

Fort Bragg Community
Irwin Intermediate School
Student Parent Handbook
Excellence in Education for Every
Student, Every Day, Everywhere



SY 2019 - 2020

DoDEA VISION

To Educate, Engage, and Empower
military-connected students
to succeed in a dynamic world.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Mission

Educate, Engage, and Empower Each Student to Succeed in a Dynamic World

DoDEA Vision

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

dodea Americas

MID-ATLANTIC DISTRICT



Purpose Statement

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

MID-ATLANTIC DISTRICT SUPERINTENDENT'S OFFICE

Address

PO Box 70089
Fort Bragg, NC 28307-0089

Phone 910-907-0200

Fax 910-907-1775

www.dodea.edu/Americas/index.cfm

DODEA MID-ATLANTIC DISTRICT SUPERINTENDENT

Dr. Donato Cuadrado



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

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

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

later became the Assistant Superintendent for DoDEA's New York, Virginia, Puerto Rico District.

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

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



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY AMERICAS
MID-ATLANTIC DISTRICT
4958 BASTOGNE DRIVE, BLDG., B-4951 FORT
BRAGG, N.C. 28307
(910) 907-0200

15 August 2019

Dear Parents and Community Members,

On behalf of all those who serve our students across the Mid-Atlantic District, DoDEA Americas, I welcome you to School Year 2019-2020. The Fort Bragg Community Superintendent's office is located at Building B-5356, Bastogne Drive. Mrs. Kathy Downs will serve as the Ft. Bragg / Cuba Community Superintendent as of September 1, 2019.

We are excited about the many opportunities our students will enjoy this year in the classroom, during sporting and curricular events, and on study trips. DoDEA's top priority for its students is College and Career Readiness. We are committed to providing a rigorous, rich, and well-rounded educational program, enabling our students to acquire the knowledge, habits and skills needed to attend college, enter the workforce, or join the military after high school graduation. Our priorities will be the implementation of the DoDEA College and Career Readiness Standards, meeting the individual needs of our students, and supporting our families.

As parents, community members, and educators, we share a common goal: success and highest achievement for all students. To realize this goal, every child must have the benefit of quality classroom instruction that prepares them for life in the 21st century and caring teachers and administrators. Our teachers and the administrators are committed to this goal, striving each day to maintain a culture of high expectations, to maximize available resources, and to meet the individual needs of all students, working together and preparing them for responsible citizenship and success in today's global society.

The importance of parent-teacher-community partnerships, in support of students, cannot be overstated. To maximize learning, we need your help. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides a cumulative effect of establishing life-long habits that are critical for future success in college, military service, and the workplace. I encourage your participation in our school activities. Please visit our schools and get involved. Share your suggestions and concerns with your school principal. I invite you to join us as we continue to strive toward excellence. I may be reached at (910) 907-0228 or via email at donato.cuadrado@dodea.edu

Additional information about our schools and district can be found throughout our district website at www.dodea.edu

It is an honor to serve the children of our community and their families. Together we can help shape the future of our nation and our world!

Sincerely,

Dr. Donato Cuadrado
DoDEA Americas
Acting Community Superintendent
Fort Bragg / Cuba

DODEA FORT BRAGG/CUBA COMMUNITY SUPERINTENDENT

Kathryn Strode Downs



Kathryn Strode Downs is the Community Superintendent for the Fort Bragg/Cuba Community, Mid-Atlantic District of the Department of Defense Education Activity (DoDEA). Prior to joining the Fort Bragg/Cuba Team, Mrs. Downs led 21st Century teaching, learning and leading at Crossroads Elementary School aboard MCB Quantico. For over 30 years, Mrs. Downs has served military-connected students in the Pacific, Europe and the Americas through the roles of teacher, district curriculum specialist, and school-level administrator. Mrs. Downs' leadership strengths include empowering students, teachers, and parents to engage in leadership opportunities that ignites a culture of mutual respect, fosters a growth mindset for all, and embraces the collaborative culture of a 21st Century School.

Mrs. Downs' husband Robert is a long-time DoDEA team member, currently serving military-connected students as a Program Analyst of the DoDEA Partnership Branch at DoDEA HQ. Their daughter Emily is an alumni of DoDEA schools in Italy and Germany. She is currently working on her undergraduate degree in Virginia.

