

# HUMPHREYS MIDDLE SCHOOL



## Parent-Student Handbook 2020 – 2021

Humphreys Middle School  
Unit 15008  
APO AP 96271-5008  
<http://www.dodea.edu/HumphreysMS/>  
DSN: 757-2166/2167/2168

School Colors: Purple, Gold, Crimson

School Mascot: Phoenix

CIV: 05033-57-2166/2167/2168

## **Humphreys Middle School (HMS) Parent-Student Handbook**

This Parent-Student Handbook provides information to help students learn and be successful. There is information such as academic recognition, attendance, health and student support services, discipline, and other activities.

### **Accreditation**

Humphreys Middle School is accredited by the AdvancED Accreditation Commission.

### **Department of Defense Education Activity (DoDEA) Mission Statement**

Educate, Engage and Empower Military-Connected Student to Succeed in a Dynamic World

### **DoDEA Vision Statement**

Excellence in Education for Every Student, Every Day, Everywhere

### **HMS Purpose Statement**

Provide Students with Opportunities to Develop Meaningful Skills for Success

### **HMS Guiding Principles**

Trustworthiness, Respect, Responsibility, Fairness, Caring and/or Citizenship.

### **Continuous School Improvement (CSI)**

HMS Academic Goal-By June 2021, 70% of students will meet or exceed grade level proficiency targets in literacy and mathematics as measured by SRI, DoDEA CCRS Summative Assessments, and PSAT.

HMS Organizational Goal-Implementation of College and Career Readiness Standards (CCRS)

## **Alphabetical Listing of Important Topics**

### **Academic Recognition**

Students receive recognition during quarterly award assembly programs.

#### **□ Point of Light Award**

A point of light is an intense ray of sunshine that shines brightly and hits a spot and never disperses. It is a moniker that describes a student at Humphreys Middle School who provides a bright light for all to follow.

Criteria includes students who:

- ◆ Behave properly, even if no one is looking.
- ◆ Have the courage to ask a fellow student to behave properly even when no one else will.
- ◆ Strives to get the best grades they can possibly get.
- ◆ Are good learners.
- ◆ Are on time for class, have their homework completed on time, and are always prepared for class.
- ◆ Help around the school without having to be asked.
- ◆ Participate in extra-curricular school activities.
- ◆ Are encouraging for welcoming new students and visitors to school.

- **Other Awards**  
Teachers may also choose to recognize students at quarterly assemblies for special accomplishments (i.e., STEM, Math Counts, spelling bee, contest winners, intramurals, etc.).
- **Presidential Award for Educational Excellence**  
The purpose of this award is to recognize academic success in the classroom, and is awarded to selected students at the End of Year Awards Assembly.  
To be eligible for the Presidential Award for Educational Excellence, students must meet the requirements in Category A and Category B.
  - A. Grade Point Average: Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale).
  - B. In addition to A, schools are to include the following criteria to determine their selected students: State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests (HMS will use DoDEA Comprehensive Assessment System data in Reading/Math at the 90 percentile and above).
- **Presidential Award for Educational Achievement (teacher recommendation based)**  
The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Presidential Award for Educational Excellence.

### **Acceleration**

Acceleration is provided for classes when a student must withdraw from school prior to but within 20 school days at the end of the semester. In order to accelerate, PCS orders or other official documentation, with the student's name is required by the school at least 30 days in advance of the PCS date.

The reason for this suspense is because students are required to complete all assignments in advance of PCS in order to accelerate and receive semester credit. Teachers need notification in order to properly prepare assignments in advance for students.

Acceleration is not permitted for personal convenience or unofficial travel, such as family trips or vacations.

### **Activities Program**

The activities program is designed to be in harmony with the middle school philosophy. Care is taken to avoid emulating the high school activity program, especially in regard to athletics and those activities surrounding athletics. Students have an opportunity to explore a wide variety of activities in a non-threatening environment. These activities include both group and individual participation. Student council, student clubs, and intramural sports are some examples of the activities that may be offered. **Intramural Clubs will not meet on Tuesdays.**

Students participating in an authorized after-school activity must report to the appropriate area/activity sponsor no later than 1530 hours. Students who are not participating in an authorized after-school activity must leave campus no later than 1515 hours.

### **Attendance**

It is expected that all students will attend school regularly and punctually, according to **DoDEA Regulation 2095.01, School Attendance Policy**. The school day begins with the first period at 0830 and ends at 1505 with the exception of Tuesdays when we will dismiss at 1405. Regular school attendance promotes successful learning as well as the development of responsible habits needed throughout adult life, especially in the workplace.

Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, and laboratory experiences. Missing this instruction may adversely affect student learning and consequently grades. Students and sponsors are responsible for ensuring students arrive on time and regularly attend classes unless they are ill, have

given the required advance notice of medical or dental appointments, or an emergency occurs. Excessive absences and tardiness will result in disciplinary action. Five or more unexcused absences in any semester will result in a mandatory conference between parent, student, and the administration. Extended unexcused absences will be reported to the base command and Family Advocacy Program.

### **Notification of Absence**

Parent must contact the office at 757-2166/2167/2168 or email the Office Automation Clerk/Office Automation, **no later than 30 minutes** after the start of school on the day a student will be absent from school to provide the reason. When teachers know that a student will not be in class and the reason for the absence, the teacher can better anticipate the student's needs.

