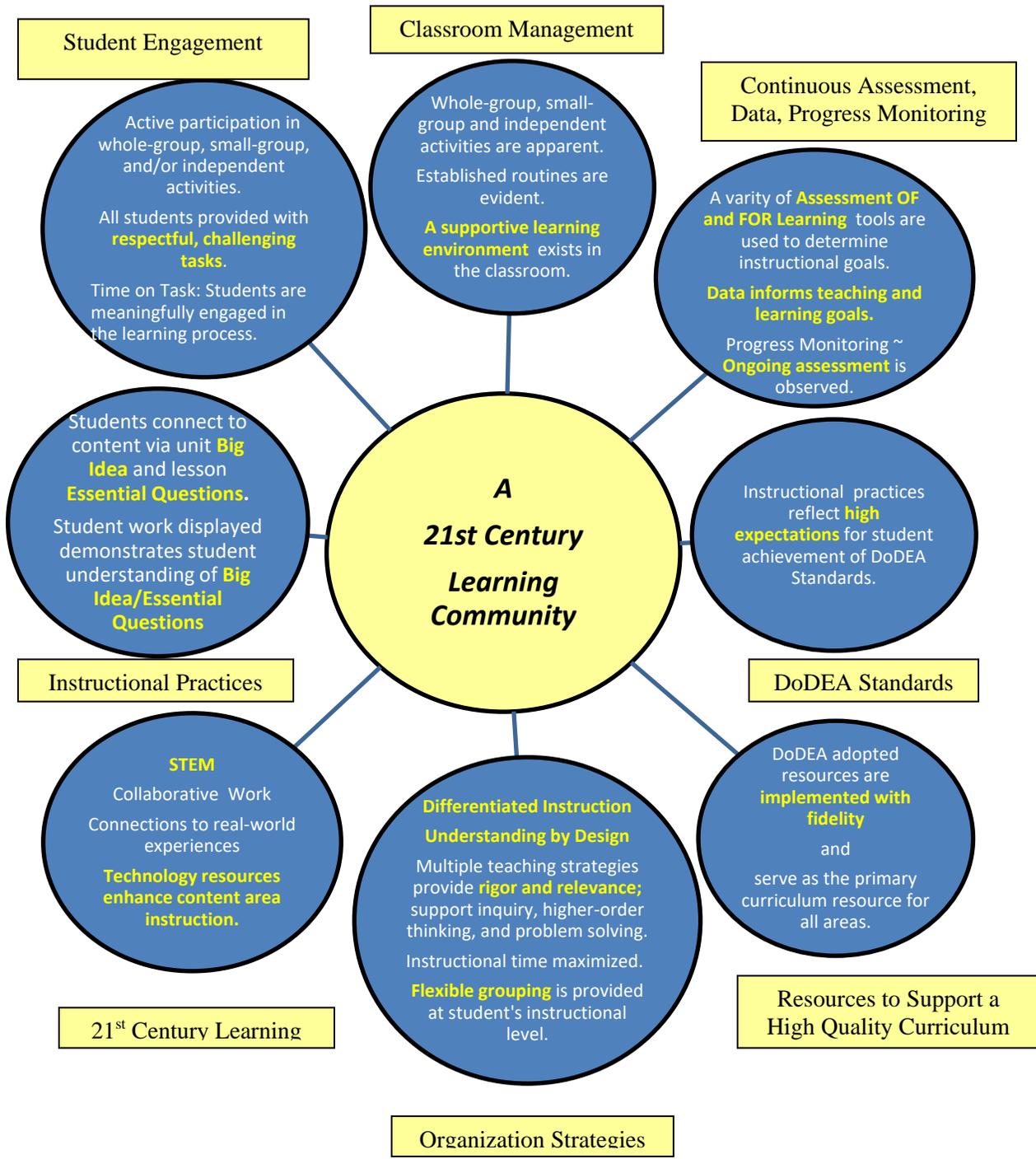


# **Fort Campbell High School**

## **Student-Parent Handbook 2020-2021**



# DODEA AMERICAS SOUTHEAST DISTRICT IS A 21<sup>ST</sup> CENTURY LEARNING COMMUNITY



# *Dr. Thomas Whittle*

## **FORT CAMPBELL HIGH SCHOOL - PRINCIPAL**

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Dr. Whittle started his educational career as a math teacher for five years in Nottoway, Virginia. He has been a principal at the following schools throughout his career: Nottoway Middle School, Nottoway High School, John F. Kennedy High School in Richmond, Virginia, and Petersburg High School in Petersburg, Virginia. Then, he worked at HD Woodson 21st Century (STEM) High School in Washington D.C. where he focused on a cohort concept of School With-In A School (SWS) which assessed the implementation and impact of a targeted grade intervention to improve reading, math, project-based learning (PBL), and school engagement among all students who were taking assessments under the District of Columbia Comprehensive Assessment System (DC CAS) reading and math assessments for four years. Dr. Whittle currently works for DoDEA as the Fort Campbell High School principal. He is also an adjunct professor with San Diego State University. Dr. Whittle earned a Bachelor of Science Degree in Business and Management from the University of Maryland in College Park, Maryland; Master of Education degree from Virginia State University at Petersburg, Virginia; Master of Divinity from Virginia Union University Samuel DeWitt Proctor School of Theology; and Doctor of Education degree from Virginia State University in May 2011. He is the author of “Accreditation a Hands-on Approach for Principals” (2007), presented at the National High Schools That Work (HSTW) conference in Nashville Tennessee on the topic: The use of classroom student performance data to improve teacher instructional practices. Dr. Whittle is the 2018 DoDEA Secondary Principal of the Year. He represented DoDEA at the National Association of Secondary School Principals (NASSP) Conference in Boston in 2019, where he served on the roundtable discussion centered on school principal burnout.

Dr. Whittle is a United States Army veteran, who retired after 26 years as a command sergeant major. He spent 16 years in Germany as a tank commander, platoon sergeant, first sergeant, battalion master gunner, division master gunner, U.S. Army Europe master gunner, and operation (G3) sergeant major for 8th Infantry Division, and command sergeant major of 1st Squadron, 9th Air Cavalry Regiment at Fort Lewis, Washington.

He served three tours in Vietnam where he earned the Silver Star for heroism, two Purple Heart Medals, four Bronze Stars for Meritorious Service, and the Combat Infantryman’s Badge (CIB).

Fort Campbell High School  
912 Carentan Road  
Fort Campbell, KY – 42223  
270 640-1219

## FORT CAMPBELL HIGH SCHOOL - ASSISTANT PRINCIPAL

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Joi Gause has been serving as an educator since 2001. She began her career as a Pre-K instructor in Patterson, NJ. She then traveled to serve the students and families in Newport News, Virginia as a Middle School Life Science Teacher. She completed 10 years at Huntington Middle School and during that time she lead her colleagues in the following areas: collaboration & inclusion, teaching in the block, curriculum writing, and streamlining assessments. She wrapped up her career in the classroom at Denbigh High School. At Denbigh she served as an Anatomy & Physiology and Biology Teacher. She mentored new teachers and sponsored the Freshman Class. While her role in the classroom came to an end, she transitioned into a servant leader when she accepted the position as Assistant Principal for Crittenden Middle School. As an educational leader for Crittenden, Ms. Gause trained her teachers to reach their full capacity as instructional experts. Her passion for learning combined with her enthusiasm to see children succeed has fueled her legacy. She demonstrates the mantra “life–long learner” through her three degrees from Old Dominion University in Norfolk, Va. She received her B.S. in Biology in 2000, M.Ed. in Curriculum and Instruction in 2009, and an Educational Specialist degree in PK-12 Administration & Supervision in 2016. Joi has impacted the lives of students, families, and the community through her service as a Middle and High School Science Teacher and Assistant Principal in Newport News, Va. She and her family are excited to continue their journey here as part of the Fort Campbell Family!

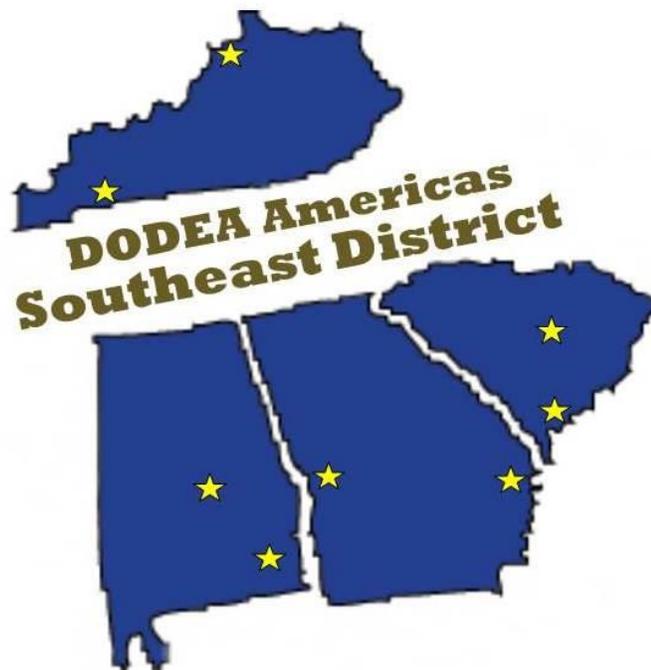
Fort Campbell High School  
912 Carentan Road  
Fort Campbell, KY – 42223  
270 640-1219

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**

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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.

