

# Fort Knox Middle High School

SY 2020-2021



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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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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**



***Mr. Lonnie R Gilmore, Jr.***

**FORT KNOX MIDDLE HIGH SCHOOL – PRINCIPAL**



Mr. Lonnie R. Gilmore, Jr. is beginning his third year as principal at Ft Knox High School. Mr. Gilmore began his career as a middle and high school teacher in 2006. He honed his skills in education as a Social Studies teacher. He has been a teacher mentor, a department chair, a test coordinator, and named Teacher of the Year. Additionally, Mr. Gilmore has served on various school improvement teams. He initiated programs such as an after-school tutoring program, Helping Hands Mentor program for African American males, and founded the Summer Bridge Academy, a program that helps rising freshmen adjust to the rigors of high school.

He has worked in the Halifax County school district in North Carolina, where he and a team of educators assisted in the states' effort to turn around the school district in 2010, which was identified as a priority school. In 2012, he became an assistant principal at the secondary level. He worked at the following schools Cape Fear High School, Southeast Raleigh Magnet High School, and North Garner Middle School in North Carolina.

Mr. Gilmore was born and raised in Fayetteville, North Carolina and understands the challenges faced by military families. He served in the U.S. Marine Corps at various installations like Camp Lejeune, North Carolina; Naval Air Station Meridian, Mississippi; and Marine Corps Air Station Beaufort, South Carolina. He continues to embrace the Marine Corp motto, "Semper Fidelis" which means "Always Faithful."

Mr. Gilmore is excited about the opportunity to lead Fort Knox High School and to build upon its traditions and successes. The school's vision under his leadership is "Every Teacher Leads, Every Student Succeeds, and Every Graduate Ready for College, Career, and Life!"

Semper Fidelis!

*Lonnie R. Gilmore, Jr.*

## ***Mr. Luis Manuel Dominguez***

### ***FORT KNOX HIGH SCHOOL – ASSISTANT PRINCIPAL***



Mr. Luis M. Dominguez is originally from New York City. Completing high school in Ft. Lauderdale, Florida, Mr. Dominguez joined the Army and served for 5 years as a medic. After his tour in the Army, Mr. Dominguez returned to college to chase his dream of becoming a teacher. He received his teaching credentials in Secondary Social Studies and began his career in the Baltimore County Public School System. Mr. Dominguez Earned a Bachelor’s Degree in Social Studies/Secondary Education from Shepherd College and a Master’s Degree in Curriculum and Instruction from Shepherd University, which are located in Shepherdstown, West

Virginia. Mr. Dominguez earned his Administrative Certificate at the Hood College in Frederick, Maryland.

Prior to joining the Department of Defense, Mr. Dominguez worked as a teacher in the West Virginia Department of Institutional Education, Juvenile Division, and Montgomery County Public Schools in Maryland as a 6<sup>th</sup> Grade Social Studies Teacher and Team Leader. Upon joining the DODEA, Mr Dominguez served at Antilles Middle School in Ft Buchanan, Puerto Rico as a Social Studies Teacher, boys’ and girls’ soccer coach, baseball coach, and a member of the school leadership team.

Mr. Dominguez family includes his wife Kristen and their three wonderful children, ages 14, 16, and 20, a Great Pyrenees by the name of Floki, and a cat named Beasty Boy. In his spare time he enjoys traveling and exploring new places with his family, talking about/playing/watching baseball, and curling up on the sofa to read a good book. Mr. Dominguez considers it an honor and a privilege to work with the military community and their children, and is looking forward to a successful 2020-21 school year.

Experientia et Progressus!

*Luis Dominguez*



**FORT KNOX**  
Middle High School

### **Contact Information:**

#### **Ft Knox Middle High School**

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### **Vision Statement**

Every Teacher Leads, Every Student Succeeds, Every Graduate Ready for College, Career, and Life!

### **Mission Statement**

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

### **Mascot**

Eagle

### **Partners in Education (PIE)**

FKMHS is officially sponsored by the Cadet Command, located here on Fort Knox.