### **Advanced Notification and Request for Excused Absence**

A student, parent, or sponsor can request that class work be provided during a prolonged absence (three or more days). The request must be submitted through the main office at least three days prior to departure. When the class work is provided, it must be completed and returned to each teacher within the first two days of the student's return to school. If the class work is not timely returned, all assignments may be recorded as an "I" or incomplete grade in the grade book. Students will be required to complete an Application for Permission to Be Absent form to this effect with the office three days prior to the departure.

### **Examples of excused or excusable absences may include**

Personal illness  
 Serious illness in the student's immediate family  
 Religious holiday  
 A death in the student's immediate family or of a relative  
 Medical, dental or mental health appointments  
 Emergency conditions such as fire, flood, or storm  
 Unique family circumstances warranting absence and coordinated with school administration  
 College visits that cannot be scheduled on non-school days.  
 Pandemic event

### **Unexcused Absence or Tardiness**

Students will be counted as tardy if they are not present in the classroom at the designated time for class. Students who are detained by school officials and are consequently late to class will be given a hall pass or have their student planners annotated. Students who arrive at 0830 or later to school must report to the main office to obtain an admission slip to their first class. Tardiness will be recorded daily for each class. Unexcused tardiness during the school day is recorded as a violation of the school rules.

### **Unexcused absences or tardies include but are not limited to the following**

Modeling, movie making, or personal money making ventures  
 Oversleeping  
 Missing the bus or arriving late due to fault of the sponsor  
 Walking the dog  
 Non-school sponsored functions  
 Going home to retrieve forgotten homework or materials  
 Family trips that are not pre-approved  
 Babysitting

Students whose absences or tardies are unexcused are allowed to make up work. However, appropriate disciplinary action may occur. Please contact the administrative office at 757-2166/2167/2168 if you have questions.

### **Sign In/Out Procedures**

A student will not be allowed to leave campus unless a parent, sponsor, or emergency contact

person (listed on DS Form 600 – Student Registration) signs the student out at the office. A parent or sponsor can make prior arrangements for a student to be signed out by a third party by giving advance notice in writing to the office. A parent returning a student to school during the school day must sign the student in the office to admit the student to school.

If a student must attend to a medical, dental, or other legal appointment during school, a parent must come to the main office of the school and sign their child out.

### **Audio/Visual Equipment**

Audio/visual (A/V) programs may be used to supplement the curriculum when there is a direct correlation between the A/V, the DoDEA curriculum, and the unit of study. A/V programs rated “G” may be shown without written parental permission. However, those with ratings of PG and above will not be shown without written permission from sponsors or parents. An alternative assignment and location will be provided for any student for whom permission is not granted.

### **Books and Other School Property**

Textbooks are furnished free of charge. However, students are held responsible for loss or damage of these books. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible in case of loss or damage to laboratory equipment, audio-visual equipment, computer materials, musical instruments, and any other school property or equipment that may be lost or damaged.

### **Cafeteria**

Students eating lunch will enter the cafeteria through the entrance door then (1) get in line to buy lunch or (2) find a seat to eat their lunch. Students must get in line immediately if they are buying a lunch or purchasing a drink. This ensures that all students will be served a lunch before anyone is allowed to additional lunch items. Students will treat the cafeteria personnel with respect at all times. No cutting in line is allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line. Once seated, students are to remain seated until they finish their lunches. Shouting, yelling, screaming, running, play-fighting, or other such activities are prohibited. Once students are finished eating, they are responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students are expected to stack the trays correctly by fitting them one on top of the other. Students may use the restrooms located outside of the cafeteria only.

#### **Lunch Break**

No food delivery from food facilities is allowed for students.

No sodas or energy drinks are allowed during lunch.

#### **Lunch Program**

Students may not leave the campus for lunch. Students may bring lunch from home or may purchase lunch or ala carte entrees at the cafeteria by paying cash or using the debit system available through AAFES. AAFES operates the lunch program.

### **Campus**

All students will remain on campus throughout the school day. The school day includes lunch period and after-school activities. Students are not allowed to go to the commissary, food court, Burger King, Popeye's, or any other facility on or off USAG Humphreys during the school day. See Sign In/Out Procedures under Attendance for the procedures to release a student from school during the school day.

### **Chain of Command**

We value input from our stakeholders, if you have any questions or concerns, please use the following chain of command so that we may respond to the issues in a timely manner.

Teacher/Specialist/Support Staff -- School Principal – Pacific West District Superintendent -- Pacific Area Director -- DoDEA Director

Please note that the Principal does have an open door policy. Also, please note that the Phoenix Forum is also a place to express any questions or concerns that you may have.

### **Computer Usage Policy**

**DoD Directive 1242.6** requires that students sign a "Computer Technology Acceptable Use Agreement" before accessing computers. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized users access are each serious offenses that will call for the student's actions to be evaluated by the school administration.

Any computer abuse deemed detrimental to the school network and security will result in disciplinary action may result in a loss of privileges.

### **Conduct**

Conduct codes are in accordance with **DoDEA Regulation 2051.1 Disciplinary Rules and Procedures (23 March 2012)**. The management of student conduct is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military and school communities; our goal is to teach and reinforce positive student attitudes and behaviors. Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. These expectations apply to student conduct during school activities:

- While on school property;
- While en route between school and home or any school activity;
- While on vehicles owned by the Government or contracted;
- During the lunch period on a school; and,
- During all school-sponsored events/activities that affect the mission or operation of the school or district including study trips, sporting events, assemblies, and evening school- related activities.

