p>1st Offense 3- Day lunch detention Refer to SST Restitution</p> <p>2nd Offense 1- Day suspension Restitution Notification of military police Behavior Plan developed</p> <p>3rd Offense 3-Day suspension Restitution Notification of military police</p> <p>4th Offense 5-Day suspension Restitution Notification of military police</p>
<p><u>Theft</u> Items under \$20 Will have lesser consequences</p>		<p>1st Offense 3- Day lunch detention Restitution Parents notified Counseling referral</p> <p>2nd Offense 5 - Day lunch detention Restitution Parents notified Counseling referral</p> <p>3rd Offense 2 - Day school suspension Restitution/ Parents notified Counseling referral</p>
<p><u>Unauthorized Area</u> Presence in: (examples) Opposite gender restrooms, posted areas</p>		<p>1st Offense Administration counseling or administration assigns peer mediation if available 1-Day detention</p> <p>2nd Offense 2-Day detention</p> <p>3rd Offense 5-Day detention</p> <p>4th Offense 1- Day suspension</p> <p>5th Offense Behavior improvement training and make up missing assignments Refer to SST</p>

<p><u>Use, possession and sale of drugs</u> include illegal drugs, misuse of legal substances like nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants</p>	<p>1st Offense Student/administrator call parent 11- Days suspension pending expulsion hearing Military Police Notified</p>	<p>1st Offense 11- Days suspension pending expulsion hearing, Military Police notified</p>
<p><u>Vandalism (minor incident)</u></p>		<p>1st Offense 1- Day suspension</p> <p>2nd Offense 3-Day suspension Refer to SST</p> <p>3rd Offense 4-Day suspension</p> <p>4th Offense 7-10 Day suspension</p> <p>5th Offense Expulsion hearing</p>
<p><u>Vandalism</u> Destruction of Government or Personal Property Vandalism (Cont) to-include graffiti, defacing property (personal or government) exceeding \$50 in value.</p>		<p>1st Offense 1-3 Day suspension Refer to SST</p> <p>2nd Offense 3-5 Day suspension *1</p> <p>3rd Offense 4-7 Day suspension</p> <p>4th Offense Expulsion hearing</p>
<p><u>Weapons</u> carried, presented, or used with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun chucks, blackjacks, brass/metal knuckles, throwing stars, fighting chain, heavy studded or chain belt, or objects designed to project a missile, pepper spray or any other similar propellant-no reasonable use to pupil at school or school activity</p>	<p>1st Offense 11- Days suspension pending expulsion hearing Military Police Notified</p>	<p>1st Offense Student/administrative call parent 11-days suspension pending expulsion hearing, Military Police notified.</p>

<p><u>Weapons/firearms</u> possession of firearm, starter gun, any explosive, incendiary, poison gas, bomb, grenade or rocket</p>	<p>1st Offense One calendar year expulsion</p>	<p>1st Offense Expulsion one calendar year Expulsion hearing Military Police Notified</p>

DoDEA Regulation 2051.1., Disciplinary Rules and Procedures, provides schools with guidance on the management of various disciplinary offenses. This regulation allows districts to promulgate policies and procedures to supplement the regulation (Para E.3.3). The Southeast District is committed to providing families, students, and schools with high quality supports that enable all students to achieve the highest outcomes socially, emotionally and academically. Behavioral supports is an integral part of this discipline plan.

This matrix of suggested consequences and behavioral supports for student misconduct does not supersede or contradict DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing progressively and fair disciplinary consequences along with supports, but in no way restricts the right and responsibility of school administrators to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from the suggested consequences identified in the table.

Administrator’s discretion applies to all areas where there is a choice or range of days for consequences.

Action/Behavior	1st Offense	2nd Offense	3rd Offense
Alcohol Possession/Use/Distribution/ Evidence of Intoxication	5 day Suspension Notification to Parent Notification of Military Police Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame	5-10 day Suspension Notification to Parent Notification of Military Police Mandatory in school Counseling Removal from school sponsored events for agreed upon time frame Proof of out-of-school program support	Suspension from school with Expulsion Hearing Notification to Parent Notification of Military Police
Assault (Physical) which inflicts serious (bodily marks) harm to others	5 day Suspension Notification to Parent Notification of Military Police	5-10 day Suspension Notification to Parent Notification of Military Police Mandatory in school Counseling	Suspension from school with Expulsion Hearing Notification to Parent