2019-2020 School Year Calendar

DoDEA Americas Mid-Atlantic District

Fort Bragg Field Office

- 19 - All Teachers Return
- 22 - Open House – Irwin IS (3:30-5:30)
- 22 - Middle Schools (4:30-6:30)
- 23 - Open House - Primary & Elementary Schools (3:30-5:30)
- 26 - First Day of School Grades 1-8
- 26 - Pre-K Home Visits Begin
- 26 – Kindergarten Orientation
- 27 - First Day for Kindergarten

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 - NO SCHOOL - Labor Day Holiday
- 9 - Pre-K Orientation
- 10 - First Day for Pre-K Students
- 27 – NO SCHOOL – Teacher PL (CSI)

- 1 – Q1 Interim Report
- 14 - NO SCHOOL - Columbus Day Holiday
- 16 – NO SCHOOL – Teacher PL (CCR-Q1)
- 31 - End Quarter 1 (45 Days)

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 – NO SCHOOL – Teacher Workday
- 11 - NO SCHOOL - Veterans Day Holiday
- 12 - Parent/Teacher Conferences Pre-K-8
- 13 – Parent/Teacher Conferences Pre-K ONLY
- 25-29 - NO SCHOOL - Thanksgiving Break

- 5 – End Pre-K Trimester 1
- 6 – NO SCHOOL – Teacher PL (CCR-Q2)
- 9 - Pre-K Teacher Workday - NO Pre-K Students ONLY
- 10 - Pre-K Trimester 2
- 12 – Q2 Interim Report
- 23-31 - NO SCHOOL - Winter Break

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 - NO SCHOOL - Winter Break
- 6 – Students Return
- 20 - NO SCHOOL - MLK, Jr. Day Holiday
- 24 - End Quarter 2 (42 Days)
- 27 - NO SCHOOL - Teacher Workday

- 17 - NO SCHOOL - President's Day Holiday
- 27 – Q3 Interim Report

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 - NO SCHOOL - Teacher PL (CCR-Q3)
- 6 – End of Pre-K Trimester 2
- 9 - Pre-K Teacher Workday - NO Pre-K Students
- 10 –Pre-K Trimester 3
- 16 – NO SCHOOL - PK-5 Parent/Teacher Conf
- 17 –Pre-K Parent/Teacher Conf – NO Pre-K Students
- 27 - End Quarter 3 (42 Days)
- 30 - NO SCHOOL - Teacher Workday

- 13-17 - NO SCHOOL - Spring Break
- 30 – Pre-K & K Registration for 2020-2021

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

- 1 – Pre-K & K Registration for 2020-2021
- 8 - NO SCHOOL – Teacher PL (CSI)
- 13 – Q4 Interim Report
- 15 - Accelerated Withdrawal Begins
- 15 – NO SCHOOL – Teacher PL (CCR-Q4)
- 25 - NO SCHOOL - Memorial Day Holiday

- 11 - Last Day for Pre-K Students
- 12 - Last Day for Grades K-8 (46 Days)
- 15 - NO SCHOOL - Teacher Workday

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Albritton MS: 910-907-0201
- Bowley ES: 910-907-0202
- Devers ES: 910-907-0204
- Gordon ES: 910-907-1300
- Hampton PS: 910-907-0205
- Irwin IS: 910-907-0206
- Poole ES: 910-907-0209
- Shughart ES: 910-907-0210
- Shughart MS: 910-907-0211

K-8 Report Card Dates

- Quarter 1:** November 12, 2019/Given at Parent/Teacher Conferences
- Quarter 2:** February 3, 2020
- Quarter 3:** April 3, 2020
- Quarter 4:** June 18, 2020 (Mailed Home)
- Community Superintendent:** 910-907-0200
- School Food Services:** 910-907-0271
- School Transportation:** 910-907-0565

Visit our District and Schools websites for school specific hours and events

<http://www.dodea.edu/Americas/midAtlantic>



**DoDEA Comprehensive Assessment System
Annual Assessment Calendar SY 19-20**

Assessment	Grade Band	19-20 Participants	Administration Window
K-3 Reading Proficiency Assessment	Elementary	All students in grades K through 3	<ul style="list-style-type: none"> • First 6 weeks of a Grade 1- 3 students' enrollment • K students until Jan 31, 2020 • Last 6 weeks of a student's enrollment (K- 3)
WIDA Screener	Elementary, Middle, High	All eligible English Learners (EL) students	Prior to September 30, 2019
CogAT Gifted Screener	Elementary	Grade 2	October 2019 (make up window Feb 2020)
Career and Technical Education (CTE) Assessment	High	Culinary Arts, Health Science, Information Technology {Cluster}, and JROTC students	October 2019-May 2020
PSAT 8/9	Middle, High	All students in grades 8 and 9	October 1- 30, 2019
PSAT /NMSQT	High	All students in grades 10 and 11	October 16, 2018 (October 30 alternate date requires HQ approval)
ACCESS for ELLs	Elementary Middle, High	All EL students	January 21- March 6, 2020
Alternate ACCESS for ELLs	Elementary, Middle, High	K- 12 eligible EL students only	January 21-March 6, 2020
Alternate Assessment	Elementary, Middle, High	Eligible students only	<ul style="list-style-type: none"> • Data Collection: Feb 10-April 17, 2020; • Submission window: April 17 - May 15; • Final submission: on/before May 15, 2019
CogAT Full Battery	Elementary	October 2019 (make up window - Feb 2020)	<ul style="list-style-type: none"> • All elementary schools: As needed throughout the year; • Grades 6-8 beginning in January 2020
CCRS Summative Assessment Literacy	Middle, High	Grades 3-8 and 10	March 30 - May 8, 2020 (HS March 30-May 1, 2020)
CCRS Summative Assessment Math	Elementary, Middle, High	Grades 3-6, 8, Algebra I, Geometry, Algebra II	March 30 - May 8, 2020 (HS March 30-May 1, 2020)
AAPPL World Language Assessment	Middle, High	World Language students in middle school and high school (Levels TBA)	Last five weeks of the school year
Advanced Placement (AP)	High	All students enrolled in AP course(s)	May 4- 15, 2019 (refer to College Board's website for specific dates and times for each content area)