# *Mr. Gregory Bull*

## **DODEA AMERICAS DODEA SOUTHEAST DISTRICT CHIEF OF STAFF**

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Mr. Gregory Bull was named DoDEA Southeast Chief of Staff in 2019. He began his career in DoDEA teaching pre-school special education for nine years at Fort Jackson, South Carolina before becoming a school administrator at Fort Campbell, Kentucky in July 2010. As a teacher, Mr. Bull served in leadership roles to include the student support team chair, the continuous school improvement chair, and crisis prevention intervention instructor. He was recognized as Pierce Terrace School Teacher of the Year in 2007. Mr. Bull has had vast administrative experiences to include being the assistant principal at Andre Lucas Elementary at Fort Campbell in Kentucky, acting principal at Wassom Middle School, assistant principal at Fort Campbell High School in Kentucky, principal at Kaiserslautern Middle School and Spangdahlem Middle School in Germany, and principal at SHAPE High School in Belgium.

In 2012, Mr. Bull led Kaiserslautern Middle School through a successful school accreditation. In July 2014, at Spangdahlem Middle School he led the school in becoming a Green Ribbon Awardee in 2018. Additionally, Mr. Bull was a secondary school principal of the year nominee in the school year 2017.

Mr. Bull received a Bachelor of Arts degree from Coker College in Hartsville, South Carolina. He received a Master's degree in Special Education from the University of South Carolina in 2004. Subsequently, Mr. Bull also received a Master's Degree in Education Administration and Supervision from the University of Phoenix in 2009.

“Mr. Bull has developed outstanding relationships with his colleagues, parents, community members and military partners on bases that he has served in his leadership capacity,” said Dr. Huddleston. “Mr. Bull is a valued leader in the DoDEA organization and is often consulted by other leaders regarding his approach to crisis response, change management, and program implementation. He has a strong work ethic and can build trusting relationships resulting in improvement in organizational capacity.”

Mr. Bull and his wife Searcy of 14 years have three children: Anna (26), Olivia (21), and McCray (8). They are happy to be part of the Southeast District and look forward to future experiences with DoDEA.

# *Mr. Josh Adams*

## **COMMUNITY SUPERINTENDENT**

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Mr. Josh Adams is the Kentucky Community Superintendent for the Southeast District Department of Defense Education Activity (DoDEA).

Mr. Adams oversees ten DoDEA schools located on Fort Knox and Fort Campbell, serving more than 5,100 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.

"I can't wait to start working to support the school communities at Fort Campbell and Fort Knox," said Mr. Adams. "It is a real privilege and honor for me to serve our military families and their students. I am ready to work with our educators, parents, command, and all others, as we strive for excellence for every student, every day."

Mr. Adams began his educational career in Oregon in 2000. During his tenure in Oregon, he served as a middle school assistant principal and elementary principal, as well as serving as the district human resources director. He began his DoDEA career in 2010 in Germany. Mr. Adams served as principal at Landstuhl Elementary/Middle School and Ramstein Middle School until 2016. In 2016, he was selected as a community superintendent for the Europe East District in Kaiserslautern, Germany. As a community superintendent, he served schools across Germany with a primary focus on school communities in Baumholder, Wiesbaden, and the Kaiserslautern Military Community.

Mr. Adams' education includes a bachelor's degree in Political Science from Portland State University in Portland, Oregon, a Juris Doctorate from the University of Oregon, in Eugene, Oregon, and two graduate certifications in Educational Administration from the University of Oregon.

Mr. Adams and his wife of 27 years have five children. All five of his children have attended DoDEA schools and the four oldest graduated from DoDEA schools.

# Fort Campbell High School

## Contact Information

Fort Campbell High School  
912 Carentan Road  
Fort Campbell, KY 42223  
Phone: (270) 640-1219  
Fax: (931) 431-9386

<http://www.dodea.edu/FortCampbellHS/index.cfm>



## Vision Statement

FCHS is an energetic community, igniting the imagination and inspiring a life-long passion for learning.

## Mission Statement

Educate, Engage, and Empower each student to succeed in a dynamic world.

## School Improvement Goals

**Goal 1:** Improve overall Professional Learning Community rating to “Deepening” by SY 19-20.

**Goal 2:** Improve Parent Climate and Culture rating to “Healthy” In SY 19-20  
Improve Teacher Expectation to “Healthy” in SY 19-20.

**Goal 3:** Improve CCRS Summative Assessment averages in all math content areas by 5%  
for SY 18-19 to SY 19-20.

**Goal 4:** Improve average Writing and Language PSAT scores for all grades by 2% in SY 19-20

## Mascot

Falcon

## Partners

Our Partners in Education (PIE), supports the school’s vision and mission in multiple ways with their time and expertise. Our school is officially sponsored by the 101st Sustainment Brigade 129 Combat Sustainment Support Battalion, located here on Fort Campbell.

## Points of Pride

- AP Capstone School
- 100% Graduation Rate for the last 6 Years
- Rigorous and challenging curriculum for students at all academic levels
- Classrooms are a stage for 21st Century Learning
- Seniors have earned over 16 million dollars in Scholarships over the past three years
- Excellent programs that address the needs and interests of the whole student (physical, social, emotional, cognitive)
- A 20% increase in AP scores over the past 5 years

## **CHAIN OF COMMAND**

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### **DoDEA Director**

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

### **DoDEA Americas Director**

Department of Defense Education Activity  
700 Westpark Drive  
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 (Kentucky Complex)**

84 Texas Avenue  
Fort Campbell, KY 42223  
Phone # 270 439-1927  
Fax # 270-439-6992

### **School Principal**

912 Carentan Road  
Fort Campbell, KY 42223  
Phone: (270) 640-1219  
Fax: (931) 431-9386

### **School Assistant Principal**

912 Carentan Road  
Fort Campbell, KY 42223  
Phone: (270) 640-1219  
Fax: (931) 431-9386

# SCHOOL CALENDAR

## DoDEA Americas Southeast District: Fort Campbell Calendar for SY2020-21 (07.23.2020)

July 2020							August 2020							September 2020							October 2020							November 2020														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	3	M	T	W	T	F	S	S	M	T	W	T	F	S								
			1	2	3	4	2	3	4	5	6	7	8			1	2	3	4	5				1	2	3	1	2	3	4	5	6	7									
					H										ER														ER			RC										
5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14								
							16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21								
							PL	PL	PL	PL	TW	TW	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28									
							23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30													
							30	31						27	28	29	30				25	26	27	28	29	30	31	29	30													
4	Independence Day (Observed)						17-18	Teacher Professional Learning (No School)						7	Labor Day (No School)						8	Parent/Teacher Conferences (No School)																				
							19-20	CCRS Professional Learning (No School)						8	First Day of School (Pre-K)						9	Professional Learning (No School)																				
							21-22	Teacher Work Days (No School)						28	CCRS Q1 Professional Learning (No School)						12	Columbus Day (No School)																				
							24	First Day of School (K-12)													27	End of 1 <sup>st</sup> Quarter (43 days)						25-27	Thanksgiving Breaks (No School)													
December 2020							January 2021							February 2021							March 2021							April 2021														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
												1	2							6	6																					
												H								PL																						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10								
							10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17								
							ER	ER	ER	ER	TC		21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24									
							17	18	19	20	21	22	23	28							28	29	30	31				25	26	27	28	29	30									
							24	25	26	27	28	29	30															25	26	27	28	29	30									
							31							4	CCRS Q3 Professional Learning (No School)						8-12	Spring Break (No School)						5	End of 3 <sup>rd</sup> Quarter (44 days)													
8	Pre-K Report Card Prep (No Pre-K)						1	New Year's Day (No School)						15	President's Day (No School)						16	Pre-K Report Card Prep Day (No Pre-K)						9	Report Card Prep Day (No School)													
9	Pre-K Report Cards Go Home						15	Parent/Teacher Conferences Grade Pre-K (No School)													17	Pre-K Report Cards Go Home						12	CCRS Q4 Professional Learning (No School)													
21-31	Winter Break						18	Martin Luther King, Jr.'s Birthday (No School)													26	Professional Learning (No School)						19	3 <sup>rd</sup> Quarter Report Cards Go Home													
25	Christmas Day (No School)						20	End of 2 <sup>nd</sup> Quarter (45 days)																																		
							22	Report Card Prep Day (No School)																																		
							29	2 <sup>nd</sup> Quarter Report Cards Go Home																																		
May 2021							June 2021							Standard Calendar 2020-2021							Quarter Duration							School Contacts														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	F	ER	QE	YE	PK	RC	AW	PL	TW	H	TC	GR	Quarter	End Date	Duration	School	Phone												
																										1	October 29	43	Barkley	270-640-1205												
2	3	4	5	6	7	8	6	7	8	9	10	11	12	ER	ER	QE	YE	PK	RC	AW	PL	TW	H	TC	GR	2	January 28	44	Barsanti	270-640-1213												
							13	14	15	16	17	18	19													3	April 8	44	Lucas	270-640-1208												
9	10	11	12	13	14	15	20	21	22	23	24	25	26													4	June 11	44	Marshall	270-640-1214												
							27	28	29	30																<b>Make Up Days</b>			Mahaffey	270-640-1215												
																										Make up days, if needed, will be:			FCHS	270-640-1219												
																										10-14 June			Community Office	270-439-1927												
																										<b>Report Card Dates</b>																
																										Quarter 1	November 6															
																										Quarter 2	January 29															
12	Accelerated Withdrawal (2 <sup>nd</sup> Semester)						8	Last Day of School for Pre-K																		Quarter 3	April 19															
28	Fort Campbell High School Graduation (APSL)						9	End of 4 <sup>th</sup> Quarter/Last Day of School (44 days)																		Quarter 4	June 18															
31	Memorial Day (No School)						10	Report Card Prep Day (No School)																																		
							18	4 <sup>th</sup> Quarter Report Cards Go Home																																		

<https://www.dodea.edu/schoolcalendars.cfm>

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# DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures are available on the DoDEA [Web site](#). The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

## GENERAL INFORMATION

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### Interstate Compact on Educational Opportunity for Military Children

**Policy Reference:** [DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

The Department of Defense (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 this interstate compact, which 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 can cause children to miss out on extracurricular activities and face challenges in meeting graduation requirements. In accordance with Enclosure 4 of 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 work to coordinate graduation requirements, transfer of records, course placement, and other administrative policies.