	<p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>Program</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Proof of out-of-school program support</p>	
<p>Assault (Sexual) to include groping, fondling, unwanted Flirting, and non-consensual sexual acts</p>	<p>3 day Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p>	<p>3-5 day Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5-10 day Suspension</p> <p>Notification to Parent</p> <p>Proof of out-of-school program support</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Arson Unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device</p>	<p>3-5 Day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p>	<p>5-10 day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5-10 day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Dangerous Weapons Possessing, using, or transferring to another person any dangerous weapons at school or at school sponsored activities (ex: firearms, knife, explosive or incendiary device)</p> <p><i>*if firearm automatic 1 year expulsion*</i></p>	<p>5 Day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5-10 day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>Suspension from school with Expulsion Hearing</p> <p>Notification to Parent</p>

<p>Harassment and/or Peer Abuse (minor) Repetitive teasing, name calling, physical touching, etc.</p>	<p>3 day after school Detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p>	<p>1-3 days In-School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p>	<p>3-5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Harassment, Discrimination and/or Bullying (Major) Serious and hurtful bullying, negative behavior, comments and/or slurs related to race, national origin, sexual orientation, gender, religion, disability, personal characteristics, or associates of targeted person, etc.) insults, cornering, blocking, taunting, libel or slander, email cyber bullying, gesturing bullying, physical intimidation, cursing out, or harassment, etc., of any person)</p>	<p>1 to 3 days out of school detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3 days out of school suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5 days out of school suspension</p> <p>Notification to Parent</p> <p>Notification of MP's and Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Computer Misuse (Minor) Misuse of email, using inappropriate language, being abusive or impolite, SPAMMING, Contacting inappropriate persons, using e-mail at inappropriate times, Sending or receiving offensive materials, violating copy right, Using computer resources without permission</p>	<p>2 to 3 days of school detention</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for 10 days</p>	<p>1-3 days In-School Suspension</p> <p>Notification to Parent</p> <p>Suspension of computer privileges for 20 days</p>	<p>3-5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for remainder of quarter or semester</p>
<p>Computer Misuse (Major) Damaging Hardware. Software, or network; Changing configurations; Accessing another users private Files; Modifying using, deleting or misusing public files; Using another user's account or allowing him/her to use yours; Attempting to get around safety and security measures; Sexually Offensive behavior</p>	<p>2 to 3 days of school detention</p> <p>Notification to Parent</p> <p>Suspension of computer privileges for 30 days</p>	<p>1-3 days In-School Suspension</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for remainder of quarter or semester</p>	<p>5-10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for the rest of the year</p>

<p>Computer Misuse (Extreme) Using electronic means to threatening, bullying, harassment and/or abuse others</p> <p>Accessing restricted private data</p>	<p>3 days out of school suspension</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for 30 days</p>	<p>3-5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Suspension of computer privileges for 30 days</p>	<p>5-10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Suspension of Computer Privileges for the rest of the year</p>
<p>Disruptive behavior Any action or behavior, verbal or physical, that significantly interrupts the learning environment</p>	<p>2 to 3 days of school detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>1-3 days in school suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>1-3 days out of school suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Dress Code Violation of the school dress code that includes standards for appropriate school attire</p>	<p>Written Warning</p> <p>Notification to Parent</p> <p>Dress Code is corrected</p>	<p>1 Day after School Detention</p> <p>Notification to Parent</p> <p>Dress Code is Corrected</p>	<p>Administration Discretion, but could include Detention, ISS or OSS</p> <p>Notification to Parent</p>
<p>Drugs Possession /Sale / Paraphernalia / Suspicion of Use (to include illegal drugs or any abuse or misuse of legal substance such as nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)</p>	<p>5 Day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5- 10 day suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>Suspension from school with Expulsion Hearing</p> <p>Notification to Parent</p>