Interim Assessment Windows			
CCRS Math Interim Assessments	Elementary, Middle, High	Math: Grade 3-6, 8, Alg I, Geom, Alg II	<ul style="list-style-type: none"> • Interim 1 covers weeks 1-7 (Oct); • Interim 2 covers weeks 8-14 (Dec); • Interim 3 covers weeks 15-21 (Feb)
CCRS Literacy Interim Assessments	Elementary, Middle, High	Literacy: Grades 3-8 and 10	<ul style="list-style-type: none"> • Interim 1 during weeks 15-16 (Nov/Dec); • Interim 2 during weeks 23-24 (Feb)

Fort Bragg Community School Directory

Fort Bragg Schools	Phone	Website
Albritton Middle	907-0201	http://www.dodea.edu/AlbrittonMS
Bowley Elementary	907-0202	http://www.dodea.edu/BowleyES
Devers Elementary	907-0204	http://www.dodea.edu/DeversES
Gordon Elementary	907-1300	http://www.dodea.edu/GordonES
Hampton Primary	907-0205	http://www.dodea.edu/HamptonPS
Irwin Intermediate	907-0206	http://www.dodea.edu/IrwinIS
Poole Elementary	907-0209	http://www.dodea.edu/PooleES
Shughart Elementary	907-0210	http://www.dodea.edu/ShughartES
Shughart Middle	907-0211	http://www.dodea.edu/ShughartMS

SCHOOL HOURS

Office Hours 7:30 am. - 4:00 pm.
 Students may enter the building at the below times:
 Students who participate in the breakfast program 7:45 a.m.
 All other students may enter at 8:00 a.m.

Bells

1st bell Students to class 8:15 am

2nd bell warning bell 8:25 a.m.

Students have 5 minutes to get to class.

Tardy bell 8:30 a.m.

Parents are required walk their child to the front office and sign them into school. Students will receive a "Late Pass" to take to with them to class.

Dismissal Monday, Tuesday, Thursday and Friday 3:00 pm.

Early Dismissal Wednesday 2:10 pm

Students are expected to leave the school grounds immediately after school unless they are participating in after-school activities.

IRWIN INTERMEDIATE SCHOOL VISION OPENING MINDS TO LIFELONG LEARNING PHILOSOPHY AND OBJECTIVES

The faculty and administration of Irwin Intermediate School are sensitive to the transience of the students and the uniqueness of the military community. The students represent diverse backgrounds and experiences, different needs and interests, and varying levels of success and maturity.

The Irwin personnel are committed to assisting all students in developing to their potential. A comprehensive and flexible curriculum, which meets the academic, physical, social, and emotional needs of the students, has been established. Sequential teaching methods, appropriate learning activities, and the correlation of the various community resources have been integrated into the curriculum.

Students will continue to learn, to explore, to engage in critical and creative thinking, and to progress toward self-reliance and self-actualization through the many educational experiences. The process of teaching subject matter includes opportunities for students to experience success in a secure, supportive, and pleasant environment.

The faculty and administration guide each student in developing positive attitudes toward learning, tolerance, and respect for others, and a realization of self-worth. The development of self-esteem enables the student to assume his position as a productive member of society.

The Irwin staff and administration is qualified, committed, and cognizant of, and responsive to the ever-changing needs of our students. The quest for the highest objectives attained through the most constructive and appropriate methodology is a continuous endeavor. Through the united efforts of the staff, administration, parents, guardians, our students, and the various community groups, the tenants of Irwin's philosophy will be evidenced through the productive and fulfilled lives of the students.

IRWIN INTERMEDIATE SCHOOL GOALS

1. To encourage students to develop a zest for learning.
2. To provide an atmosphere that fosters learning and encourages a wholesome respect for self and others.
3. To expand the development of basic competencies and fundamental processes required for effective living.
4. To guide students in recognizing potentialities and limitations.
5. To afford students the opportunities to acquire an appreciation for art, literature, music, healthful living, and nature.
6. To direct students in expanding creative, critical, and scientific thinking skills.
7. To assist students in developing appropriate and useful technological skills.
8. To ensure a diversified curriculum that is student centered and success oriented.
9. To guide students in assuming responsibilities as contributing members of a democratic society. To encourage respect and tolerance for others.
10. To continue to assess and update the school curriculum and its objectives.
11. To utilize the experience, knowledge, and talent of school personnel in the most effective manner.