### **Points of Pride**

- Class of 2020 was awarded and accepted over \$2,560,000 in scholarship funds.
- Graduation rate for the Class of 2020 – 99%
- Two students received National ROTC scholarships
- 16 CTE diploma endorsements
- 72 College Acceptance Letters (2 Year/4 Year Colleges/Trade schools)
- One student accepted at the prestigious Gatton Academy at WKU
- Kentucky United Nations Assembly (KUNA) 2019/20 Delegation of Excellence
- FKMHS STEM club awarded 3<sup>rd</sup> place overall at Kentucky's "Future City" Competition
- FKMHS eCybermission Club 1<sup>st</sup> Place in State of Kentucky
- Winner 2019 Army Bowl vs FCHS in Football

## 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

#### **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, volunteers/visitors 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. Parents are welcome to visit the school and classrooms to observe the school's programs for brief periods of time that do not interfere with instruction.

### **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).

## Enrollment

### 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

### 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

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<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
Social Studies	<ul style="list-style-type: none"> <li>● 1.0 credit (World History 9 or 10; or Honors World History 9 or 10, aka Global Studies)</li> </ul>	3.0 credits	3.0 credits

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	<ul style="list-style-type: none"> <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>		
Mathematics	<ul style="list-style-type: none"> <li>● 1.0 credit (Algebra)</li> <li>● 1.0 (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
Science	<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> <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> <li>● 2.0 credits (World Language [WL] course)</li> </ul> <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<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
Physical Education	<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> <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit</p>	1.5 credits	1.5 credits

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## S O U T H E A S T   D I S T R I C T

	requirement for Lifetime Sports.		
Fine Arts	<ul style="list-style-type: none"> <li>1.0 credit (course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> <li>0.5 credit (Health Education course offering)</li> </ul>	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> <li>0.5 credit in Economic Literacy in CTE, Social Studies, Science &amp; Mathematics</li> </ul>	–	0.5 credit
<b>Summary</b>			
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams		–	4 courses
Minimum GPA		2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.			

### **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.

## **Report Card and Grading Information**

### **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

**Late Work**

Failure to turn in an assignment on the day it is due will result in a minimum of 10% reduction of the final grade. Students will have up to one week to complete any late assignment. Each additional day that an assignment is late will result in a 10% reduction of the final grade per day. Failure to turn in the assignment within the allotted week may result in no credit being given for the assignment.

### **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.

## Attendance

### 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.

**Tardies**

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.

Unexcused tardies to class and/or school will be handled in the following manor:

1 <sup>st</sup> Unexcused Tardy	Written Warning
2 <sup>nd</sup> Unexcused Tardy	Detention
3 <sup>rd</sup> Unexcused Tardy	Detention
All Subsequent Unexcused Tardies	In School Suspension(ISS)

Students with more than 5 unexcused tardies 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 the Hardin County Judicial System.

## Assessments

### 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.

### Standardized Tests Administered at FKHS

The Guidance Department maintains a complete profile of standardized test results and personal data for each student in grades 7-12. 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:

Algebra I, Geometry, Algebra II, ELA 7, ELA 8 and ELA 10 students will take the PARCC Assessment. 8<sup>th</sup> -11<sup>th</sup> grade students will also 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 (SAT) and the American College Test (ACT) are made available to students on an individual basis. Students are required to sign up for these exams on their own.

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

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.

### **Exam Exemption Policy at FKHS**

Our exemption policy for exams is as follows:

1. ALL students will take a **first-semester exam** or complete a culminating project in all classes.
2. Students will be exempt in year-long courses for the **2nd semester final exam**, if they meet the following requirements –
  - Have a second semester average of 90% or higher. (This will be determined by averaging the 3rd and 4th quarter grade)
  - No more than 5 absences during a class period or day for 2nd semester. *Absences due to school sponsored trips will not count against class attendance for exemption purposes. All others, whether excused or not excused, will count toward the exemption policy*
3. An exemption from an exam ***is not*** considered an excused absence from school.