<p>Extortion Obtaining something (ex: money) thru use of force or threats</p>	<p>1-3 days Out of School Suspension</p> <p>Notification to Parent Restitution</p>	<p>3-5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Restitution</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5-10 days Out of School Suspension</p> <p>Notification to Parent Notification of Military Police & Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>False fire alarm/bomb threats/terroristic threat</p> <p>Making a false bomb or terrorist threat or pulling a false fire alarm</p>	<p>5 Day Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5- 10 day suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>Suspension from school with Expulsion Hearing</p> <p>Notification to Parent</p>
<p>Fighting or contributing to / spreading rumors, instigating a fight, failure to report a physical altercation, etc.</p> <p>Hitting another student, contributing to a physical altercation with inappropriate physical contact, mutual combat, etc. Instigating a fight with or between other students</p>	<p>1 to 3 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Military Police may be notified</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3 to 5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Military Police may be notified</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>7-10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police & Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>

Forgery of signatures or initials	1-3 days School Detention Notification to Parent	1 day In School Suspension Notification to Parent	1 to 3 days Out of School Suspension Notification to Parent
Gambling	1-3 days School Detention Notification to Parent	3-5 days School Detention Notification to Parent	1 to 3 days Out of School Suspension Notification to Parent Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame
Gang behavior Serious/legitimate threats/hostile behavior made with hand signals, symbols, colors, language, etc.	1-3 days Out of School Suspension Notification to Parent Notification of Military Police Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame	3-5 days Out of School Suspension Notification to Parent Notification of Military Police Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame	5-10 days Out of School Suspension Notification to Parent Notification of Military Police & Command Expulsion Hearing
Sexual or sexually offensive behavior/ Sexually Inappropriate Actions Lewd and obscene actions to include unwanted, inappropriate touching, propositions, sexual slurs, degrading sexual description, threats, verbal abuse, sexual exposure, sexually inappropriate actions.	1 to 3 days Out of School Suspension Notification to Parent Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame	3 to 5 days Out of School Suspension Notification to Parent Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame	10 days Out of School Suspension Notification to Parent Notification of Military Police & Command Mandatory in school Counseling Program Removal from school sponsored events for agreed upon time frame

<p>Pornography In any form (to include text or images)</p>	<p>3 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3-5 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police & Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Plagiarism/Academic Dishonesty Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Includes but is not limited to failure to cite sources, intentional dishonesty, cheating on exams, falsification of school record, or forgery.</p>	<p>1-3 days School Detention</p> <p>Notification to Parent</p> <p>Student afforded the opportunity to re-do the assignment at a reduced grade (one letter grade penalty)</p>	<p>3-5 days School Detention</p> <p>Notification to Parent</p> <p>Grade of "Zero" on the assignment</p>	<p>1-3 day out of School Suspension</p> <p>Notification to Parent</p> <p>Grade of "Zero" on the assignment</p>
<p>Insubordination (minor) Refusal to comply with staff's directive.</p>	<p>1 -3 days School detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3-5 Days School detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>1 to 3 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>

<p>Insubordination (Major) Flagrant and consistent vulgarity toward staff member(s) to include the use of vulgar language, threats, or refusals to.</p>	<p>1-3 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3-5 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>5-10 Days out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Expulsion Hearing</p>
<p>Lying/Making a False Statement</p>	<p>1 Day School Detention</p> <p>Notification to Parent</p>	<p>3-5 Days School Detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>1 to 3 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Using portable communications/Electronic devices contrary to school policy: Cell phones or other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games. Cell phones must be placed on silent or turned off while in the classroom unless allowed by the instructor. Laser pens/pointers and other items that pose a danger to others are prohibited. (non-weapons)</p>	<p>Item is confiscated and the parent must pick up the item from the teacher or front office.</p> <p>Notification to Parent</p> <p>Warning Given</p>	<p>Item is confiscated and the parent must pick up the item from the teacher or front office.</p> <p>Notification to Parent</p> <p>1 day School Detention</p>	<p>Item is confiscated and the parent must pick up the item from the teacher or front office.</p> <p>Notification to Parent</p> <p>1-3 days school Detention</p> <p>Removal from school sponsored events for agreed upon time frame</p>

<p>Theft/Possession of a Stolen Item Stealing, attempting to steal or wrongfully possessing school, government, or private property. <i>(Consequence will vary based on cost of the item)</i></p>	<p>1 to 3 days After School Detention</p> <p>1 to 3 Days In-School Suspension</p> <p>1 to 3 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Restitution</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Notification of Military Police/Command</p>	<p>3 to 5 Days In-School Suspension</p> <p>3 to 5 Days Out of School Suspension</p> <p>Restitution</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Notification of Military Police/Command</p>	<p>5 to 10 Days Out of School Suspension</p> <p>Notification to Parent</p> <p>Restitution</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Notification of Military Police/Command</p>
<p>Profanity/vulgarity, words gestures, cursing/swearing</p>	<p>1 - 3 days School Detention</p> <p>Notification to Parent</p>	<p>3-5 days School Detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>1 to 3 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p>Skipping class/Leaving Campus without Permission</p>	<p>1 - 3 days School Detention</p> <p>Notification to Parent</p>	<p>3-5 days School Detention</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>3 days In School Suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>