IRWIN CSI GOAL

All students in 2nd - 5th grades will show growth in mathematics

Table of Contents

Registration Requirements.....	12
Positive Identification Policy.....	12
Pledge of Allegiance.....	12
Arrival Procedures.....	12
Bicycle Riders.....	12
Car Riders.....	12
Walkers.....	13
Cancellation of School.....	13
Classroom Environment.....	13
Pets.....	13
Books and Materials.....	13
Electronic Devices.....	14
Release of Students During the School Day.....	14
Questions and Concerns.....	14
Student Dress Standards.....	14
Classroom Management.....	14
Student Responsibilities.....	15
Prohibited Items.....	15
Food, Drink, and Gum.....	15
Cafeteria Lunch and Breakfast.....	15
Student Records.....	16
Change in Information.....	16
Court Orders.....	16
Power Of Attorney.....	16
Visitors and Volunteers.....	16
Visitor Badges.....	16
Volunteers.....	16
How Volunteers Can Help.....	17
Parent Teacher Conferences.....	17
Grading Policy.....	17
Report Cards.....	17
Grading and Report Card Procedures.....	17
2nd - 3rd Grade.....	17
4th - 5th Grade.....	18
Learning Skills.....	18
GradeSpeed.....	18
Homework.....	18
Student Responsibilities.....	18

Environment for Learning.....	19
DoDEA Comprehensive Assessment Program.....	19
Child Find.....	19
Special Education.....	19
English Language Learners.....	19
Gifted Education.....	20
School Based Health Services.....	20
Home School Students.....	20
Disability Accommodations and Nondiscrimination.....	20
School Based Health Services.....	20
Parent Notification.....	21
Allergies and Chronic-Acute Conditions.....	21
First Aid and Emergency Care.....	21
Medication at School.....	22
Student Illnesses.....	22
Re-Admittance Criteria.....	22
Administration of Medication.....	23
Standing Prescription Orders.....	23
Student Immunization Requirements.....	23
Immunization Exemptions.....	24
Appointments or Illness.....	24
Attendance Policy.....	24
Absence Notification.....	25
Tardy Policy.....	25
Referral to Command.....	25
Role Of Social Media.....	26
Internet Rights and Responsibilities.....	26
Telephone Usage.....	26
Telephone Messages.....	26
Messages for Teachers.....	26
Messages for Students.....	27
Study (Field) Trips.....	27
Guidelines for Chaperons.....	27
Birthday Celebrations.....	27
After School Activities.....	28
Withdrawal and Transfers.....	28
Early Withdrawal.....	28
Wellness Policy.....	29
Campus Security.....	29

Suicide Risk and Threats Towards Others.....	30
Suicide Risk.....	30
Threats Towards Others.....	30
Counselor Services.....	31
School Psychology Services.....	31
Student Discipline Policy.....	31
Zero Tolerance Policy.....	32
Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct.....	32
Student Transportation.....	33
School Bus Safety.....	33
Possible Disciplinary Actions.....	34
Procedures for School Bus Discipline.....	34
Parent Appeal Rights.....	34
Special Needs Bus Incidents.....	34
Bulling Prevention.....	34
DoDEA Child Abuse Neglect Reporting Policy.....	34
Emergency Procedures.....	35
Crisis Information.....	35
Civil Disturbances and Acts Of Terrorism.....	35
Emergency Evacuation.....	35
Emergency School Closure.....	36
Fire Drills.....	36
Inclement Weather.....	36
Tornado.....	36
Lock Down Procedures.....	36
Shelter in Place Procedures.....	36
All Other Emergencies.....	36
DoDEA General Rules, Regulations, and Procedures not Included in Previous.....	37
Sections of this Handbook Interstate Compact.....	37
Access to School Facilities.....	37
School Advisory Committees.....	37
Grade Level Placement.....	37
Transcripts /Records Policy/Access to Student Records.....	3
Transferring Course Credits to a DoDEA School.....	38
Home-School Students	38
Scholastic Integrity.....	38
Freedom of Religious Expression.....	39
Interscholastic Athletics.....	39
High School Graduation Requirements.....	39
High School Course Requirements.....	40
Search and Seizure.....	41

Registration Requirements

Students must live on Fort Bragg or bring a letter from the housing office stating that parents are on a waiting list for housing on post.

To enroll, parents will need to bring the following items to the School office:

1. Immunization Records.
2. Certified Birth Certificate.
3. Copy of sponsor's current orders assigning him/her to Fort Bragg.
4. Housing paperwork (A signed lease agreement with child's name included).
5. Special program information (Gifted Education, Special Education, etc.).
6. Current Standardized Test Scores.
7. Most recent report card.
8. Legal custody papers as required.