### Access to School Facilities

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

## Visitors and Volunteers



**For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school.** A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. The school administration has the final determination on visitors/volunteers authorized to be at the school. When visiting, visitors/volunteers may go only to the approved area indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge, which is to be displayed conspicuously at all times while on school grounds. Any change to the designated location must be approved by the school's front office before visiting a different location within the school. Upon finishing their visit, visitors must check out at the front office, return the visitor's badge, and exit the school. We do not allow students to bring friends or other non-registered students to school due to liability and space restrictions. 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. Temporary school volunteers must not have unsupervised access to students and must be under the direct-line-of-sight supervision of a DoDEA employee at all times. A specified volunteer may have unsupervised access to students once they receive a favorable background check. Contact the main office for an application.

### **School Advisory Committees (DoDEA-Europe & DoDEA-Pacific) and School Boards (DoDEA-Americas)**

**Policy Reference:** [DoD Instruction 1342.15, "Educational Advisory Committees and Councils," December 7, 2012](#)

**Policy Reference:** [DoD Instruction 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," October 30, 1996](#)

DoDEA school administrators, in partnership with sponsors/family members, students and military leaders, promote communication through the establishment of advisory committees to address issues (school initiatives, procedures and policies) at the local level. This is one way for parents to get involved in their child's education. Consult your child's school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

## **ACCREDITATION**

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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.

## **ACADEMIC / COUNSELING INFORMATION**

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### **Academic Letters**

To be eligible for an academic letter, a student must meet the following standards.

1. Must have at least GPA (grade point average) average of 4.0 for the current school year through the end of the third quarter;
2. A transfer GPA will be accepted for any student entering Fort Campbell High School after the end of the first nine week grading period;
3. Be enrolled in a minimum of four subjects to be eligible to receive an academic letter;
4. All subjects in the high school curriculum will count in determining eligibility for an academic letter;
5. Students in grades 9 through 12 are eligible for academic letters;
6. Academic letters will be presented during the Senior Honor Night and Underclassmen Awards ceremonies.

### **Advanced Placement Courses & Exams**

The Department of Defense Education Activity (DoDEA) will assume responsibility for the costs to take the Advanced Placement Examinations for all students enrolled in Advanced Placement courses. Consequently, a student taking an Advanced Placement course in a DoDEA high school will be required to take the requisite Advanced Placement Examination in order to receive a weighted grade for the course. See GRADING and GRADE POINT AVERAGES for further information on the DoDEA policies concerning this.

## **AVID**

Advancement Via Individual Determination is a program designed to help middle and high school students prepare for and succeed in colleges and universities. Students in the program commit themselves to improvement and preparation for college. AVID offers a rigorous program of instruction in academic “survival skills” and college level entry skills. The AVID program teaches the student how to study, read for content, take notes, and manage time. Students participate in collaborative study groups or tutorials led by tutors who use skillful questioning to bring students to a higher level of understanding. AVID is an elective class which meets during the regular school day.

## **Correspondence Courses**

Students may be allowed to take correspondence courses in order to meet Fort Campbell High School’s graduation requirements. A maximum of three credits is allowed. A student must meet the attendance requirements of the Fort Campbell Community Schools in order to be eligible for correspondence classes. Principal approval is required.

## **Drop / Add Procedures**

If a student wishes to change their schedule, they must make an appointment with their guidance counselor during the *first 10 days of the semester*. This does not guarantee that a change will take place. However, students can inquire into the possibility of changing a year-long course during the first ten days of the first semester and a semester course in the first ten days of that semester. If a student changes into a new class, they will be expected to make up all work they missed so that they will be able to earn credit in the course. Full credit courses cannot be dropped at the end of the first semester without teacher recommendation and principal approval.

## **DoDEA Policy**

### **Withdrawing and Adding Courses**

- (1) If a student withdraws from a course on or before the 10th school day (or its equivalent), no notation is made on the transcript. The following notations on the transcript will be made for withdrawals made between the 11th - 19th school day of the semester: Grade of "WP" (Withdrew Passing) or "WF" (Withdrew Failing), respective to the grade earned at the time of withdrawal. Courses may not be dropped after 20 days into the school quarter. Grades of "WP" or "WF" are not used in GPA calculation, and credit is not awarded.

### **Repeating a Course**

- (1) Students may repeat courses for various reasons, to include strengthening of knowledge through content and skill mastery or to earn credit for a failed course. Refer to the DoDEA Standard Operating Procedure for Repeating Courses.
  - (a) Credit-by-examination may not be used as a method of replacing a failed course or to replace a grade or credit that has already been awarded to the student. (See Section 7.i.5. of this Enclosure.)
  - (b) All courses attempted and all grades earned will appear on the student's transcript. Credit will be granted only once.
  - (c) The GPA will be calculated using the letter grade of the most recent course taken. 17 Enclosure 3 DODEA Administrative Instruction 2000.1 .
  - (d) A "#" sign before the course name designates the course was repeated and the grade was replaced.

- (e) When a student elects to repeat a course that he/she previously passed and then fails the course, course credit previously earned is counted. However, the grade of the most recent course taken ("F") is calculated in the GPA.

## **ATTENDANCE**

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### **Student Attendance**

**Policy Reference:** [DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended](#)

In accordance with the policy stated in 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 and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist 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. College visits that cannot be scheduled on non-school days
9. Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and

services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

### **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 email [FCHSAttendance@dodea.edu](mailto:FCHSAttendance@dodea.edu) 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 sponsor designating another adult to pick up the student or (2) a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached.

## Tardiness

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.



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.

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.

In addition, severe truancy cases may be referred to Ft. Campbell's Juvenile Review Board.





REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT COMMAND, ATLANTIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL  
39 NORMANDY BOULEVARD  
FORT CAMPBELL, KENTUCKY 42223-5617

IMZB-ZA

1 Aug 16

MEMORANDUM FOR RECORD

SUBJECT: Fort Campbell Truancy Policy

1. REFERENCES:

- a. DODEA Reg 2095.01, School Attendance, 26 August 2011.
- b. CAM Reg 190-6, Fort Campbell Issuing Exclusion Orders, 24 March 2015.
- c. CAM Reg 190-3, Juvenile Offender Program, 1 October 2013.

2. The purpose of this policy letter is to adopt the Department of Defense Education Activity (DODEA) definitions of a truant student, an excused absence, and an unexcused absence, as defined in DODEA Regulation 2095.01, and to establish responsibilities for parties involved, procedures for adjudicating truancy cases, and potential disciplinary actions involved.

3. School attendance is mandatory for all children residing on Fort Campbell who have attained the age of 6 years old, but have not yet reached their 18th birthday.

4. Definitions.

- a. A truant is defined as "[a] student who stays away from school without the permission of a parent or sponsor." DODEA Reg. 2095.01, Glossary.
- b. An excused absence is defined as "[a]n acceptable absence which is identified as critical to a student's physical, social, or emotional well-being. An example is a medical appointment." DODEA Reg. 2095.01, Glossary.
- c. An unexcused absence is defined as "[a]n absence from school without a written verification of an illness, medical, dental, or mental health appointment. All absences are considered unexcused until such time that a formal note is provided to the school." DODEA Reg. 2095.1, Glossary.

5. Responsibilities.

- a. Parent/Guardian. Ensure their school aged children are in school during scheduled hours. Attend conferences with school officials and appearances before the Juvenile Review Board (JRB) and Juvenile Court in reference to their children's truant behavior. Supervise their children during board appointed disciplinary action.

IMZB-ZA

SUBJECT: Fort Campbell Truancy Policy

c. The school may notify the IPMO when the student accumulates 10 unexcused absences. If notified, the IPMO will inform the parent/sponsor and sponsor's Battalion Commander of the requirement for the sponsor and student to attend the JRB. A student's failure to attend the JRB will result in the IPMO preparing a request to bar the student from the installation IAW CAM Reg 190-6.

d. The school may notify the IPMO when the student accumulates 15 unexcused absences. If notified, the IPMO will inform the parent/sponsor and the sponsor's Brigade Commander of the requirement for the sponsor and the student to attend the appropriate off-post Juvenile Court at the appointed date and time.

e. The school may notify the IPMO when the student reaches 20 unexcused absences. If notified, the IPMO will prepare a barring request IAW CAM Reg 190-6 to bar the student from the installation.