<p>Smoking/possession of Tobacco Products on School Grounds</p> <p>To include e-cigarettes, vaping, betel nuts, Chew, etc.</p>	<p>1 day Out of School Suspension</p> <p>Notification to Parent</p> <p>Referral to nurse for smoking cessation class if available on post</p>	<p>3-5 days Out of School Suspension Removal from school sponsored events for agreed upon time frame</p> <p>Notification to Parent</p> <p>Referral to nurse smoking cessation class if available on post</p>	<p>3-5 days Out of School Suspension Removal from school sponsored events for agreed upon time frame</p> <p>Notification to Parent</p> <p>Referral to nurse smoking cessation class if available on post</p> <p>Notification of Military Police & Command</p>
<p>Sale and distribution of Tobacco Products on School Grounds</p> <p>To include e-cigarettes, vaping, betel nuts, Chew, etc</p>	<p>1 day Out of School Suspension</p> <p>Notification to Parent</p> <p>Referral to nurse for smoking cessation class if available on post</p>	<p>3-5 days Out of School Suspension Removal from school sponsored events for agreed upon time frame</p> <p>Notification to Parent</p> <p>Referral to nurse smoking cessation class if available on post</p>	<p>5-10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Removal from school sponsored events for agreed upon time frame</p> <p>Referral to nurse smoking cessation class if available on post</p> <p>Notification of Military Police & Command</p>
<p>Tardy to class or School, by Quarter</p>	<p>1st Tardy Written Warning</p> <p>Notification to Parent</p>	<p>2nd Tardy After School Detention</p> <p>Notification to Parent</p>	<p>3rd Tardy, and all subsequent 5 days school detention</p> <p>Notification to Parent</p>
<p>Vandalism to-include graffiti, Defacing/destroying property (personal or government) exceeding \$50 in value.</p>	<p>1 to 3 days Out of School Suspension</p> <p>Restitution and clean up</p> <p>Parent conference</p>	<p>3 to 5 Day Out of School Suspension</p> <p>Restitution and Clean Up</p> <p>Parent Conference</p> <p>Notification of Military Police & Command</p>	<p>7 to 10 Day Out of School Suspension</p> <p>Restitution and Clean Up</p> <p>Parent Conference</p> <p>Notification of Military Police & Command</p>

Most disciplinary issues should be resolved at the classroom (Teacher/Parent/Student) level when possible.
In all cases, the administration reserves the right to determine the severity of consequences based on educational impact on student.

APPENDIX C: SCHOOL BUS SAFETY/BEHAVIOR STANDARDS

ON AND AROUND SCHOOL BUSES, STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES, STUDENTS WILL NOT:

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

LEVEL 1: UNSAFE BEHAVIOR (E3.5.11, E3.4, E.3.5,14)					
<ul style="list-style-type: none"> Fighting, pushing, shoving, or tripping Use or possession of unacceptable items identified in DoDEA Regulation 2051.1. (The school bus is an extension of the school/campus) 		<ul style="list-style-type: none"> Engaged in horseplay Getting on or off bus while bus is in motion Not properly seated Putting objects out of bus windows or hanging out of window 		<ul style="list-style-type: none"> Making excessive noise or playing electronic equipment without using earphones Obstructing aisles, steps, or seats Pushing while boarding or leaving the bus 	
UNSAFE BEHAVIOR CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th and Subsequent Offenses
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
LEVEL 2: INAPPROPRIATE BEHAVIOR (E3.5.11)					
<ul style="list-style-type: none"> Failure to remain properly clothed Public displays of affection Eating, drinking, or littering on bus*** 		<ul style="list-style-type: none"> Using abusive/profane language and/or gestures Spitting or biting Harassing or interfering with other students 		<ul style="list-style-type: none"> Failure to comply with bus driver's or monitor's instruction Disrespect, distraction, or interference with driver 	
INAPPROPRIATE BEHAVIOR CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
LEVEL 3: DESTRUCTIVE BEHAVIOR (E3.5.11, E3.5.8, E3.5.17)					
<ul style="list-style-type: none"> Damaging private property (requires payment of damages) Throwing or shooting objects inside or outside of bus 		<ul style="list-style-type: none"> Sitting in driver's seat or tampering with bus controls 		<ul style="list-style-type: none"> Opening or trying to open bus door 	
DESTRUCTIVE BEHAVIOR CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
LEVEL 4: PROHIBITED BEHAVIOR (E3.5.8, E3.5.1, E3.5.11)					
<ul style="list-style-type: none"> Tampering with bus controls or emergency equipment 		<ul style="list-style-type: none"> Violate any other school rule, law, or military installation guide 			
PROHIBITED BEHAVIOR CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year