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

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

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

Pledge of Allegiance

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

Arrival Procedures

1. Students may not arrive at school before 8:00 a.m. unless they participate in the breakfast program.
2. Breakfast is served from 7:45 a.m. to 8:15 a.m. (Elementary Schools) 7:40-7:55
3. Students who eat breakfast may arrive at the breakfast starting time and will go directly to the cafeteria upon their arrival.
4. Elementary students arriving after the school start time are tardy and must be accompanied by a parent and report to the office for a pass. Middle school students arriving after the start time are tardy and must report to the office for a pass before walking on their own to class.

Bicycles

Students may ride bicycles to school. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles should be placed and secured in the bicycle racks with an appropriate lock and may not be ridden on school grounds. Students must walk bikes across the bridge (Albritton Middle School). Skateboards, roller blades, and scooters are not allowed at school. Students who ride bicycles are required to wear safety helmets. Fort Bragg Schools are not responsible for damage to bicycles or theft. (Fort Bragg Regulation 385-10)

Car Riders

1. Please use the school's designated drop off and pick up areas.
2. Parents who need to enter the building should park in the parking lot.
3. All unloading and loading of students must occur from the passenger side of the vehicle for safety reasons.
4. NC law prohibits cars from stopping in the crosswalk.
5. Parents of tardy students arriving by car must park in the parking lot before escorting their child inside the building to be signed in.
6. If a severe weather event, such as lightning, occurs during arrival, staff will stay inside and students should stay in their vehicle until it is safe, students will not be marked tardy.
7. At primary and elementary schools, staff may open car doors to assist students.
8. If you prefer staff not assist with the opening of the car door, please notify the school.
9. Car riders must have name plate visible in car window.

Walkers Must be in 5th Grade AND At least 10yrs old

For safety and security purposes as well as inclement weather concerns, all walking students will enter and exit through the designated entrances.

1. Inclement weather is defined as any weather conditions that might endanger the health and safety of students and school personnel.
2. Parents of students in fourth grade and under must walk students to the school entrance.
3. The Fort Bragg Home Alone Policy states that all students fourth grade and under have to be under direct supervision of an adult at all times.
4. For more information on this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.

Students walking to and from school are expected to:

1. Come directly to school and return directly home at dismissal.
2. Students participating in the breakfast program should arrive no earlier than 7:40 a.m.
3. Inappropriate behavior to or from school will be reported to the PMO's office for consequences. (e.g. fighting, vulgar language, threatening, bullying, harassment, etc.).
4. DoDEA Regulation 2051.1 E3.1.2 provides grounds for disciplinary actions while en-route between school and home or any school activity.

Cancellation of School

In the event it is necessary to close school or dismiss early because of weather conditions, you will receive an automated call from the community superintendent's office. Announcements will also be made over local television and radio stations. If weather conditions deteriorate during the day, you should be alert to a possible early dismissal. Please plan with your children so they will know the procedures they should follow in the event that school is dismissed early. It is imperative that each family has in place a plan for early school dismissal. It is not possible to allow all students to use the telephone.

Classroom Environment

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

Pets

For safety and security purposes, pets of any form are not allowed on campus or in our schools during arrival and dismissal times. The only exception to this policy is for service animals. If your student requires a service animal, please see your school's administrator for necessary clearance.

Per [DoDEA Regulation 4800.1](#), before an animal or pet can be brought into the school for any reason (to include bringing in pets when there are no classes in session), the animal, or pet owner must first be cleared through the Nurse's Office and have written approval from the Principal. The pet owner will provide a copy of the Veterinarian certificate for the Principal and School Nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the School Nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify the School Nurse in your school.

Books and Materials

Textbooks are furnished without charge. Sponsors are responsible for payment in case of loss or damage to textbooks, musical instruments, workbooks, library books, science equipment, audio-visual equipment, computer equipment, or other school property. Textbooks and educational supplies are issued to students for their use. Students are responsible for the proper care and return of these materials.

Parents may request to borrow books. The request **MUST** first go through an administrator for approval.

Once the request is approved, supply personnel will prepare the proper documents for the parent's signature. This document will note the book(s) being checked out from the school. The return date will depend on the request and the books on loan. If the book(s) is/are lost or damaged, parents will be responsible for replacing the book.

Electronic Devices

Cell phones and other electronic devices, to include "smart watches," or any other device with the ability to connect to the Internet, are to be turned off and kept in backpacks during school hours. If a student handles or uses a cell phone or other electronic device during the school day, the device will be kept by the principal until a parent comes to retrieve it. If you have any questions about what devices are authorized or unauthorized in the school, please contact a member of the administrative team, prior to bringing the device to school.

Release of Students During the School Day

Students will be released only to a parent or to the person named as the emergency contact on the registration form.

The only exceptions will be:

1. A signed note is received from the sponsor designating another adult to pick up the student.
2. A military unit has designated someone to pick up the student when parents and emergency contacts cannot be reached.
3. **Additionally, any one who picks up a student during the school day must show a valid form of identification.**

Parent Communication

Questions and Concerns

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

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

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

Step 3- Those matters that cannot be resolved at the school level are referred to the Fort Bragg/Cuba Community Superintendent's Office, 910-907-0200.