Teachers will handle minor cases of disruptive behavior using their own in-class behavior management plans, which include parental contact and such actions as warnings, conferences, detentions, and reassignment of seats. When a teacher refers a student to the school administration for disciplinary action, it is because the teacher's prior attempts to impart discipline have not resulted in an improvement in the student's behavior. Teacher's also have authority to make immediate referrals of serious disciplinary issues to the school administration. If multiple behavior infractions occur, consequences will be cumulative.

### **Behavior Definitions**

Any specific misbehavior not included in the Behavior Definition listed will be categorized by the administrator as the incidents occur.

### **Contacting Your Child at School**

Humphreys Middle School is a closed campus. It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home will be accepted. Parents should ensure that students know how they are getting home from school before they leave home in the morning and what their after- school options are. Students are not permitted to leave campus for any reason unless proper school permission is given. A student leaving the campus without permission is truant and will result in disciplinary action. Parents will be contacted if the student leaves campus without permission.

**Course Selection**

The counselor assists students in developing the programs that will best suit student needs. Students should be aware that once they are enrolled in a course, the course cannot be dropped unless there are valid reasons determined with the recommendation of a teacher, a parent, or an administrator at a placement committee meeting. Final approval rests with the principal. Depending on student enrollment, certain elective courses may not be offered.

**Dances**

Participation in school dances is limited to those students currently enrolled at HMS. School dress codes will be maintained. Once a student leaves the dance, re-entry is not permitted and must leave the premises. Parents are responsible for transportation to and from school dances. Guests are permitted only with prior approval from the principal.

**Dress Code**

The standards for acceptable dress and grooming are neatness and cleanliness. Students are not to be attired in clothing that compromises safety, modesty, or that is disruptive to the educational process. The school administrator has the authority to make decisions about the appropriateness of all school attire. A student will not be permitted to attend classes if his/her appearance does not meet the standards listed below. Parents will be notified by the administration to bring a change of clothing for the student. If a student continues to violate the dress code, it becomes a discipline matter.

**• Dress Standards**

Shirts, t-shirts and tops: Students should be able to hold their hands straight over their head and the tail of their shirt should be below their waist so that no midriff or underwear is exposed. Inappropriate attire examples include by not limited to: halter tops, bare midriffs, sheer shirts, sleeveless shirts (there must be three adult finger width of material on the shoulder), T-shirts designed as underclothing, T-shirts with offensive/inappropriate language/graphics that include antisocial messages.

Pants, shorts and skirts: All items should fit at the waistline. No under clothing of any kind should be visible above the outside garment. Shorts and skirts must be no shorter than six-inches from the middle of the knee, when shoulders are relaxed and cannot ride up the leg when walking or raising arms. Leggings that are not sheer may be worn underneath a long T-Shirt/ top (T-shirt/top should come to mid-thigh). Inappropriate attire examples include by not limited to: short shorts, tight or sagging pants (no undergarments should be visible). If pants are torn or ripped, the tears must be below the knee or leggings must be worn underneath. Hats/hoods, sunglasses, headbands (may be worn only if worn in the hair, not on the forehead), bandanas, berets, chains, any items that might indicate group membership are not allowed at all times. Piercings should be visible in the ear only. Earrings must be suitable (no foreign objects can be substituted for a typical/appropriate earring).

Shoes must be worn at all times. Inappropriate attire examples include by not limited to:

- Slippers, wheelies, etc.
- Clothing that distracts other students or interrupts the learning process is inappropriate.
- Clothing may not demonstrate gang affiliation.
- Clothing that promotes violence, alcohol, drug, or tobacco use, or that is racially or sexually offensive is not to be worn to school.

Failure to adhere to this guidance may result in an item being confiscated. If this rule is repeatedly abused, these items will be returned only to a sponsor or a parent. Jackets, headgear, and other items of clothing that students may remove during the school day should be clearly marked with the student's name.

### **Drug-Free School and Learning Environment: DoDEA Policy**

Possession of, being under the influence of, or selling/giving away non-prescription, prescription, illegal drugs, controlled substances, tobacco products, vaping paraphernalia, or alcohol on the school campus during the school day or during any school-sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met. All medications are to be kept by the school nurse.

### **Electronic Devices**

Electronic devices, such as (but not limited to) cell phones, i-devices, tablets, headphones, earplugs, and/or handheld games are not to be used during the school day from 0830-1530. The school is not responsible for lost or stolen electronics devices.

### **Elevator**

The primary use of the school elevator is to transport supplies and equipment between floors. In the event that a student, parent, or staff member cannot walk the stairs, the nurse will issue a pass for use of the elevator during the time of incapacitation.

### **Emergency and Evacuation Procedures**

A notification sound will signal a fire drill or other emergency evacuation procedure. Students will follow the evacuation plan posted in the room and will leave the room in an expeditious and orderly manner. Students are not to return to classrooms during or after emergency evacuations until given permission by an appropriate authority. Students are not permitted to use cell phones or other electronic devices, as ordered by the command, during an emergency. Emergency evacuation procedures will be practiced every week during the first month of school and once every month thereafter.