E3.2. School Bus Discipline. Rules of student behavior and disciplinary procedures prescribed in enclosure 8 that are applicable to students en route by DoD-sponsored school buses between home and school and/or school-sponsored events and activities. The school has the discretion to process disciplinary actions for school bus infractions solely within the context of procedures prescribed in enclosure 8, or as a part of school discipline generally. Disciplinary action that might affect the placement of a student with disabilities must be processed under the disciplinary procedures for students with disabilities. (See DoDEA Reg 2051.1 enclosures 6 and 9)

Recommended referral forms and notification letters can be found in DoDEA Regulation 2051.1, E8, A4 – A8.

***Students may drink water and eat snacks on any daily commute bus that travels one-way in excess of one hour between the first pick-up and drop-off. However, littering on the bus is still prohibited, and students are required to take their litter off the school bus. Any student who litters on the bus shall be disciplined in accordance with DoDEA Regulation 2051.

FOR OFFICIAL USE ONLY

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.
PRINCIPAL PURPOSES(S): To acknowledge and document Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities before a statutory individual is allowed to provide volunteer services.
ROUTINE USES: There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices: (1) A0608b DFSC, Personal Affairs: Army Community Service Assistance Files (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570084/a0608b-cfsc/>); (2) NM01754-2, DON Family Support Program Volunteers (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/>); and (3) F036 AFDPC, Family Services Volunteer and Request Record (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569815/f036-af-dp-c/>).
DISCLOSURE: Voluntary; however, lack of a signed Volunteer Agreement will limit Government support and eliminate certain benefits to individuals donating voluntary services to Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

PART 1 - GENERAL INFORMATION

1. NAME OF VOLUNTEER (Last, First, Middle Initial)	2. NAME OF PARENT/GUARDIAN (If volunteer is under age 18) (Last, First Middle Initial)	3. VOLUNTEER IS (Select one) <input type="checkbox"/> AGE 18 OR OVER <input type="checkbox"/> UNDER AGE 18
4. TELEPHONE NUMBER (Include Area Code)		5. E-MAIL ADDRESS

PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. INSTALLATION/COMPONENT ACTIVITY	7. ORGANIZATION/UNIT WHERE SERVICE OCCURS	8. PROGRAM WHERE SERVICE OCCURS	9. ANTICIPATED DAYS OF WEEK	10. ANTICIPATED HOURS
11. DESCRIPTION OF VOLUNTEER SERVICES				

PART III - VOLUNTEER CERTIFICATION

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

a. SIGNATURE OF VOLUNTEER	b. SIGNATURE OF PARENT/GUARDIAN (if volunteer is under age 18)	c. DATE SIGNED (YYYYMMDD)
13.a. NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

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

14. AMOUNT OF VOLUNTEER TIME DONATED	a. YEARS. (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS	15. SERVICE END DATE (YYYYMMDD)
16.a. VOLUNTEER SIGNATURE	b. PARENT/GUARDIAN SIGNATURE (If volunteer is under age 18)	17.a. NAME OF SUPERVISOR (Last, First, Middle Initial)	b. SUPERVISOR'S SIGNATURE	c. DATE SIGNED (YYYYMMDD)	

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VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES or NONAPPROPRIATED INSTRUMENTALITIES INSTRUCTIONS FOR COMPLETING DD FORM 2793

DD Form 2793, Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities, is available online at, <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2793.pdf>. A Volunteer Agreement must be completed and signed by both Volunteer (or Parent/Guardian of volunteer under the legal age of majority) and Government Accepting Official (Installation Volunteer Coordinator or similar) before volunteer begins voluntary service. The accepting official will furnish the volunteer a copy of DD Form 2793, and retain the original in accordance with *DoD Instruction (DODI) 1100.21, Voluntary Services in the DoD* and the Military Departments' Records Disposition Issuances.