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

Student Dress Standards

Children should be dressed appropriately for school. Please keep in mind that children are involved in various activities throughout the school day. They will engage in hands-on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc. Student clothing should not create a safety risk for the student, nor should it create a material or substantial disruption to school activities or the learning environment. Therefore, children may not wear ill-fitting clothing, halter-tops, swimsuits, or dresses or skirts of an inappropriately short length or other immodest apparel.

Additionally, students are not allowed to wear clothing that contain inappropriately lewd, vulgar, obscene or discriminatory slogans, words, phrases, pictures or acronyms, or that contain language or pictures that promote the illegal use of drugs, alcohol, tobacco, or that advocate violence, violent behaviors, and/or other illegal behaviors. Large hoop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons. Children should not wear headgear in the building except for religious or medical reasons. For safety, it is recommended that all children wear close-toed play shoes with rubber soles every day for physical education classes as well as recess activities. Students may not wear sandals or flip-flops. Shoes with heels or tennis shoes with wheels are not allowed.

Appropriate attire for your child should include coats, hats, and gloves on cold days, and comfortable, well-fitting clothing and shoes that allow for participation in Art, PE, and play activities.

At the request of a parent, school administrators may approve exceptions and accommodations to the dress code standards on a case-by-case basis.

Classroom Management

Each teacher has and enforces a classroom discipline plan. Teachers work with school counselors and parents to address any behavior concerns.

Significant behavioral issues are referred to the assistant principal or principal.

If this occurs, the principal or assistant principal would determine if the student would receive disciplinary action, and the parent would be notified of the action.

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

Acts of misconduct should, if a first offense, be dealt with through admonition and counseling between the student and teacher on an individual basis.

If the inappropriate behavior continues, the parents will be informed and their assistance sought. This may be done through a conference and/or other school resources, such as the school counselor. Should the disruptive behavior continue following the involvement of the parents, the assistance of the principal will be sought.

Student Responsibilities

In general, students are to:

1. Comply with the school rules and with all directions of all school staff.
2. Bring all needed materials to class.
3. Be cooperative and courteous to all adults and other students.
4. Use appropriate language and behavior.
5. Respect others and self.
6. Respect all school property, the school building, and the property of others.
7. Leave any toys, dangerous, and valuable items at home.
8. Refrain from pushing, fighting, wrestling, tripping, playing catch, and horse playing with other students.
9. Refrain from selling merchandise at school except for school-sponsored item.

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

Prohibited Items

Students should not bring to school any items that interfere with the classroom atmosphere or endanger the health and safety of other students. Examples of inappropriate items are laser pointers, fidgets, cameras that take videos, video cameras, iPods/MP3 players, radios, water guns, trading cards, and any electronic game. Teachers and administrators determine which items are inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed.

Food Drink and Gum No Fast Food or Take Out

Students may carry clear water bottles and wrapped or sealed food in the hallways when transporting to their classroom when they arrive at school or to the cafeteria for lunch. **GUM IS NOT PERMITTED AT SCHOOL.** Gum should be properly disposed of before getting on the bus or arriving on campus.

Energy drinks and soft drinks are not permitted at school.

Cafeteria: Lunch and Breakfast Program

A hot breakfast & lunch program is conducted in the school cafeteria. Students not eating breakfast are not allowed in the cafeteria until school begins. Parents will be provided eligibility information for free and reduced breakfast and lunch prices.

Students who forget money will be allowed to get a charge slip for one day. After one charge, if a student does not have money for breakfast or lunch, an administrator will contact the child's parent or guardian to provide the money before the scheduled lunch period. **Per Fort Bragg policy, payroll deductions will be initiated for excessive lunch debts.** Should parents or guardians fail to provide a breakfast/lunch or money when contacted by an administrator, the appropriate authorities will be contacted in accordance with the Standard Operating Procedures for Child Abuse/Neglect, August 7, 1986. The cost of breakfast is \$1.00 and lunch is \$2.25. Reduced meal prices are free for breakfast and 40 cents for lunch. It is helpful when students have the correct change.

Please visit the school web-page for complete information and monthly menus.

Parents may pre-pay for school meals electronically at www.lunchprepay.com. Parents are also able to prepay at school through the cafeteria clerk.

Students will have a choice between two entrees daily.

Students may not bring sodas to drink with their lunches nor may they bring large bags of snack foods.

Parents may join their children at their scheduled lunchtime, after checking in at the office. Outside fast food may not be brought in due to federal regulations.

Student Records and Information

Student Records

Parents may review their child's cumulative school records at any time, with the assistance of school personnel.

School records may not be removed from the main office.

Change in Student Information

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

1. Home Phone Number
2. Home Address
3. Work telephone number
4. Emergency contact name and/or telephone number
5. Mailing address
6. Student health concerns/allergies
7. Student's last name
8. Email address
9. Any change to current orders or extension to orders
10. Court Orders

Court Orders

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.).

These orders will be maintained in the student's eligibility file. If any changes take place during the school year with the court order, the school must be notified immediately.