### **Food and Drink**

Students may carry drink containers and wrapped food in the hallways when transporting it to a locker or to the cafeteria. As a general rule, food, drink, and gum are not allowed in the classrooms unless the teacher makes specific exceptions. However, students are encouraged to drink plenty of water during the school day.

- Water bottles must be clear plastic, and no more than 1 liter.
- Water bottles are subject to inspection by any teacher or school administrator for possible inclusion of anything other than drinking water; i.e., soda, sports drinks, energy drinks, etc.

### **Grading**

Official reports of academic grades are issued at the end of each quarter. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include laboratory or hands-on experiences, homework, projects, etc. Parents should expect report cards to arrive approximately one week to ten days after the end of each quarter.

An incomplete 'I' grade may be given when a student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absences from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work. Normally, this should not extend beyond the number of days the student was absent from school. Once the deadline is established and the required work is not completed, the "I" will become an "F." In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

### Grading Scale/Grade Points

A	90-100 percent	4 points
B	80-89 percent	3 points
C	70-79 percent	2 points
D	60-69 percent	1 point
F	59 percent and below	0 points
	Incomplete (until removed)	0 points

Student grades are available online via GradeSpeed. Parents and students have individual account access to grades and should contact the school office to find out how to sign-up for a GradeSpeed account.

At minimum, teachers are required to record one assignment or grade per week, and posting should be no longer than ten (10) calendar days from the date the assignment is collected, with reasonable exceptions for large projects.

### Hall Passes

Students are expected to be in their assigned areas, and students must obtain permission from teachers or other school officials to leave assigned areas. Annotations in school planners will be used to verify permission given to students to be in the halls. Therefore, students must carry their annotated planners with them when leaving an assigned area.

### Health Services

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or if necessary, be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. The school nurse only provides services for students who become ill or injured during the school day. The nurse will contact the sponsor or parent if the student needs to be taken home or to the hospital. Parents are to make every effort to pick students up as soon as possible. If it is not possible to reach a parent or the designated emergency contact, the sponsor's unit will be asked to provide assistance. Per DoDEA regulation 2942.01, any students who have body temperature above 100F will be sent home. Students must be fever and symptom free for 24 hours before returning to school.

- Student Medication use During the School Day and During a School Sponsored Activity** The school nurse may accommodate parent requests for medication (prescription, nonprescription, and over-the-counter medicines) to be administered during the school day. According to **DoDEA Health Service Guide, DS Manual 2942.0**, school personnel may administer medications when certain criteria are met. In order for school personnel to administer prescription medications during school hours, a form must be provided to the school signed by the parent and a physician. The medication will be in the original container, properly labeled by the pharmacy or physician. The label must indicate the name of the student and physician, the medication, dosage, and frequency. The date of the prescription needs to be a current date. All medications will remain with the school nurse for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate a new form and a new-labeled container. Medications for acute illness (such as bacterial infections) are usually prescribed three times a day and may be administered by the parent before school, after school, and before bedtime. Students will not be permitted to carry medications or to self-medicate.

- School Health Screening**

The school nurse may conduct the following health screening for all 7th graders: BMI with height and weight, blood pressure, vision and hearing. Parents may request to school nurse if they want their child to be screened at any time.

- DoDEA Immunization Requirement (DoD Directive 1342.6)**

All students will be required to meet the DoDEA Immunization requirement. Newly enrolled students will have 30 days to comply with the required immunization. For an immunization that requires a series of vaccinations to complete immunity, the next in the series is due NLT 10 days after the due date as determined by the Advisory Committee on Immunization Practices (ACIP) series spacing

requirements. Disenrollment may occur to the student who does not provide immunization document that satisfies the requirement.

### **Homework**

The assignment of academically appropriate homework is an extension of classroom instruction and supports teacher instructional objectives. It is DoDEA policy that homework will be assigned in accordance with the needs and objectives of individual students and in support of the learning objectives of particular curricular areas. It should be recognized that "homework" will include assignments that are more than paper and pencil tasks. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills. The policy recommends the following range of hours per week for middle school students:

**Grades 5 and 6:** 4-5 hours

**Grades 7-8:** 6-7 hours

### **Inclement Weather**

On inclement weather days, the cafeteria will be opened earlier to accommodate students. During inclement weather days, students must remain in the cafeteria or gym during their normally scheduled lunch break period. DoDEA follows United States Forces Korea 40-6 regulation governing air quality. The USFK Regulation provides the following direction:

0-200 (AQI) - Outside Recess/PE/ Practice

201-500 (AQI) - Move activities indoors or reschedule.

The following site is used for Air Quality Index at Camp Humphreys

<http://aqicn.org/city/korea/gyeonggi/pyeongtaek-si/anjung/>

### **Lockers**

Due to COVID -19 mitigation measures, lockers are not issued during the 20-21 school year.

Each student is assigned an individual locker that may not be shared. Use of the locker is both a privilege and a requirement. No book bags, backpacks, or any large bags that can hold a 2 inch 3-ring binder, textbook, and other school supplies is allowed during the instructional day. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their lock combinations. The school is not responsible for personal property kept in lockers.

Lockers must be maintained properly and must be locked at all times. Lockers may be opened by the sponsor or, in the case of reasonable suspicion, by a school official or Military Police to search for stolen or prohibited items. Students must use locks provided by the school, and are not permitted to use personal locks. Students are not allowed to paint or deface the locker in any manner (inside or outside). Students who violate this rule will be held responsible for the destruction of Federal property and faced disciplinary action.