8. The following procedures will be followed for all children under the age of 13:

a. School officials will follow procedures outlined in DODEA Regulation 2095.01.

b. Parents may excuse up to 10 absences or tardies in a school year. After 10 parental excusals have been recorded, subsequent absences or tardies will be considered unexcused and adjudicated accordingly

c. The school may notify the IPMO when the student accumulates 10 unexcused absences. If notified, the IPMO will inform the parent/sponsor and the sponsor's Battalion Commander of the Installation's policy on Truancy. The sponsor's unit will be notified to escort the sponsor to the IPMO where he/she may be titled and/or recommended for charges as appropriate.

d. The school may notify the IPMO when the student accumulates 15 unexcused absences. If notified, the IPMO will inform the parent/sponsor and the sponsor's Brigade Commander of the Installation's policy on Truancy. The sponsor's unit will be notified to escort the sponsor to the IPMO where he/she may be titled and/or recommended for charges as appropriate.

e. The school may notify the IPMO when the student accumulates 20 unexcused absences. If notified, the IPMO will inform the parent/sponsor as well as the Installation Commander of the student's accrual of 20 or more unexcused absences. The sponsor's unit will be notified to escort the sponsor to the IPMO where he/she may be titled as appropriate. The IPMO will prepare a packet to bar the student from the installation. The IPMO may also prepare a packet to bar from the installation any non- service member parent/guardian who is suspected to be complicit in the student's truancy.

IMZB-ZA

SUBJECT: Fort Campbell Truancy Policy

9. The point of contact for this policy will be the Assistant Superintendent of Fort Campbell Schools at (270) 439-1927.



JAMES R. SALOME  
COL, IN  
Commanding



DoDEA Americas Southeast District

*Absenteeism Violation Notification*

Dear Garrison Commander:

This letter is to inform you that there has been a continuing violation of DoDEA’s excessive absenteeism policy by one of our students, whose name is listed below. Therefore, I respectfully request that command issue a “Notice of Excessive Absences” letter to the student’s parent.

Name of student: \_\_\_\_\_

Number of Absences: \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address: \_\_\_\_\_

The school has already taken the below set of actions to try to ensure attendance but without success.

Completed	Action	Date
	Informed parent of violation	
	Held meeting(s) with Parent	
	Informed parent of violation	
	Convened a Student Support Team	
	Developed an intervention plan	
	Requested support from social services	
	Reviewed subsequent attendance records and found continued absences	

(Place √ mark if action performed.)

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Respectfully,

\_\_\_\_\_  
 Principal

## BELL SCHEDULE

Mon-Wed-Thu-Fri	Tuesday
<p style="text-align: center;"><b>Block 1</b> 7:25 - 9:02 (97 Minutes)</p>	<p style="text-align: center;"><b>Block 5</b> 7:25 - 8:43 (78 Minutes)</p>
<p style="text-align: center;"><b>Block 2</b> 9:07 - 10:43 (96 Minutes)</p>	<p style="text-align: center;"><b>Block 6</b> 8:48 - 10:05 (77 Minutes)</p>
<p style="text-align: center;"><b>Block 3</b> 10:48 - 12:54 (96 Minutes) Includes two 30-minute Lunch Periods Lunch 1: 10:48 - 11:18 Lunch 2: 12:24 - 12:54</p>	<p style="text-align: center;"><b>Block 7</b> 10:10 - 11:57 (77 Minutes) Includes two 30-minute Lunch Periods Lunch 1: 10:10 – 10:40 Lunch 2: 11:27 - 11:57</p>
<p style="text-align: center;"><b>Block 4</b> 12:59 - 2:35 (96 Minutes)</p>	<p style="text-align: center;"><b>Block 8</b> 12:02 - 1:20 (78 Minutes)</p>
	<p style="text-align: center;"><b>Professional Development</b> 1:30-2:50</p>
	<p style="text-align: center;"><b>Focus Collaboration Sessions</b> 2:50-3:50</p>

## ASSESSMENTS

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### System-wide Assessment Program

**Policy Reference:** [DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018](#)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018. 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, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan.

All assessments selected for use within DoDEA shall:

1. Align to clearly defined standards and objectives within the content domain being tested,
2. Valid and reliable and controlled for bias, and
3. Be one of several criteria used for making major decisions about student performance/achievement.

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.

## BOOKS, MATERIALS AND TECHNOLOGY

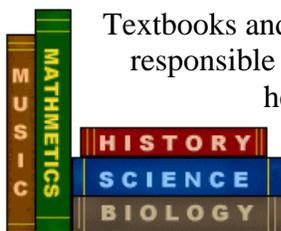
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### Books on Loan

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
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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.

## **CLASSROOM ENVIRONMENT**

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### **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 (clear plastic only) 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.

## **CLUBS / EXTRACURRICULAR ACTIVITIES**

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We are looking forward to a great year of high school activities! Football, cross country, volleyball, and soccer are ready to get underway! Archery, Swimming, Basketball, and wrestling will not be far behind. Clubs to join, to name a few, may include Art, Environmental Science, and Spanish. The opportunities for you are many. Plan to take advantage by joining a Fort Campbell Falcon team or club.

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.

## COURT ORDERS

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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.

## ENROLLMENT

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### Student Registration Process

**Policy Reference:** [DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended](#)

**Policy Reference:** [DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#)

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

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including information on medical conditions, medications, and all dates and types of immunizations
- Official documents to support eligibility (e.g., letter of employment, contract, PCS orders, etc.)
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence

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

### Student Immunization Requirements

**Policy Reference:** [DoDEA Regulation 2942.01, "School Health Services," September 2, 2016](#)

**Policy Reference:** [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013](#)

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, "School Health Services," September 2, 2016). These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student. Acceptable forms of official proof of immunization status may include, but are not limited to:

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

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

**STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS MAY BE DISENROLLED, UNTIL PROOF OF COMPLIANCE OR APPROVED EXEMPTION IS PROVIDED.**

## **Immunization Exemptions**

**Policy Reference:** [Army Regulation 40-562](#), [BUMEDINST 6230.15B](#), [AFI 48-110 IP, CG COMDTINST M6230.4G](#), "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013.

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. The DoD Component must provide guidance on the waiver process.

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt. This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

If an immunization is not administered because of a parent's religious beliefs, the parent must submit an exemption request in writing, stating that he or she objects to the vaccination based upon religious beliefs. The request must be completed and submitted to the school at the beginning of every school year. For students arriving after the school year has started, this request/written statement must be submitted at the initial enrollment and at the beginning of every school year.

During a documented outbreak of a vaccine-preventable disease (as determined by local DoD medical authorities), the child who is attending a DoDEA school program under an immunization waiver for that vaccine will be excluded from attending. This is for his or her protection and the safety of the other children and staff. The exclusion will remain in place until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:

<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

## **Student Grade-Level Placement**

**Policy Reference:** [DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010](#)

**Policy Reference:** [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, 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. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA 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 1–8.

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

In accordance with DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2019, for students transitioning from a sending state LEA to a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student’s grade level (i.e. in kindergarten through grade 12) in the sending state’s LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state’s LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student’s age.

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, as appropriate, based upon their individual circumstances.

## **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 DoDEA Student Records Center located at <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss with the counseling department at your child's school.

## **English for Speakers of Other Languages (ESOL)/Language Services**

**Policy Reference:** [DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007](#)

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student's age, grade level, academic needs and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

## **Accelerated Withdrawal**

**Policy Reference:** [DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014](#)

The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester in accordance with Enclosure 3, Section 9, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Accelerated withdrawal will only be considered if the parent/sponsor presents permanent change of station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

# HIGH SCHOOL GRADUATION INFORMATION

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## Graduation Requirements

**Policy Reference:** [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 2014:

1. Minimum 2.0 GPA;
2. Completion of 26.0 units of credit; and
3. Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

1. Completion of all requirements for a standard diploma and additional course requirements;
2. Minimum 3.8 GPA at the end of the second semester of the graduating year; and
3. Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.

# High School Graduation Course Requirements

## DoDEA Graduation Requirements

Students entering 9<sup>th</sup> grade during SY 2015-2016 (Class of 2019) and subsequent school years

MINIMUM REQUIREMENTS			
Content Area*	Course Requirements	Standard Diploma	Honors Diploma
* AP and/or IB courses may be used to meet DoDEA requirements.			
<b>English Language Arts</b>	<ul style="list-style-type: none"> <li>1.0 credit (ELA 9)</li> <li>1.0 credit (ELA 10)</li> <li>1.0 credit (ELA 11)</li> <li>1.0 credit (ELA 12)</li> </ul>	4.0 credits	4.0 credits
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>1.0 credit (World History 9 or 10; or Honors Integrated World History 9 or 10)</li> <li>1.0 credit (U. S. History)</li> <li>0.5 credit (U. S. Government)</li> <li>0.5 credit (Social Studies elective)</li> </ul>	3.0 credits	3.0 credits
<b>Mathematics</b>  Note: Three credits must be earned in grades 9-12.	<ul style="list-style-type: none"> <li>1.0 credit (Algebra I)</li> <li>1.0 credit (Geometry)</li> <li>1.0 credit (Math course code 400 or above)</li> <li>1.0 credit (Algebra II or identified equivalent course)</li> </ul>	4.0 credits	4.0 credits  Note: Honors diploma requires completion of math course code 600 or above (1.0 credit).
<b>Science</b>	<ul style="list-style-type: none"> <li>1.0 credit (Biology)</li> <li>1.0 credit (Chemistry or Physics)</li> <li>1.0 credit (Science elective)</li> </ul> Note: Physics Applications and Chemistry Applications in the Community meet requirements.	3.0 credits	3.0 credits
<b>World Language</b>	<ul style="list-style-type: none"> <li>2.0 credits (WL course)</li> </ul> Note: Credits must be in the same WL course.	2.0 credits	2.0 credits
<b>Career Technical Education</b>	<ul style="list-style-type: none"> <li>1.5 credits (CTE course offering)</li> <li>0.5 credit (Computer technology CTE course)</li> </ul>	2.0 credits	2.0 credits
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>0.5 credit (Lifetime Sports)</li> <li>0.5 credit (Personal Fitness)</li> <li>0.5 credit (Activity &amp; Nutrition or equivalent PE)</li> </ul> Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.	1.5 credits	1.5 credits
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>1.0 credit (Course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credits	1.0 credit
<b>Health Education</b>	<ul style="list-style-type: none"> <li>0.5 credit (Health education course offering)</li> </ul>	0.5 credit	0.5 credit
<b>Honors Diploma</b>	<ul style="list-style-type: none"> <li>0.5 credit in Economic Literacy in Career Technical Education, Social Studies, Science, &amp; Mathematics.</li> </ul>	Not Required	0.5 credit
The following courses meet this requirement: Economics, AP Human Geography, Financial Literacy, Environmental Science, AP Macro or AP Micro Economics, AP Environmental Science, Business Personal Finance, Management & International Business, and Marketing and Entrepreneurship.			
<b>Summary</b>		<b>Standard Diploma</b>	<b>Honors Diploma</b>
<b>Minimum Total Credits</b>		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
<b>Advanced Placement and/or IB Courses and requisite exams</b>		Not Required	4 courses
<b>Minimum GPA</b>		2.0 GPA	3.8 GPA