Teachers will be notified of any restrictions that affect students in their classes.

Power of Attorney

If you will be TDY or on any type of leave while your child(ren) is/are attending school, please be sure to obtain a special power of attorney to be used in case of emergency, must inform the school office of the name, address, and telephone number of the person taking care of your children. In addition, please notify the School Nurse, so they will know whom to contact in case of emergency.

The School Registrar will keep a copy of the power of attorney in your child's eligibility file for emergency situations.

Visitors and Volunteers

Visitors

Parents and other responsible adults are always welcome at school. If you know in advance that you will be visiting your child's classroom, we encourage you to notify your child's teacher ahead of time so they are prepared for your visit. We do not allow students to bring friends or other non-registered students to school due to liability and space restrictions.

In addition, parents may not bring younger siblings, other children, or babies with them when they visit or volunteer in a classroom. This can be a serious distraction from the learning environment for all students. Parents are welcome to eat breakfast or lunch with their student only.

Visitor Badges

DoDEA policy mandates use of visitor badges and positive identification of all visitors and contractors.

In compliance with this policy, upon arrival, ALL visitors are required to come to the school office, sign in, show, and leave identification card with secretary, and receive a visitor's badge. All visitors MUST sign out and return the visitor's badge upon leaving the building.

Volunteers

Volunteers are always needed and are a part of the total school program. They assist in the classrooms, office, special subject and resource rooms, and educational support areas.

If a parent is volunteering in a classroom, we ask that you please make alternative arrangements for siblings. They are not allowed in the room during the instructional day. We encourage active participation by parents in their child's education and while, younger children are precious, they may be distracting to students in the classroom. We appreciate your understanding and thank you for your support.

DoDEA Policy requires that prospective and current school volunteers shall be subject to a standardized application process that includes completion of an application form and standardized background checks and AT Level 1 training. Volunteer applications are available in the school office or the linked Enclosure 2 below. Please allow 5 business days for processing of all volunteer request forms. Once a background check is completed, a volunteer approval is valid for 3 years.

[Enclosure 2 of DoDEA AI 4700.3, Application and Background Checks for DoDEA School Volunteers and Student Teachers](#)

How Volunteers can help:

Here are some examples:

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

Parent-Teacher Conferences

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

[Parent-Teacher Conference Resources for Parents](#)

Grading Policy

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

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

Timely and accurate reporting of student progress shall be accomplished for students. 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, and returned to the student. The normal period of evaluation and posting should be no longer, than ten calendar days from the day, the assignment is collected, with reasonable exceptions for large projects.

Report Cards

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

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

Grading and Report Card Procedures

2nd and 3rd Grade

The marking code is not connected to numerical grades. Progress is reported as follows:

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

4th and 5th Grade

The marking code is connected to a numerical scale as follows:

A =90-100

B = 80-89

C= 70-79

D= 60-69

Failing (F) is 59 and below

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

Learning Skills

The Learning Skills for grades 2 through 5 are marked with any of the following:

1 = Consistently Observed

2 = Occasionally Observed

3 = Infrequently Observed

Mid-quarter progress reports are distributed as a means of communicating progress for primary, elementary and middle school students at risk of receiving a D or F, at the end of the quarterly marking period. Parents are encouraged to contact their child's teacher at any time during the school year for a conference to discuss progress, questions, or concerns. DoDEA grading policies and procedures are established at the DoDEA headquarters, not at the local level. It is the responsibility of the teacher, under the supervision of the Principal, to determine the instructional level of students in reading and mathematics. Once these levels are determined, it is also the teacher's responsibility to ensure that all assigned work shall be within the students' instructional level. The assumption is made that if a student is properly placed at his/her instructional level, he/she will be able to successfully complete the required work. If a student's grade(s) are a D, at or after midterm, the classroom teacher must notify the parent/guardian of the drop in grades and discuss a plan for improvement.

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

GradeSpeed

GradeSpeed is a web-based program that enables parents to login to view grade and attendance data for their 4th and 5th grade student(s). At a minimum, one assignment or grade should be recorded per week in the GradeSpeed System.

To create an account and access the GradeSpeed System, please visit the DoDEA Web site (<https://dodea.gradespeed.net/gs/Default.aspx>) for instructions.

More information can be accessed through the below links:

[More information about GradeSpeed](#)

[Parent Connect Student Connect](#)

[Teacher Connect](#)

Homework

Teachers use homework to reinforce and review curriculum content.

Research shows that when homework is turned in to the teacher and discussed with students, it can improve students' grades and understanding of their schoolwork.

Parents can assist with homework by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the school supplies that your children need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support.

Each teacher communicates with parents on a consistent basis about their children's homework assignments, via an assignment sheet, homework folder, or other reporting methods. Homework reinforces previously learned skills.

If your child consistently takes longer than the recommended time to complete homework, please contact your child's teacher.