Physical education lockers are available in the gym locker rooms and must be used by each student when class is meeting. Gym lockers are not assigned and are used by different students each period of the day. Locks are not provided by the school; therefore students are allowed to use personal locks for gym lockers. While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should items be lost, stolen or damaged.

### **Lost and Found**

Books, keys, coats, and other personal items that are found in the building or on the campus should be turned in to the cafeteria. Smaller lost items such as keys or glasses can be claimed in the office. Unclaimed lost and found items will be given to charity organizations during winter, spring, and summer recesses.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. It is often difficult or impossible to determine the rightful owner of unmarked property. Loss of personal property due to theft by other students is a serious matter. Students should not leave personal items unattended and should take all possible precautions to safeguard their property. If a theft occurs, it should be reported in writing to the main office. The school

will attempt to resolve these issues. Usually, the majority of items lost or stolen are located within 24 hours. Military Police will be called only when the administration deems it appropriate; however, parents may file an official report with Military Police on their own. The school will cooperate fully in investigations involving theft of personal property.

### **Make-up Work**

After an absence, students should check with all of their teachers to make sure that work missed is completed. It is the student's responsibility to take care of all make-up work and turn it in. Failure to do so may result in a failing grade. Each individual teacher will determine class make-up procedures. The rule for time allowed for making up classwork due to an absence will be as many days as the student was absent. Cases of prolonged illness or family trips will be given special consideration. In such cases, assignments may be obtained through the office.

### **Non-Educational Items**

Students should bring to school only those items needed to do their schoolwork. Non-educational items distract from classroom instruction, may present a safety hazard, and may result in avoidable thefts, misuse or damage. While laptop computers are acceptable for academic purposes, the use of personal music or game devices, cell phones, and other unauthorized electronic devices are not permitted within the school building. Examples of items prohibited on school premises, school buses, and school-sponsored trips and activities include but are not limited to:

- Medications (except those kept for students by the school nurse)
- Fireworks, poppers, toys, water guns, and slam books
- Electronic games and gaming devices
- Electrical equipment (hot rollers, irons, etc.)
- Aerosol products (Bianca, shaving cream, air fresheners, etc.)
- Toiletry products (body sprays, after shave, hair items) and
- Personal sports items or equipment
- Weapons or replicas thereof
- Hypodermic needles and razor blades
- Laser pens and laser light pointers
- Bandanas, chains, or other items that may be considered gang regalia; clothing or book bags that advertise or display logos of tobacco, drugs or alcohol products; or clothing or book bags displaying inappropriate or offensive language

These and other non-educational items will be confiscated and returned to the student at the end of the day, or to the sponsor for repeated violations of this policy. The school does not accept responsibility for the security and/or replacement of prohibited items brought to school. Repeated disregard of this policy will result in disciplinary action taken against the student.

Any potentially illegal or stolen items will be turned over to the Military Police. Cameras, cell phones and iPods will not be confiscated unless their use threatens the educational environment and/or safety of others; however, the school accepts no responsibility for these items if they are lost, stolen or missing. These items must remain turned off and invisible during the school day.

### **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 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. Email your child's teacher to schedule a parent-teacher conference.

**Seminar Period**

Advisory period is intended to be a time for student and school enrichment activities.

**Student Support Services**

Student Support Services (SSS) is an integral part of the educational program with a team that includes school nurse, counselor, and psychologist. The team works collaboratively and in partnership with students, parents, teachers, and community members to assist in creating an educational environment of academic, personal, social, and career growth of students.

**Study Trips**

To enrich the curriculum, study trips may be authorized by school administration during the school year. Students are required to have signed and returned permission slip by the date specified by the study trip sponsor. Study trips are a privilege and appropriate behavior is expected at all times.

**Testing Program**

Students participate in standardized testing programs to include DoDEA Comprehensive Assessment System, and limited participation in NAEP, and PSAT administration. Copies of test results are mailed to parents. Data obtained from these tests allow parents, students, and staff to better understand each student's progress by providing a comparison with students throughout the United States.

Counselors and teachers use this information to recommend student placement and course selection, and to make referrals to exceptional learning programs.

**Transportation****□ Bus**

The Student Transportation Office coordinates bus contracts, determines routes, and issues student bus passes. Questions should be directed to STO at DSN 755-1187.

School bus transportation is a privilege that may be suspended or revoked. Your parents or sponsor will have signed an agreement with PACTMO about the terms for maintaining your privileges for bus transportation prior to you receiving a bus pass.

Bus behavior can also have an impact on your school attendance.

Misconduct on buses may result in disciplinary action, including possible suspension or expulsion. Misconduct includes but not limited to: the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences.

**□ Parent Drop off/Pick up**

For student drop off/pick up, please go to the parking lot closest to the bus area. Do not go into the bus parking lot.

**□ Other Transportation**

Students may ride bicycles to school, but not on school grounds during the school day, before school or after school. Students are to get off their bicycles at the curb by the street and walk their bicycle to the bicycle rack. Bicycles must be locked, with locks provided by students.

Students are not to ride skateboards, scooters, roller blades, and skate shoes on school property or within the school for the safety of all students in the school. These items must be kept in the office during school hours. They may not be left in a classroom.