SEMESTER COURSES –

ALL students must take a semester exam or complete a culminating project in a semester course.

**\*\*Please note that administration reserves the right to make the final decision on any exemptions.**

## **Special Education**

### **Special Education Services**

**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.

## **Reporting Abuse, Neglect, Suicide Risk and Threats**

### **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.

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.

## **System Programs and Services**

### **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.

FKMHS has two full time 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. Please contact your school counselor for additional information regarding any questions you may have about our school's 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.**

### **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.

## Student Rights and Responsibilities

### 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.

### **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, and the parent/guardian will be notified of the situation. A letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.

### **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.

FKMHS participates in the Kentucky High School Athletic Association (KHSAA), and as such must abide by their regulations, policies and procedures in regards to our students participation in sports. Please contact FKMHS athletic director, or consult the FKMHS web site, for more information regarding athletics offered at the school for your student.

### **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.

#### **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.

**Accessories:**

- Hats, scarves (worn as head coverings), doo rags, 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, or dresses, and not alone.
- Pajamas, 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.
- Designer jeans purchased with small rips or tears in pants are permitted. Rips and tears **above** the knee is permitted **only** if student wears leggings underneath the jeans.

**Shorts/Skirts/Dresses**

- Must clearly exceed the length of student’s fingertips when extended.
- Be composed of nontransparent material at least to length of student’s fingertips when extended.
- Nightgowns are not permitted.

**Shirts/Blouses/Tops**

- All blouses and dresses must cover the tops of the shoulder; undergarments should not be visible.
- 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, shoulders, and mid-section of the body are to be covered at all times. Shirt hems should be approximately at the hip/pockets.

**Footwear**

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

### Outerwear

- Jackets, coats, pullovers, and sweatshirts with and without hoods may be worn. **Hoods must be down.**
- Trench coats that extend below the knee may be worn to school, but must be placed in the student's locker prior to the tardy bell for first class period, and may not be worn until after the last class period

### Book Bags

- Book bags are permitted.
- Book bags with wheels are not allowed.

### Enforcement:

The school administration shall have the right to evaluate any clothing 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 correct the infraction with alternate clothing.

- It is the responsibility of the **student** to be knowledgeable of and comply with Ft Knox 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:

Violations corrected **prior to the tardy bell** for their **first class** will not count as a dress code offense. Students found in violation of the policy **after the tardy bell** for their **first class** will be sent to Administration, who will evaluate the violation and instruct the student on correction of the violation. Students will be returned to class as quickly as possible and care will be taken to minimize time away from classroom instruction as a result of dress code violations.

- **1st Offense:** Correct the infraction and parent notification. If the student is not able to correct the dress code infraction, parents will be contacted to bring alternate clothing. Depending on the violation, students may be placed in in-school suspension (ISS) until the parent is able to bring alternate clothing.
- **2nd Offense:** Correct the infraction, parent notification, and detention. If the student is not able to correct the dress code infraction, parents will be contacted to bring alternate

clothing. Depending on the violation, students may be placed in ISS until the parent is able to bring alternate clothing.

- **3rd and subsequent Offenses:** Correct the infraction, parent notification, and student may receive in school or out of school suspension or a combination of both. If the student is not able to correct the dress code infraction, parents will be contacted to bring alternate clothing

### **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.

## Student Conduct and Discipline

### 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.

Please review FKMHS Discipline Matrix in the Appendix of this handbook, or speak to an administrator if you have any questions or concerns.

### **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).

## 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.

## **Transportation**

### **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.

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. 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 in accordance with Enclosure 8 in the DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended.

### **EMERGENCY PROCEDURES**

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

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

- 1) The school administrator will be notified immediately.
- 2) A school administrator will notify the Security Police or designated base Command Post.
- 3) The school will follow all procedures and instructions of the Command Post. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials 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. This web page can be found at: <http://www.DoDEA.edu/instruction/crisis/>.