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES or NONAPPROPRIATED INSTRUMENTALITIES. To be completed by Government official applicable to the volunteer's assignment.

PART I - GENERAL INFORMATION (to be completed by Volunteer or Parent/Guardian as specified)

1. **NAME OF VOLUNTEER.** (Last, First, Middle Initial)
2. **NAME OF PARENT/GUARDIAN.** (if volunteer is under legal age of majority) (Last, First, Middle Initial) Parent/guardian signature is required only if volunteer is under the legal age of majority.
3. **VOLUNTEER IS: AGE 18 OR OVER OR UNDER AGE 18.** Check applicable box to indicate whether volunteer is an adult or minor child (under the legal age of majority).
4. **TELEPHONE NUMBER.** (Include Area Code) List number where volunteer prefers to be contacted.
5. **E-MAIL ADDRESS.** List address where volunteer prefers to be contacted.

PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. **INSTALLATION/COMPONENT ACTIVITY.** List the installation/component activity where voluntary service will be performed or that assumes primary responsibility for the volunteer program.
7. **ORGANIZATION or UNIT WHERE SERVICE OCCURS.**
8. **PROGRAM WHERE SERVICE OCCURS.** List organization or unit program or location where voluntary services will be performed.
9. **ANTICIPATED DAYS OF WEEK.** List anticipated day(s) volunteer will be donating services.
10. **ANTICIPATED HOURS.** List anticipated times or number of volunteer hours to be provided per specified time period.
11. **DESCRIPTION OF VOLUNTEER SERVICES.** Briefly describe assigned voluntary service duties.

PART III - VOLUNTEER CERTIFICATION

12. **CERTIFICATION.** Certification must be signed and dated by both Volunteer and Government Official accepting volunteers providing voluntary services. Accepting Official must check either Appropriated Fund Activity or **Non-appropriated** Fund Instrumentality at the top of DD Form 2793.
 - a. **SIGNATURE OF VOLUNTEER.**
 - b. **SIGNATURE OF PARENT/GUARDIAN.** (if Volunteer is under legal age of majority).
 - c. **DATE SIGNED (YYYYMMDD).** List date signed by Volunteer.
13. **NAME OF ACCEPTING OFFICIAL.**
 - a. (Last, First, Middle Initial).
 - b. **SIGNATURE.** Signature of Accepting Official.
 - c. **DATE SIGNED (YYYYMMDD).** List date signed by Accepting Official.

PART IV - COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. **AMOUNT OF VOLUNTEER TIME DONATED.**
 - a. **YEARS.** (2,087 hours = 1 year)
 - b. **WEEKS.**
 - c. **DAYS.** This may apply to volunteers designated as Special Government Employees. Consult Ethics Counselor for details.
 - d. **HOURS.** Total number of voluntary service hours donated.
15. **SERVICE END DATE (YYYYMMDD).** Volunteer Supervisor lists final day of voluntary service.
16. **VOLUNTEER SIGNATURE.**
 - a. **Volunteer's signature verifies voluntary service time donated.**
 - b. **PARENT/GUARDIAN SIGNATURE.** (if Volunteer is under legal age of majority).
17. **NAME OF SUPERVISOR.**
 - a. (Last, First, Middle Initial) of Volunteer Supervisor.
 - b. **SUPERVISOR SIGNATURE.** Signature of Volunteer Supervisor or Accepting Official verifies total amount of voluntary service time donated.
 - c. **DATE SIGNED (YYYYMMDD).** Date signed by Volunteer Supervisor or Accepting Official.

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APPENDIX F: STUDENT HANDBOOK SIGNATURE SHEET

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

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

Parent Name – printed

Parent Signature

Student Name – printed

Student Signature

Student Name – printed

Student Signature

Student Name – printed

Student Signature

Website: <https://www.dodea.edu/ElliottES/>

Website: <https://www.dodea.edu/boldenEMS/>