**Visitors**

All visitors are required to present IDs (100% ID Check) and check into the main office before entering the school and must sign out on their departure. Although guests are welcome, former HMS students or high school students are not allowed to visit teachers during instructional hours or during lunch hours. If a student would like to invite a visiting relative or local host nation friend to visit, the following steps must be taken:

1. A letter written by the student's parent or guardian must be presented to the principal at least two days before intended visit.
2. The letter must be signed by all of the requesting student's classroom teachers.

3. On the day of the visit, the parent should bring the student and the visitor to the main office to obtain a visitor's pass.

The student and the sponsor are both responsible for the visitor, who will be required to follow all school rules.

Parents are always welcome to visit the school at any time. These visits should be planned with the teacher or school principal prior to the scheduled day in order to avoid possible class conflicts, testing, or any special activities.

### **Volunteers**

In accordance with **DoD Instruction 1402.5**, background checks on school volunteers are required to be initiated by schools to verify that the volunteers are of good character, mentally stable, and free of criminal history and substance abuse. Forms to apply for the record checks are available at the school office.

The School Advisory Committee (SAC) reviews and advises the principal on school policy and program issues raised by community members. It is comprised of an equal number of parents and educators. The number of members is determined by the school population.

Parent Teacher Student Organization (PTSO) supports school programs and activities by raising funds and providing services not provided by the DoDEA system.

## **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 may be found on the DoDEA [Web site](#). Policies can change throughout the school year. The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

### **Transferring Course Credits to a DoDEA School (DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004)**

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 into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are 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 the DoDEA Administrative Instruction 2000.1, "[High School Graduation Requirements and Policy](#)," September 5, 2004. Please contact your child's school for questions regarding course credit transfer process and approval.

### **Home-School Students**

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

### Grading and Grading System

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 child 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.

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

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

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

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

### English for Speakers of Other Languages (ESOL)/Language Services ([DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007](#))

An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction

is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. ELLs are involved in mainstream classes during the day.

[Counseling \(DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 & DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006\)](#)

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

[School Psychology \(DoDEA Regulation 2946.3, "School Psychological Services," January 22, 2004\)](#)

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

Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

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

[Child Abuse and Neglect \(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998\)](#)

In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program (FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

[Family Advocacy Program \(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998\)](#)

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting

all suspected alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

[Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct \(DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015\)](#)

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

[Sexual Harassment \(DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DME0-004, and DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities\)](#)

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

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

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

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

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage at: [www.dodea.edu/sexualharassment](http://www.dodea.edu/sexualharassment) to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DME0) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at:

<https://www.dodea.edu/aboutDoDEA/command.cfm>.

[Student Health — Allergies and Chronic-Acute Conditions \(DoDEA Regulation 2720.1, "First Aid](#)

[and Emergency Care,” September 8, 2003\)](#)

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 the 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. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. 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. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. 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 including food, drug, insects, and others;
- Providing the school nurse with medication/doctor’s order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child’s food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

[First Aid and Emergency Care \(DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003\)](#)

School personnel will administer first aid 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. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student’s registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a 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.

[Emergency Notification Procedures \(DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003\)](#)

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the “First Aid and Emergency Care,” September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;\*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

\*A school official may accompany the student to the medical facility in an emergency

### Student Illness

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
- **Coughing:** Severe uncontrolled coughing or wheezing; rapid or difficult breathing; coughing lasting longer than five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child'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; c) he/she has diarrhea and vomiting.
- **Rash WITH Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.
- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies:** **A student must remain home until** treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus ["MRSA"] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A student must remain home for 24 hours after medical treatment initiated. Note: Lesions must be covered for school attendance.
- **Ringworm:** **While a student may attend school with ringworm,** lesions must be covered for school attendance.
- **Vaccine Preventable Diseases:** 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.

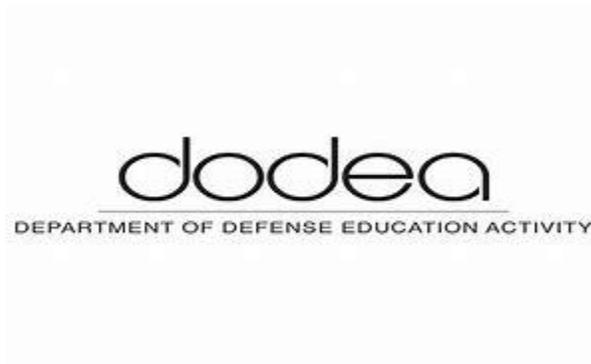
### Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

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

# DoDEA Pacific West District Student Handbook

SY 2020-2021



SUBJECT: DoDEA School Rules, Regulations and Procedures

ISSUANCE AND PURPOSE: 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 may be found on the DoDEA website. Policies can change throughout the school year. The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

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1. Graduation Requirements (DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3 in the 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	Standard Diploma	Honors Diploma
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit
Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	20.0 credits	20.0 credits
Elective Courses	6.0 credits	6.0 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.		

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

2. Transferring Course Credits to a DoDEA School ([DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004](#))

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 into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are 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 the DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004. Please contact your child’s school for questions regarding course credit transfer process and approval.

3. Home-School Students

DoDEA recognizes that home-schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoDEA 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 DoDEA 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 walk to participate in a DoDEA commencement ceremony.

4. Student Grade-Level Placement ([DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004](#))

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

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

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

### 5. Grading and Grading System

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 child 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 through 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 (10) 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](#) for instructions.