### **Emergency Evacuation**

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office. In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home we will make every effort to contact each sponsor.

During the time of any evacuation, all students will remain with their teachers. If information is received from our district office or from the Command Post to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during times such as these. Again, it is imperative that the school has updated contact information in case of any type of emergency. Please contact the school office to ensure all contact numbers are updated and current.

### **Emergency School Closure**

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

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

There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, staff members will alert all classrooms. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring them to the office and the office staff will assist in contacting the parent. For these emergencies STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED. As stated before, please ensure all contact numbers are updated at all times with both your child's teacher and the school office.

### **Fire Drill Evacuation Plan**

Fire drills are conducted once each week during the first four weeks of school, and once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

### **Fire Alarm Pull Switches**

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

### **Severe Weather**

The tornado season may spawn many severe storms that may affect the military community. It is essential that parents are aware of the local warning system at all times. School attendance may be modified based on storm conditions. School will be dismissed when the Commander deems it a necessity. Updated information is regularly broadcast on local TV channels and/or local radio stations

### **FOOD SERVICES PROGRAMS:**

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

### **Free and Reduced Lunch**

Parents interested in applying for free or reduced lunches may pick up an application in the school office. Families are required to reapply each year. Until students are approved for free or reduced lunches they must either pay full price for lunches or bring a lunch from home.

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

### **Menus**

Menus are published on the school website.

**Food Allergies**

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

**Outstanding Lunchroom Balances and Charges**

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

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

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

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

To better monitor your child’s balance, please inform the cashier/manager if you do not want your child to purchase ala carte items with money in their account. Milk sold separately is considered ala carte. If the child does not bring a drink and doesn’t have money in his/her account, a cup is given for water from the drinking fountain. Student should not borrow money or lunch from another student. They should not use another student’s PIN number or charge lunch on another student’s account.

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

**Fort Knox, KY Meal Prices\*\***

Breakfast	Lunch
Regular \$1.75	Regular \$2.90
Reduced \$.30	Reduced \$.40

### **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**

Payments are taken daily in the cafeterias. The managers will write a receipt for your payment and credit your child's account that day. Should the only convenient time for you to make a payment be during meal serving time, each cafeteria with the exception of the high school is equipped with a locked payment drop box. Please include your child's first and last name and teacher's name on the envelope so that the manager may write a receipt and give it to your child. In the event your child brings the payment to school, please place it in an envelope also with the same information on the envelope. Instruct your child to pay in the morning before going to class. If your child forgets to pay before class, he or she may drop the payment in the box at any time during the day.

Please make sure that your student (s) name and school are included with the check. Checks are made out to the cafeteria for individual schools. A receipt will be returned to you by mail. For those parents interested in making payments by credit card, internet website [www.lunchprepay.com](http://www.lunchprepay.com) provides access to a 45-day history of what students are buying for breakfast and lunch. Parents will receive premium membership on a secure site to prepay for school meals, track history of food purchases, and have the assurance of knowing lunch money they send from home actually makes it to school. If a child's account becomes low on funds parents receive low balance alerts by e-mail. Any parent who enrolls a student in LunchPrepay.com will need the students' 10-digit ID number. In order to obtain your students ID number, please contact your child's school cafeteria or the Child Nutrition Department. There is a 5% charge, when a parent adds money to their student's account. For more information parents may go to <https://www.LunchPrepay.com> to register, or contact the FKCS Food Service office at 624-2345 extension 4577.

### **Parties and Parent's Lunch at School**

All children eat at school whether they buy or bring their lunch. If you wish to eat lunch with your child on special occasions, please make reservations with the cafeteria cashier. Due to allergies, a focus on nutrition, and maximizing instructional time, the DoDEA Americas Southeast District wants to limit bringing in "birthday treats" to share. Contact your child's teacher for updates.