In Bahrain only, an IB diploma is awarded upon completion of the established requirements for the IB diploma. Students unable to successfully meet requirements for receipt of the IB diploma must meet all requirements for the standard or honors diploma to receive a DoDEA diploma.

## **Transferring Course Credits to a DoDEA School**

**Policy Reference:** [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

**Policy Reference:** [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

**Policy Reference:** [DoDEA Procedural Guide 15-PGED-002, Graduation Requirements and Policy – Interstate Compact on Educational Opportunities for Military Children,” February 4, 2016](#)

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or home-school program accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation, in accordance with Enclosure 3, Section 10, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Please contact your child’s school for questions regarding course credit transfer process and approval.

## **Home-school Students**

**Policy Reference:** [DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018](#)

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony. Any athletic participation must be in compliance with KHSAA, Kentucky High School Athletic Association, guidelines.

## REPORT CARD AND GRADING INFORMATION

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### Grading and Grading System

**Policy Reference:** [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any student demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4–12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System. To create an account and access the EGB System, please visit the [DoDEA Web site \(https://dodea.gradespeed.net/gs/Default.aspx\)](https://dodea.gradespeed.net/gs/Default.aspx) for instructions.

A traditional letter grading system will be used for grades 4–12 report marks.

Grade	Numerical Range	Description
A	90 – 100	Excellent: Outstanding level of performance
B	80 – 89	Good: High level of performance
C	70 – 79	Average: Acceptable level of performance
D	60 – 69	Poor: Minimal level of performance
F (failing)	0 – 59	Failing (No credit awarded)

For purposes of calculating a student’s high school GPA, the following scales shall be used:

Unweighted Standard Scale	Weighted Advanced Placement (with AP exam)
4.0	5.0
3.0	4.0
2.0	3.0
1.0	2.0
0	0

## **Progress Reports/Report Cards**

**Policy Reference:** [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

In accordance with the policies and procedures in DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018, it is DoDEA policy to issue a progress report every 9 weeks for any student present or enrolled for at least 20 instructional days or more in a marking period. Any written comments by teachers on progress reports should be stated objectively. The comments should be based on evidence about the student and should not represent opinions that cannot be supported by evidence.

Achievement codes will be given at the end of the second, third, and fourth marking period for students in grades K-1. Grades will be given at the end of each of the four marking periods for students in grades 2-12. Achievement codes or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. 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.

## **Parent-Teacher Conferences**

All DoDEA schools should encourage parents to meet with their child’s teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child’s classes or progress in school. Parent-teacher conferences are also a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child’s school for details regarding scheduling. DoDEA encourages all communication to take place through official school email accounts.

## **Guidance and Counseling Program**

FCHS has 2 guidance counselors who are available to assist students in formulating their plans for the future.

A library of college bulletins, pamphlets, and scholarship information is maintained by the Guidance

Department. The material in this library is available to students to help select a college or university, or vocational school.

## **Standardized Tests Administered at FCHS**

The Guidance Department maintains a complete profile of standardized test results and personal data for each student in grades 9-12. The profiles are employed to give both teachers and parents a better understanding of the student's interests, aptitude, academic abilities, and general capabilities and limitations. To assist the students in evaluating themselves, the following standardized tests are administered:

Freshmen, Sophomores, and Juniors will be administered the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). DoDEA Americas Headquarters, our educational governing authority, pays for the administration of this assessment.

The Scholastic Aptitude Test and the American College Test can be made available to students on an individual basis.

All juniors and interested seniors will be able to take the Armed Services Vocational Aptitude Battery.

Students completing an AP course with DoDEA will be afforded the opportunity to take the respective AP Exam free of charge for that course.

Upon request of parents, teachers, or students, tests in other areas can be made available.

## **Incomplete Grades**

If a student receives an Incomplete as their temporary grade, the work must be completed by the student within two weeks. If the work is not completed, the student will receive an F on the incomplete work.

## **Mastery Learning**

Mastery learning is a process that enhances the opportunity for academic achievement. The essential elements of mastery learning involve feedback, correctives and enrichment. It is offered in every class and students should readily participate in the program. Sometimes this will require staying after the regular school day. The benefit is well worth the extra minutes that may be needed to be put forth by the student.

The opportunity to reassess will be offered to all students who score below an 80% on formative assessments. To reassess, a student will:

- A. Complete one or more of the following as determined by the teacher
  1. assessment correctives;
  2. tutoring;
  3. extra assignment; or
  4. other skill reinforcement;
- B. Complete the reassessment during homeroom, class, or after school, as determined by the teacher.
- C. Complete the reassessment process within the specified time period as determined by the teacher unless there are extenuating circumstances.

Formative assessments: assessments that are completed during the teaching and learning process; Summative assessments: assessments that are completed at the end of the teaching.

## **Physical Education**

Physicals are recommended for any high school student enrolling in PE/Personal Fitness. Students taking physical education classes must bring and wear appropriate gym clothes. Students must dress out for physical education class. Dress must be appropriate, such as t-shirts, gym shorts or sweat pants that are not too short or too big, and athletic shoes.

## **Scholarships**

Information concerning scholarships will be made available to students and parents throughout the school year.

## **Semester Exams**

Semester exams/culminating assignment are taken by all students in all classes. They are cumulative and count 20% of the semester average. Excused absences during semester exams are granted ONLY when one of the following conditions is met:

1. A medical certificate from a licensed physician certifying illness;
2. A death in the family;
3. A certifiable permanent change of duty station;
4. PRIOR approval by the Principal.

The school administration retains the right to exempt students from exams if deemed necessary. Students will only be allowed to take semester exams early when PCS orders are submitted and/or with approval of the principal. Sufficient notice is required.

## **Transcripts**

Students may request a copy of their transcript through the guidance office.

## **EMERGENCY PROCEDURES**

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### **Civil Disturbances and Acts of Terrorism**

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

The school administrator will be notified immediately.

A school administrator will notify the Security Police or designated base Command Post.

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

### **Crisis Information Webpage**

DoDEA has established a Crisis Information Web page to help families, educators, and community members understand how to best meet the needs of DoDEA students, staff, and community members in the event of a crisis. The website provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults

cope with the stress and anxiety associated with traumatic incidents. <https://www.dodea.edu/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, AtHoc, and through the base command units.

The AtHoc 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.

## **Fire Drill Evacuation Plan**

Fire drills are conducted once each month. Fire evacuation plans are posted throughout the school and neighborhoods. 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 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



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## 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 causes a disruption to the learning environment.
- 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.

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## HOMEBOUND INSTRUCTION

Enrolled 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.

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## HOMEWORK

Homework serves an important purpose in a student's school life. It is a means of reviewing and reinforcing the lessons taught in school as well as a component in the grading criteria. Homework is also a way to help students develop work and study habits that will assist him/her throughout the years spent in school. Homework will usually be given on a daily basis. Students in grades 9-12 should expect 60-120 minutes of homework each day. These times are only an approximate due to the individual differences of students. Projects are often assigned by teachers. These are long-term assignments and students are expected to work on them on a regular basis and not wait until the due date to complete the entire project. Parents can help develop some routines that will be of assistance in successfully completing homework and other assignments. The following suggestions are offered:



- Provide your student a school daily calendar and ask to see it daily. Help them remain organized by examining their calendar daily. They should note when exams, quizzes will occur and note other deadlines.
- Ask your student if he/she has homework.
- Become interested in your child's work. Ask to see the homework and have it explained to you.
- Help your child set up regular homework time daily.
- Provide a quiet place for work and study.



## IN-SERVICE / STAFF DEVELOPMENT DAYS / EARLY RELEASE

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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 175 instructional days in the school calendar. Training may be scheduled for a full day or on Early Release days (*Every Tuesday*). This time will give the teachers a block of time to meet and work on school improvement goals and other staff development training. 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.

## LOST AND FOUND

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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 office for lunch boxes, articles of clothing, and other items.



## LUNCH PROGRAM

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We serve a nutritious USDA compliant hot breakfast and 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. Application can be found on our webpage at this link: <https://www.dodea.edu/FortCampbellHS/meals.cfm>

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 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.

### Fort Campbell, KY Meal Prices\*\*

Can be found on our webpage at this link: <https://www.dodea.edu/FortCampbellHS/meals.cfm>

\*\*Please note that meal prices are subject to change.