### 6. Progress Reports/Report Cards (DoDEA Regulation 2000.10, “Department of Defense Dependent Schools Progress Reports,” August 1, 1995)

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

progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

#### 7. Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student's school.

#### 8. System-wide Assessment Program ([DoDEA Regulation 2000.06, "System wide Assessment Program," March 26, 2010](#))

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

All assessments selected for use within DoDEA shall:

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

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

#### 9. Scholastic Integrity

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

#### 10. Student Attendance ([DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended](#))

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

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

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

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

- 1). Personal illness
- 2). Medical, dental, or mental health appointment
- 3). Serious illness in the student's immediate family
- 4). A death in the student's immediate family or of a relative
- 5). Religious holiday
- 6). Emergency conditions such as fire, flood, or storm
- 7). Unique family circumstances warranting absence and coordinated with school administration
- 8). 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.

#### 11. [Accelerated Withdrawal \(DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014\)](#)

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 in the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Accelerated withdrawal will only be considered if the 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.

12. Interstate Compact on Educational Opportunity for Military Children (DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017)

The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

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

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

13. Religious Holiday Observance (DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012)

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

14. Student Discipline (DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended & 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 in the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012. It 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,” April 4, 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 as 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).

15. School Bus Behavior ([DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended](#))

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.

16. Student Dress Code ([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 the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,1). Please refer to your school's Web site for specific dress code policy.

17. Student Rights and Responsibilities ([DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#))

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

Students shall:

- 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.

18. Interscholastic Athletics

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for

participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

#### 19. Education Student Services

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

#### 20. Special Education (Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015)

Special Education, it is the policy of DoDEA that students shall be provided a free, appropriate education in schools where placement and service decisions are based on individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. Imbedded in this mission and policy is the practice of inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents and other special needs in the general education program, as appropriate. Supplementary aids and services are provided to these students where necessary in order for them to attain success. Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (inclusive from birth to age 21) who are eligible to receive special education and related services. Please see SPED parent handbook for more information at [https://www.dodea.edu/Curriculum/specialEduc/upload/MAX-268\\_ParentGuide\\_12-3-2.pdf](https://www.dodea.edu/Curriculum/specialEduc/upload/MAX-268_ParentGuide_12-3-2.pdf)

#### 21. Section 504 (DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009.

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against students with disabilities. The Section 504 law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. A student is considered disabled and may fall under the protection of 504 Accommodations if the student has a physical or mental impairment which substantially limits one or more major life activities. DoDEA schools provide a free appropriate public education (FAPE) to students with disabilities by implementing reasonable 504 Accommodations upon establishing that a student has a disability requiring such 504 Accommodations.

Section 504 accommodation is different from special education. All students who are considered disabled under IDEA (Individuals with Disabilities Education Act) are also considered to be disabled and protected from nondiscrimination under the Section 504 (Americans with Disabilities Act (ADA)).

IDEA: To be found eligible under IDEA, it must be determined that the student has a qualifying disability and requires special education and/or related services in the school setting in order to make meaningful educational progress.

Section 504: Students who are eligible under Section 504 have disability that substantially limits one or more major life activities, but do not require specialized instruction through special education and related services in the school setting in order to make meaningful progress.

22. [English for Speakers of Other Languages \(ESOL\)/Language Services \(DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007\)](#)

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

23. [Counseling \(DoDEA Regulation 2946.1, “School Counseling Services,” September 8, 2003 & DoDEA Manual 2946.2, “Department of Defense Education Activity School Counseling Services,” January 1, 2006\)](#)

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

Elementary school counseling programs support student’s self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling

programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

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

24. School Psychology (DoDEA Regulation 2946.3, “School Psychological Services,” January 22, 2004)

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

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

25. School Health Services (DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003)

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

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

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

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

The school nurse shall take the following measures:

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

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

26. Student Enrollment: Registration Process (DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended & DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)," March 4, 1997)

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

The following documents are necessary to complete the registration process:

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

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

27. Student Enrollment: Immunization Requirements – Immunization Requirements Memorandum

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

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

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit [http://www.dodea.edu/StudentServices/upload/2011\\_2942\\_0\\_M\\_F3.pdf](http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf).

#### 28. Access to School Facilities

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

#### 29. Computer Access/Internet Policy/Electronic Devices (DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010)

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

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

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

#### 30. Visitors and Volunteers (DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006)

**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. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been

requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006 a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

31. [Child Abuse and Neglect \(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998\)](#)

In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program (FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

32. [Family Advocacy Program \(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998\)](#)

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

33. [Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct \(DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015\)](#)

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

34. [Sexual Harassment \(DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DME0-004, and DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities\)](#)

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual

harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

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

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

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

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

<https://www.dodea.edu/aboutDoDEA/command.cfm>.

### 35. Parent/Student/Teacher Communication

DoDEA encourages all communication take place through official school email accounts.

### 36. Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs (DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160)

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

### 37. Student Health — Allergies and Chronic-Acute Conditions (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003)

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 the 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. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. 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. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. 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 including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

### 38. Medication at School

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. 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 Form H-3-2. 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.

In some rare situations, students are allowed to keep their 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 has to keep the medication at all times; also, a parent must provide written permission for the medication to stay with the student. See the school nurse to obtain appropriate paperwork for medications to be administered during school hours or for student to carry medication.