## **School Trips**

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

## **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.

## **Parent Advocacy**

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, 270-640-1222

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

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

### **Parent Teacher Organization (PTO)**

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

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

Specific objectives include:

- Providing a medium for exchange of information among parents, teachers, and other interested groups.
- Encouraging and developing programs and activities, which serve to enhance the quality of student education.
- Identifying and promoting opportunities for students to secure the highest advantage in their academic, physical, and social growth.

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

### **Surveillance**

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

### **Discipline Matrix**

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.***

# dodea americas

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## SOUTHEAST DISTRICT

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 Program  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
	Mandatory in school Counseling Program  Removal from school sponsored events for agreed upon time frame	Program  Removal from school sponsored events for agreed upon time frame Proof of out-of-school program support	
<b>Assault (Sexual) to include groping, fondling, unwanted Flirting, and non-consensual sexual acts</b>	3 day Suspension  Notification to Parent  Mandatory in school Counseling Program	3-5 day Suspension Notification to Parent Mandatory in school Counseling Program  Removal from school sponsored events for agreed upon time frame	5-10 day Suspension  Notification to Parent  Proof of out-of-school program support  Removal from school sponsored events for agreed upon time frame

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## SOUTHEAST DISTRICT

<p><b>Arson</b></p> <p><b>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 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 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><b>*if firearm automatic 1 year expulsion*</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 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>

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## SOUTHEAST DISTRICT

<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</p> <p>Suspension 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</p> <p>Suspension 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) 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 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</p>	<p>1-3 days in school suspension</p> <p>Notification to Parent</p> <p>Mandatory in school Counseling Program</p>	<p>1-3 days out of school suspension</p> <p>Notification to Parent</p> <p>Mandatory in school</p>

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## SOUTHEAST DISTRICT

	<p>Counseling Program</p> <p>Removal from school sponsored events for agreed upon time frame</p>	<p>Removal from school sponsored events for agreed upon time frame</p>	<p>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 Possession /Sale / Paraphernalia / Suspicion of Use (to include illegal drugs or any abuse or misuse of legal substance such as nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)</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 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>

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## SOUTHEAST DISTRICT

<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 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>
<p><b>Forgery of signatures or initials</b></p>	<p>1-3 days School Detention</p> <p>Notification to Parent</p>	<p>1 day In School Suspension</p> <p>Notification to Parent</p>	<p>1 to 3 days Out of School Suspension</p> <p>Notification to Parent</p>

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## SOUTHEAST DISTRICT

<p><b>Gambling</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>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>Gang behavior</p> <p>Serious/legitimate threats/hostile behavior made with hand signals, symbols, colors, language, etc.</p>	<p>1-3 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>5-10 days Out of School Suspension</p> <p>Notification to Parent</p> <p>Notification of Military Police &amp; Command</p> <p>Expulsion Hearing</p>
<p><b>Sexual or sexually offensive behavior/ Sexually Inappropriate Actions Lewd and obscene actions to include unwanted, inappropriate touching, propositions, sexual slurs, degrading sexual description, threats, verbal abuse, sexual exposure, sexually inappropriate actions.</b></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>3 to 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>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>

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## SOUTHEAST DISTRICT

<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>

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## SOUTHEAST DISTRICT

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

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## SOUTHEAST DISTRICT

<p><b>Theft/Possession of a Stolen Item</b>  <b>Stealing, attempting to steal or wrongfully possessing school, government, or private property. (Consequence will vary based on cost of the item)</b></p>	<p>1 to 3 days After School Detention</p> <p>1 to 3 Days In-School Suspension</p> <p>1to 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>3 to 5 Days In-School Suspension</p> <p>3 to 5 Days Out of School Suspension</p> <p>Restitution 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>

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## SOUTHEAST DISTRICT

<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</p> <p>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</p> <p>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</p> <p>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>Parent conference</p>	<p>3 to 5 Day Out of School Suspension</p> <p>Restitution and Clean Up</p> <p>Parent Conference</p> <p>Notification of Military Police &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.**