## **Lunch from Home**

Please ensure that the lunch:

Contains a variety of nutritious foods.

Is not packed in an unsafe food container.

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

## **Competitive Food Regulation**

Selling or serving any food or beverage item to students in competition with the school breakfast or lunch program is prohibited on the school campus during the school day until 30 minutes after the last lunch serving period. This prohibition includes any fast food items brought by parents. Parents are invited to eat breakfast or lunch with their children at any time.

## **Meal Account Payment Information**

Meal accounts are created for each student upon enrollment, the student will be given a unique Personal Identification Number (PIN) for their meal account. Students are required to memorize their PIN, which will prevent the number from being compromised.

**Parents are responsible for maintaining adequate funds in the meal accounts at all times to avoid negative balances. The Food Service Department does not accept checks as a form of payment, cash or money order are accepted daily in the cafeterias. The cashier or manager will write a receipt for all payments and credit the students account that day.**

**If you choose to send payment to school with the student, we request that it is in an envelope with the following information listed on the envelope.**

- Student's first and last name
- Student's PIN
- Amount of Payment

If the only time that's convenient for you to make a payment is during meal serving times, we request the payment be made at the Food Services Department at Central Office. The office is located at 77 Texas Avenue Fort Campbell, KY 42223. The Central Office personnel will generate a receipt for the payment and it will be credited to the student's account the same day or the next business day, depending on the time of the payment.

Payments using debit or credit card can be made by creating an account at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). You will need the students' 10-digit ID number, to obtain the 10-digit ID number please contact your child's school cafeteria or the Food Services Department at Central Office at (270) 640-1233. For more information about this payment option please visit [www.k12paymentcenter.com](http://www.k12paymentcenter.com).

A-la-carte items are available for purchase at all Fort Campbell Schools. These purchases can be made with cash or charged to the meal account (only when the account has available funds). Parents who do not want their children to purchase a-la-cart items or school breakfast and lunch meals will need to provide the cafeteria manager/cashier a signed letter stating that they do not want their child/children to purchase al-la-cart items or meals. There is a form on the Food Service Website that can be printed, signed, and returned to the School Cafeteria.

Meal charge policy- Students are allowed to charge up to seven meals on their account. After seven charged meals, parents will be notified via letter, phone, or email. All a-la-carte sales will be discontinued until the account balance is brought up to a positive balance.

Delinquent meal account policy – Reminder notices are sent via letter, phone, or email at least twice a month. In the event that you do not receive a notice, we strongly encourage you to check with the Cafeteria Manager/Cashier to prevent a negative balance (cafeteria numbers are listed below). Failure to receive notification does not exempt the Sponsors responsibility to maintain a positive balance. Payments must be made to satisfy these accounts before the child/children reach a negative \$25.00. If the request for payment goes unheeded a DD FORM 139 (Pay Adjustment Authorization) will automatically be processed through the Military Pay Center. A \$30.00 processing fee for each account is added to the amount owed.

Refunds- Refunds can be requested and processed at the Central Office only. Forms can be printed from the Food Service Website, filled out and returned to Central Office (77 Texas Avenue Fort Campbell, KY). There will be no CASH refunds and the schools are not able to process the refunds. Questions call 270-640-1233.

### **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, we do not allow bringing in “birthday treats” to share.

### **Lunchroom Behavior**

Use good table manners.

Talk softly.

Be courteous and respectful to everyone.

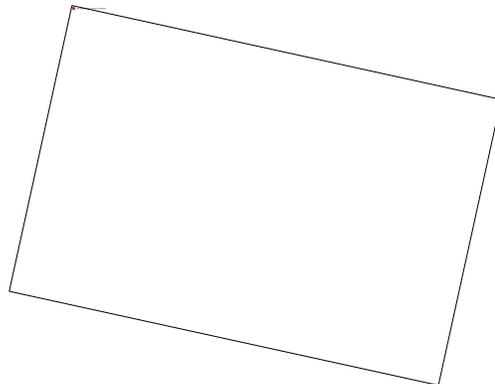
Always walk and watch where you are going.

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.



## **PARENT COMMUNICATION**

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FCHS makes every attempt to communicate with parents regarding school activities, academic achievement of their students and teacher contact. Weekly announcements are sent out through mass email to the address the sponsor provides at registration. Individual teachers may be contacted by email using the following address: [firstname.lastname@dodea.edu](mailto:firstname.lastname@dodea.edu).

Students grades/progress may be viewed by parents through the internet by using GradeSpeed. Information on setting up an account is available in the front office or the website: <http://dodea.gradespeed.net>. For instructions to register for this service, follow the link below:

[http://www.dodea.edu/GradeSpeed/upload/gradespeed\\_howto-v3-1a.pdf](http://www.dodea.edu/GradeSpeed/upload/gradespeed_howto-v3-1a.pdf)

## **PARENTAL INVOLVEMENT**

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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 you to participate as much as you can. We invite you to join our Community Connections Club. A few suggestions of how you can become involved and help your student have a successful year:

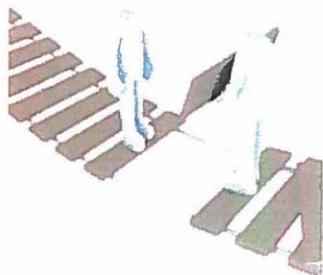
- Volunteer in your child's classroom.
- Establish a daily study time at home (even when there's no homework).
- Keep informed of school events and activities by reading the School newsletter.
- Communicate frequently with your child's teacher.
- Prepare for and participate in parent-teacher conferences.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

## Fort Campbell High School Community Connection Club

*"Building Bridges to support our FCHS Students"*



**FCHS  
Community  
Connection  
Club**



- Fort Campbell Military
- Fort Campbell Garrison
- Fort Campbell DODEA
- Military Organizations
- Campbell Crossings
- MWR
- ACS
- Spouses Club
- Surrounding Communities
- Others

Like us on Facebook:  
Fort Campbell High School Community Connection Club

## **Fort Campbell High School (FCHS) Community Connection Club**

**Mission Statement:**

- Promote College and Career Readiness & MWR for FCHS students and FCHS
  
- Build Bridges between FCHS &:
  - Fort Campbell Military
  - Fort Campbell Garrison
  - Fort Campbell DODEA
  - Military Organizations
  - Campbell Crossings
  - MWR
  - ACS
  - Spouses Club
  - Surrounding Communities
  - Others

**“We need YOUR help  
to  
BUILD BRIDGES”**

**Like us on Facebook at:  
Fort Campbell High School Community Connection Club**

**Faculty Representative:**  
Stacy Daniels  
FCHS Guidance Counselor  
(270) 640-1219  
[stacy.daniels@am.dodea.edu](mailto:stacy.daniels@am.dodea.edu)

**Parent Representative:**  
Sandra Murphy  
(910) 578-5971  
[ismaj.murphy@gmail.com](mailto:ismaj.murphy@gmail.com)



## **PARENTAL QUESTIONS AND CONCERNS**

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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, 270-439-1927

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.

## **PARKING AND STUDENT DROP-OFF / PICK UP POLICY**

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Parking is permitted in designated areas only. It is important to note and follow traffic patterns at all time. Parking passes are issued by our School Resource Officer.

Driving to school is a privilege and can be revoked at the discretion of administration.

## **POWER OF ATTORNEY**

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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.

## **RECOGNITION AND AWARDS**

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FCCHS proudly honors students on the honor roll and high honor roll on a quarterly basis. Perfect attendance and distinguished attendance awards are also issued periodically throughout the year. Additionally, the SOAR program (Strive for On target behavior, Academics, Attendance and Respect for self and others) seeks to recognize students and staff that display characteristics of good character and citizenship. Individual groups, clubs, and classes issue student recognition awards throughout the school year as well.

Students that receive awards should be positive role models to their peers, exhibit superior effort in class, maintain good school attendance, be on time for class, and display proper conduct.

# REPORTING ABUSE, NEGLECT, SUICIDE RISK AND THREATS

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## Child Abuse and Neglect

**Policy Reference:** [DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018](#)

In accordance with the policy in DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

## Suicide Risk and Threats Towards Others

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA student has made any statement or engaged in actions that may indicate threat of harm towards self or others.

### Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student’s dangerousness to self, or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students. Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in DoDEA Administrative Instruction 1356.01, which is available at

<https://www.dodea.edu/Offices/PolicyAndLegislation/Administrative-Instructions.cfm>.

### Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student’s behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law

enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.
2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.
4. Fighting
5. Theft

The DoDEA school administrator shall also immediately report any act that may constitute a criminal offense to the parents or legal guardians of minor students involved in the act and shall report that the incident has been reported to local law enforcement, as required by Federal, state, or local law. The DoDEA school administrator may report other threats to the local law enforcement entity, as necessary and appropriate. The DoDEA school administrator shall inform the parents or legal guardians that they may contact local law enforcement for further information, as necessary and appropriate.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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### **Discrimination-Free Education Programs and Activities**

**Policy Reference:** [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

No DoDEA student shall be excluded from participation in, be denied the benefits of, be subjected to or be permitted to subject others to, discrimination in any DoDEA-conducted education and training programs and activities on the basis of their race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, commonly known as their protected class, in accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019.

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and Discipline”), or impermissible disparate impact based on a student’s protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

### **Student Rights and Responsibilities**

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

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

### **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.

### **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.

## Scholastic Integrity

Students are responsible for their own scholastic integrity by 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. There will be an appropriate consequence for the particular assignment.