### 39. First Aid and Emergency Care ([DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#))

School personnel will administer first aid 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. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to

an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a 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.

#### 40. Emergency Notification Procedures (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003)

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the "First Aid and Emergency Care," September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;\*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

\*A school official may accompany the student to the medical facility in an emergency.

#### 41. Student Illness

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
- **Coughing:** Severe uncontrolled coughing or wheezing; rapid or difficult breathing; coughing lasting longer than five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child'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; c) he/she has diarrhea and vomiting.
- **Rash WITH Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.
- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies:** A student must remain home until treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.

- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus [“MRSA”] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A student must remain home for 24 hours after medical treatment initiated.  
Note: Lesions must be covered for school attendance.
- **Ringworm:** While a student may attend school with ringworm, lesions must be covered for school attendance.
- **Vaccine Preventable Diseases:** 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.

Please visit the DoDEA Student Health Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student’s school.

#### 42. Medical Care for Overseas Non-DoD Dependents

Health care in the school setting is the same for overseas non-DoD dependents as it is for DoD-dependents.

#### 43. Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

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

#### 44. Safety and Security ([DoDEA Administrative Instruction 6055.01, “DoDEA Safety Program,” November 17, 2017](#))

##### School Closures

There are times when weather situations could result in school being closed. Please contact your child’s school for details regarding notification procedures.

##### Transportation

- **Bus**
  - The Student Transportation Office coordinates bus contracts, determines routes, and issues student bus passes. Questions should be directed to STO at DSN 757-1187.

- School bus transportation is a privilege that may be suspended or revoked. Parents or sponsors will have signed an agreement with PACTMO about the terms for maintaining your privileges for bus transportation prior to you receiving a bus pass.
- Bus behavior can also have an impact on the student's school attendance.
- Misconduct on busses may result in disciplinary action, including possible suspension or expulsion. Misconduct includes but not limited to: the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences.
- **Parent Drop Off/Pick Up**
  - For student drop off/pick up, please pull into the parking lot located on the side of the school (where the school busses drop off/pick up students)
  - Do not go into the bus parking lot.
- **Other Transportation**
  - Students may ride bicycles to school, but not on school grounds during the school day, before school or after school. Students are to get off their bicycles at the curb by the street and walk their bicycle to the bicycle rack. Bicycles must be locked, with locks provided by students.
  - Students are not to ride skateboards, scooters, roller blades, and skate shoes on school property or within the school for the safety of all students in the school.

### Student Meals

Students may not leave the campus for lunch. Students may bring lunch from home or may purchase lunch or ala carte entrees at the cafeteria by paying cash or putting money into the debit system at the cafeteria or at Customer Service counter at the Exchange (PX). AAFES operates the lunch program. No food delivery from food facilities is allowed. No sodas or energy drinks are allowed during lunch.

### School Facilities

HMS is made up of two buildings. One main building houses most classrooms, main office, and library. The additional building is the location for gymnasiums, music rooms, cafeteria, and auditorium.

### School Trips

To enrich the curriculum, study trips may be authorized by school administration during the school year. Students are required to have signed and returned permission slips by the date specified by the study trip sponsor. Study trips are a privilege and appropriate behavior is expected at all times. Study trips will not be granted after May 15.

### Parent Advocacy

We encourage parents to be advocates for the students and school. The best way to do this is to volunteer in the school or school activities.

In accordance with DoD Instruction 1402.5, background checks on school volunteers are required to be initiated by schools to verify that the volunteers are of good character, mentally stable, and free of criminal history and substance abuse. Forms to apply for the record checks are available at the school office.

The School Advisory Committee (SAC) reviews and advises the principal on school policy and program issues raised by community members. It is comprised of an equal number of parents and educators. The number of members is determined by the school population.

Parent Teacher Student Organization (PTSO) supports school programs and activities by raising funds and providing services not provided by the DoDEA system.

#### 45. 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 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.

#### Town Halls

HMS will participate in Town Halls with DoDEA Pacific West and USAG-Humphreys Garrison. Dates and times will be published in advance and posted in school calendars and on the school Facebook page.

#### School Sponsored Nights

Due to mitigation measures and COVID restrictions, school sponsored events will be reduced, held virtually, or may not have any more than 49 people present. Information regarding school events is updated weekly in our Phoenix Flyer, the school newsletter, and on our Facebook page.

#### 46. School Advisory Committees (DoDEA Europe & DoDEA Pacific) and School Boards (DoDEA Americas)

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

#### 47. Role of Social Media

Many of our students begin experimenting with social media in middle school. This includes Facebook, Instagram, Twitter, Kakao, WhatsApp, Messenger, Hangouts, Line, Kik, SnapChat and other evolving avenues. We HIGHLY recommend parents track how their students are using these apps. We have seen a rise in cyber bullying and risky behavior as teen use of social media increases. Everything a student types into a phone or computer can become permanent. Students can screen shot each other's poor decisions and broadcast it to friends, parents, church leaders, coaches, teachers, administrators, future

employers, grandmas, etc. It is truly a social tattoo. While we try to educate students about these decisions, we find that parent control over phone and computer use is much more impactful. In fun facts... a parent is liable for anything on their minor's cellphone.

Use of personal social media between parents/teachers/students is discouraged, other than official school social media communication.

#### 48. Noncustodial Parent Rights

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