## Freedom of Religious Expression

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

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

## Interscholastic Athletics

**Policy Reference:** [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional 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.

## **Student Dress Code**

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to dress in a manner that complies with the school’s dress code policy as directed in DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” April 17, 2012. Please refer to your school’s Web site or school handbook for specific dress code policy.

**Purpose:** The purpose of the dress code is to ensure the safety of students, minimize disruptions and distractions that can be caused by inappropriate attire, and promote a united and orderly learning environment; while ensuring that students are permitted their right to freedom of speech.

### **Guidelines:**

Clothing, jewelry, and accessories that promote illegal activity, or that are decorated with lewd, vulgar or obscene illustrations or language are not allowed. Clothing suggestive of: illegal drugs, drug paraphernalia, tobacco products, alcohol, sex, violence, hate speech, gang symbols, gang affiliation, obscenities, or lewd, vulgar or obscene language are specifically prohibited. The School Principal may exercise broad discretion in determining what is considered to be offensive. The School Principal also reserves the right to deem what is appropriate and/or offensive at after school functions.

#### **Accessories**

- Hats, scarves (worn as head coverings), bandanas, caps, rakes, picks, combs, or sunglasses may not be worn inside the school unless for religious or medical purposes previously coordinated with the School Principal.
- Dangerous jewelry such as dog collars, fish hooks, wallet chains, belt chains, spike jewelry or chains larger than 1/4 inch diameter are not allowed.

#### **Pants must conform to the following:**

- Leggings and spandex may only be worn under shorts, skirts, skorts, or dresses, long tunics, long shirts and not alone. Tunics and long shirts should be mid-thigh length if worn with leggings.
- Pajamas, sweat pants, athletic shorts and pants, flannel pants and lounging pants are not allowed.
- Sagging pants or visible underwear are not allowed. Pants that drop below the waist are not permitted.
- Jeans/pants will not have rips, tears, holes, or frayed areas.

#### **Shorts/Skirts/Skorts/Dresses**

- Must clearly be mid-thigh length. Be composed of nontransparent material at least to length of student’s mid-thigh.

#### **Shirts/Blouses/Tops**

**All shirts must meet the following criteria:**

- All blouses and dresses must cover the tops of the shoulder; undergarments should not be visible.
- Sleeveless tops are authorized as long as the top of the shoulder is covered.
- Muscle shirts, tank tops, sheer or see-through tops, off-the-shoulder tops, spaghetti straps and shirts with cut out sleeves are not permitted.
- Low cut shirts revealing cleavage are not permitted.
- The back, tops of shoulders, and mid-section of the body are to be covered at all times. Shirt hems should be no shorter than hip/pockets.

**Footwear**

- Footwear must be worn at all times. Shoes may be sandals or backless shoes, dress or athletic.
- House shoes and flip-flops are not permitted. Any other footwear deemed unsafe will not be allowed during the school day; such as shoes with wheels or cleats.

**Jackets**

- Light jackets (jean jackets, letterman jackets, and school sport/club jackets), pullovers, and sweatshirts with and without hoods may be worn. **Hoods must be down at all times.** Heavy winter coats/outerwear must remain in the locker throughout the day.
- Coats, book bags, backpacks, gym bags, athletic bags, purses, sports equipment, etc. are to be stored in the students' lockers during school hours.

**Enforcement**

The school administration shall have the right to evaluate any clothing, hair style, or piercings to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. The administration recognizes the inconvenience involved for parents to bring corrective clothing to school during the day; however this may be required if the student is unable to or chooses not to correct the infraction with alternate clothing.

- It is the responsibility of the **student** to be knowledgeable of and comply with Fort Campbell Schools' dress code.
- It is the responsibility of the **parent** to ensure that the dress code is observed.
- It is the duty of the **teacher** to ensure that the dress code is enforced fairly and consistently.
- It is the final decision of the **administration** to deem what meets or does not meet dress code.

**Consequences (see discipline Matrix)****Search and Seizure**

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general

search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item.

Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

## **SCHOOL SUPPLIES**

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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.

## **SPECIAL PROGRAMS FOR CHILDREN WITH DISABILITIES**

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### **Child Find**

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

### **Students with Disabilities**

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

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

**Policy Reference:** [Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

**Policy Reference:** [Department of Defense Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents" (DoDM 1342.12).

In DoDEA, special education and related services are available to eligible students, ages 3 through 21 years of age. To be eligible for special education:

- The child must have an identified disability;
- The disability must adversely (negatively) affect the child's educational performance; and
- The child must require a specially designed instructional program.

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12.

Please contact your child's school to discuss your concerns if you suspect your child may have a disability and be in need of special education services. The Case Study Committee (CSC) chairperson will provide you with specific details relating to the evaluation process and can explain eligibility requirements further.

## **Disability Accommodations and Nondiscrimination**

**Policy Reference:** [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](#)

**Policy Reference:** [DoDEA Administrative Instruction 1443.01, Volume 1, Executive Order 13160 Administration: Compliance Requirements and Appeals, February 22, 2019](#)

Apart from special education, 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 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 and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child's school for specific details.

# STUDENT CONDUCT AND DISCIPLINE

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## Discipline

**Policy Reference:** [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

In accordance with the policy stated in DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

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.

DoDEA Americas Southeast District 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**

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

- Toys; that distract the learning environment.
- cell phones and other electronic devices are prohibited during the school hours 7:25 am – 2:35 pm
- roller blades, roller skates, wheelies or skate shoes
- cigarette lighters and matches
- tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- firecrackers
- weapons and/or ammo (real or pretend)
- laser light pointers

## **School Bus Behavior**

**Policy Reference:** [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended.

## **Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct**

**Policy Reference:** [DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019](#)

**Policy Reference:** [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

DoDEA does not allow any form of sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) and other related abusive misconduct of, or by, employees, students, or anyone participating in DoDEA-conducted/sponsored education, training programs, and activities, committed both on and off DoDEA premises.

All DoDEA students are responsible for not committing acts of sexual harassment, sexual assault, PSB-CY, and other related abusive misconduct in accordance with DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019 (DoDEA AI 1443.02, and for cooperating with any investigations and resolution of complaints made in accordance with this Issuance. Students who violate this policy are subject to discipline in accordance with DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended.

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful. DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

Students who are experiencing sexual assault, sexual harassment, PSB-CY, or other related abusive misconduct should report it in accordance with Sections 4 and 5 of DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019.

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student

should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at

any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA’s “Sexual Harassment Awareness and Prevention” webpage to learn more at [www.dodea.edu/sexualHarassment](http://www.dodea.edu/sexualHarassment).

## **Weapons at School – DoDEA Policy**

**DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS**

### **\*Inherently Dangerous items: Deadly Weapons**

Weapons in this category include firearms, knives, 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, 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.

## **STUDENT RECORDS**

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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.

## **STUDY TRIPS**

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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. Chaperones may not bring siblings/infants on a study trip. As an invited chaperone, one's responsibility must be to help supervise all the students in the classroom.

### **Guidelines for Chaperones**

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

## **SYSTEM PROGRAMS AND SERVICES**

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### **School Counseling Services**

**Policy Reference:** [DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009](#)

**Policy Reference:** [DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 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,” July 13, 2009, 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 lifelong 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 are crucial in supporting students attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be 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 secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements.

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

### **School Psychology Services**

**Policy Reference:** [DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010](#)

Policy Reference: [DoDEA Manual 2946.4, “School Psychological Services,” June 2004](#)

DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development in accordance with DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students’ academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

### **School Health Services**

**Policy Reference:** [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse serves as the health service expert, providing health care to students/staff and implementing interventions that addresses both actual and potential health and safety conditions. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care systems. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

The school nurse's responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

## **Student Illness**

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.

- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

## **Parent Notification**

As a general rule, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

- Any illness or injury that causes concern or inability to participate in school activities
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting or diarrhea
- Wounds that may require stitches
- 

## **Allergies and Chronic-Acute Conditions**

**Policy Reference:** [DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003](#)

**Policy Reference:** [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](#)

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child’s welfare in accordance with DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;

- Providing the school nurse with medication/doctor's orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child's allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

## **Medication at School**

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 primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school

nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

### **Students may not share medications (including non-prescription medications) at school or at school-sponsored events.**

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.

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.

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

## **First Aid and Emergency Care**

**Policy Reference:** [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

**It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted.**

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

## 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.

## 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.



*There are wall mounted, Powerheart AED Defibrillators located at each school. The AED is accessible to all school personnel and the general public traversing this area of the building. Once the case is opened, audible instructions are given for the use of this device.*

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## TECHNOLOGY

### Computer Access/Internet Policy/Electronic Devices

**Policy Reference:** [DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010](#)

Each student, together with the student’s parent or guardian (if applicable), shall acknowledge and sign Form 700, “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 of DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:

- Students shall use DoDEA information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA’s IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear; use vulgarities; or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

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

## **Role of Social Media**

Use of personal social media between parents/teachers/students is discouraged. The only acceptable form of social media communication between parents/teachers/students is through official school social media.

## **TELEPHONE MESSAGES**

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### **Teachers**

To avoid disrupting instructional time, only emergency messages will be delivered to teachers in classrooms. All other messages will be placed in teachers’ boxes or sent to the teacher via email, which they may be able to receive during open periods 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 1:30 p.m. Please provide your child with transportation/pick-up instructions prior to start of school.

## **TRANSPORTATION**

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### **Student Transportation Services**

**Policy Reference:** [DoDEA Administrative Instruction 4500.02, “Student Transportation Services,” August 13, 2018](#)

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student’s primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

Transportation is not authorized to take students to their homes or to eating facilities for their mid-day meal. No other transportation between the assigned bus stop and the school will be charged to commuting transportation unless noted on a special education student’s IEP and/or required by Section 504 guidelines. “Curb-to-curb” only applies to students with disabilities who require such service as documented in the student’s IEP. DoDEA District Superintendents, in coordination with the District Logistics Chief and the supporting military installation commanders, will establish a commuting area to determine eligibility for transportation of dependent students.

## **Bicycles**

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.

## **VIDEO SURVEILLANCE**

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Public areas of the school and school busses may also have video surveillance as a means to ensure safety of our students. Student may be disciplined based on evidence gathered through surveillance equipment.

## **WITHDRAWALS AND TRANSFERS**

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

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

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

A transfer student is one who enters or leaves the school after the regular school term has begun.

Any student who meets the legal qualifications for admission to Fort Campbell Schools will be offered enrollment. The counselor will assign the transfer student to a specific grade based upon the student's record of attainment at the previous school as shown by an official transcript.

Students entering after school begins must bring a report card, grade sheet, or some type of official information that shows his/her status in the previous school.

**A transfer student may be required to make up lost studies to permit him/her to reach the level of his/ her class. The appropriate teacher will supervise this make-up work before or after school hours.**

As soon as a student knows of the imminent departure of his/her family from Fort Campbell, he/she should advise the principal's office. Early notification may permit the completion of schoolwork for the current

period, examinations, etc., so that the student will suffer no loss of credit when transferring to another school. A student may be furnished an unofficial copy of his/her transcript upon request when he/she withdraws. Records of the student's work will be mailed to the school upon request from the school.

Immediately prior to departure the student will turn in all school equipment and books. A withdrawal clearance form will be picked up in the guidance office on the morning of the last full day the student will attend school. The student will have this form signed by the required personnel as indicated on the form. The completed form, when returned to the principal's office, will indicate eligibility for clearance and transfer.

# APPENDIX A: SCHOOL DISCIPLINE CHART



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

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	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Alcohol Possession/Use/Distribution/Evidence of Intoxication</b>	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
<b>Assault (Physical) which inflicts serious (bodily marks) harm to others</b>	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><b>Assault (Sexual) to include groping, fondling, unwanted Flirting, and non-consensual sexual acts</b></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><b>Arson Unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device</b></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><b>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)</b></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><b>Harassment and/or Peer Abuse (minor) Repetitive teasing, name calling, physical touching, etc.</b></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><b>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)</b></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><b>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</b></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><b>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</b></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><b>Computer Misuse (Extreme)</b>  <b>Using electronic means to threatening, bullying, harassment and/or abuse others</b></p> <p><b>Accessing restricted private data</b></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><b>Disruptive behavior</b>  <b>Any action or behavior, verbal or physical, that significantly interrupts the learning environment</b></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><b>Dress Code</b>  <b>Violation of the school dress code that includes standards for appropriate school attire</b></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><b>Drugs</b>  <b>Possession /Sale/ Paraphernalia / Suspicion of Use (to include illegal drugs or any abuse or misuse of legal substance such as nonprescriptiondrugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)</b></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><b>Extortion</b> <b>Obtaining something (ex: money) thru use of force or threats</b></p>	<p>1-3 days Out of School Suspension</p> <p>Notification to Parent</p> <p>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</p> <p>Notification of Military Police &amp; Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p><b>False fire alarm/bomb threats/terroristic threat</b></p> <p><b>Making a false bomb or terrorist threat or pulling a false fire alarm</b></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><b>Fighting or contributing to / spreading rumors, instigating a fight, failure to report a physical altercation, etc.</b></p> <p><b>Hitting another student, contributing to a physical altercation with inappropriate physical contact, mutual combat, etc. Instigating a fight with or between other students</b></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 &amp; Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>

<b>Forgery of signatures or initials</b>	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
<b>Gambling</b>	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
<b>Gang behavior</b>  <b>Serious/legitimate threats/hostile behavior made with hand signals, symbols, colors, language, etc.</b>	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
<b>Sexual or sexually offensive behavior/ Sexually Inappropriate Actions</b> <b>Lewd and obscene actions to include unwanted, inappropriate touching, propositions, sexualslurs, degrading sexual description, threats, verbal abuse, sexual exposure, sexually inappropriateactions.</b>	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><b>Pornography In any form (to include text or images)</b></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 &amp; Command</p> <p>Mandatory in school Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>
<p><b>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.</b></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><b>Insubordination ( minor) Refusal to comply with staff's directive.</b></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><b>Insubordination (Major)</b>  <b>Flagrant and consistent vulgarity toward staff member(s) to include the use of vulgar language, threats, or refusals to.</b></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><b>Lying/Making a False Statement</b></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><b>Using portable communications/Electronic devices contrary to school policy:</b>  <b>Cell phones or other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games.</b>  <b>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)</b></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><b>Theft/Possession of a Stolen Item</b>  <b>Stealing, attempting to steal or wrongfully possessing school, government, or private property.</b>  <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><b>Profanity/vulgarity, words gestures, cursing/swearing</b></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><b>Skipping class/Leaving Campus without Permission</b></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><b>Smoking/possession of Tobacco Products on School Grounds</b></p> <p><b>To include e-cigarettes, vaping, betel nuts, Chew, etc.</b></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 &amp; Command</p>
<p><b>Sale and distribution of Tobacco Products on School Grounds</b></p> <p><b>To include e-cigarettes, vaping, betel nuts, Chew, etc</b></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 &amp; Command</p>
<p><b>Tardy to class or School, by Quarter</b></p>	<p>1<sup>st</sup> Tardy Written Warning</p> <p>Notification to Parent</p>	<p>2<sup>nd</sup> Tardy After School Detention</p> <p>Notification to Parent</p>	<p>3<sup>rd</sup> Tardy, and all subsequent 5 days school detention</p> <p>Notification to Parent</p>
<p><b>Vandalism to-include graffiti, Defacing/destroying property (personal or government) exceeding \$50 in value.</b></p>	<p>1 to 3 days Out of School Suspension</p> <p>Restitution and clean up</p> <p>Parentconference</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 &amp; 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 &amp; 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 B: SCHOOL BUS SAFETY/BEHAVIOR STANDARDS**

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### **ON AND AROUND SCHOOL BUSES, STUDENTS WILL:**

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

### **ON OR AROUND SCHOOL BUSES, STUDENTS WILL NOT:**

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

# SCHOOL BUS DISCIPLINE MATRIX

(DoDEA Regulation 2051.1, E.8.A3)

<b>LEVEL 1: UNSAFE BEHAVIOR (E3.5.11, E3.4, E.3.5.14)</b>					
<ul style="list-style-type: none"> <li>Fighting, pushing, shoving, or tripping</li> <li>Use or possession of unacceptable items identified in DoDEA Regulation 2051.1. (The school bus is an extension of the school/campus)</li> </ul>	<ul style="list-style-type: none"> <li>Engaged in horseplay</li> <li>Getting on or off bus while bus is in motion</li> <li>Not properly seated</li> <li>Putting objects out of bus windows or hanging out of window</li> </ul>	<ul style="list-style-type: none"> <li>Making excessive noise or playing electronic equipment without using earphones</li> <li>Obstructing aisles, steps, or seats</li> <li>Pushing while boarding or leaving the bus</li> </ul>			
<b>UNSAFE BEHAVIOR CONSEQUENCES</b>					
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> and Subsequent Offenses</b>
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
<b>LEVEL 2: INAPPROPRIATE BEHAVIOR (E3.5.11)</b>					
<ul style="list-style-type: none"> <li>Failure to remain properly clothed</li> <li>Public displays of affection</li> <li>Eating, drinking, or littering on bus***</li> </ul>	<ul style="list-style-type: none"> <li>Using abusive/profane language and/or gestures</li> <li>Spitting or biting</li> <li>Harassing or interfering with other students</li> </ul>	<ul style="list-style-type: none"> <li>Failure to comply with bus driver's or monitor's instruction</li> <li>Disrespect, distraction, or interference with driver</li> </ul>			
<b>INAPPROPRIATE BEHAVIOR CONSEQUENCES</b>					
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
<b>LEVEL 3: DESTRUCTIVE BEHAVIOR (E3.5.11, E3.5.8, E3.5.17)</b>					
<ul style="list-style-type: none"> <li>Damaging private property (requires payment of damages)</li> <li>Throwing or shooting objects inside or outside of bus</li> </ul>	<ul style="list-style-type: none"> <li>Sitting in driver's seat or tampering with bus controls</li> </ul>	<ul style="list-style-type: none"> <li>Opening or trying to open bus door</li> </ul>			
<b>DESTRUCTIVE BEHAVIOR CONSEQUENCES</b>					
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Recommended Consequences (Bus Riding Privileges)	Warning	1-5 Days Suspension	1-20 Days Suspension	1-30 Days Suspension	Remainder of the Year
<b>LEVEL 4: PROHIBITED BEHAVIOR (E3.5.8, E3.5.1, E3.5.11)</b>					
<ul style="list-style-type: none"> <li>Tampering with bus controls or emergency equipment</li> </ul>	<ul style="list-style-type: none"> <li>Violate any other school rule, law, or military installation guide</li> </ul>				
<b>PROHIBITED BEHAVIOR CONSEQUENCES</b>					
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
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.*

## APPENDIX D: STUDENT HANDBOOK SIGNATURE SHEET

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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

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