Students Are Responsible For Ensuring (to the extent appropriate) They:

1. Understand the homework assignment

2. Take home all books and materials needed to do the assignment
3. Complete the homework in the assigned format and turn it in when it is due
4. Participate actively and cooperatively in the evaluation of their homework when appropriate.

Parents are Encouraged to Provide an Environment That Fosters Development of Life-Long Learning Skills.

This includes:

1. A quiet place to work
2. Necessary materials
3. A regular study time
4. Review the student planner
5. Encouragement and praise

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

DoDEA Comprehensive Assessment Program

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, "Comprehensive Assessment System," October 4, 2018. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan. All assessments selected for use within DoDEA shall:

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

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

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

Child Find

"Child-Find" is the ongoing process used by DoDEA and EFMP to seek and identify individuals (from birth to 21 years of age) who show indications that they might be in need of special education and related services. The POC is the Case Study Committee chairperson at each school.

Special Education

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

If you believe that your child has a disability that is adversely affecting educational performance, contact your school's Case Study Committee (CSC) Chairperson, the counselor or the principal regarding your concern.

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

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment.

The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student's age, grade level, academic needs, and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

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

Gifted Education Program

The purpose of identification in the gifted program is to find students whose potential and/or performance requires differentiation in their instructional program.

The goal of this program is to; use multiple criteria for eligibility and specific procedures that acknowledge the variety of ways and environments in which students manifest giftedness.

Home-Uchool Students

DoDEA recognizes that home schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependent(s).

Home-school students who are eligible to enroll in a DoDEA- Europe, DoDEA-Pacific, and DoDEA- Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school.

Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA School who use or receive the same auxiliary services.

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

Disability Accommodations and Nondiscrimination

Apart from special education, a student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended, students with disabilities shall be provided a free and appropriate education and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child's school for specific details.

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

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

School Based Health Services

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

Some of the core services of a school nurse are:

1. Conducting health screenings
2. Providing specialized health care and services
3. Assessing and evaluating individual growth and development
4. Monitoring of student immunizations
5. Acting as a resource for faculty, parents and students
6. Providing individual health counseling to service emotional and physical health needs
7. Identifying and referring possible pediatric and adolescent health problems for early diagnosis and treatment
8. Evaluating and monitoring communicable diseases

9. Conducting health related classroom instruction
10. Acting as an advocate for children with special needs
11. Serving as a liaison with parents and community health agencies
12. Providing educational and promotional activities for healthy lifestyles of our students and staff.
13. The purpose of the School Health Services is to strengthen the educational process by improving the health status and health knowledge of students. The goal of the program is to help students become responsible for their own health and wellness.

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

Parent Notification

Generally, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

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

Allergies and Chronic-Acute Conditions

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

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

These include:

1. Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have
2. Providing the school nurse with medication/doctor's orders/emergency care plan/parent permission form
3. Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere
4. Notifying the classroom teacher about your child's allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations

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

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

First Aid and Emergency Care

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

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non- military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

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

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

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

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue.

Contact the school nurse for the required Medication Consent Form. This form must be filled out, signed by the prescribing medical provider, and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

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

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

Student Illness

Students who are ill should stay home for the protection of the child and others. If a student becomes ill during the school day, the parent or guardian will be notified to pick-up the student. If a parent cannot be reached, the emergency contact person will be notified. If we are unable to reach the emergency contact, the sponsor's supervisor will be contacted.

Any student with the following symptoms or communicable diseases should not be sent to school, and will be sent home:

1. Fever of 100° or higher
2. Severe nausea, vomiting or diarrhea
3. Suspicious skin rash
4. Active head lice
5. Conjunctivitis (pink eye)
6. Impetigo
7. Chicken Pox
8. Scabies
9. Other symptoms which may interfere with student's learning and classroom performance

Re-Admittance Criteria

1. Fever free for 24 hours after school exclusion for temperature 100° F or higher.
2. No significant nausea, vomiting, or diarrhea for 24 hours.
3. Chicken pox (Varicella) lesions crusted and dry, at least 5-7 days from onset.
4. Lice treatment initiated.
5. Impetigo lesions covered and under care of medical provider.
6. Conjunctivitis, signs of infection have cleared.
7. Ringworm covered, under care of medical provider.

8. Scabies, 8 hours after first prescribed treatment DoDEA policy states that a child must be fever free (temperature less than 100°) for 24 hours. Unfortunately, many children return to school the day after they have been sent home with 100°+ temperatures. These children are still potentially infectious and they will be sent back home.

Please help us protect our large population from the spread of all infectious occurrences.

Administering Medication

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

The School Nurse may train unlicensed personnel to give medications in his or her absence. Designated unlicensed personnel must demonstrate competency in administering prescription drugs before assisting students with medication.

In-service training shall include instruction in the safe administration of medication.

Medications given at school must be documented either on an individual log or in an adopted computerized student health management system.

Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Standing Prescription Orders

Standing prescription orders are written by a physician and apply only to students for which the order may be applicable. It is not necessary for the physician to have previously examined the student. Due to the complexity and joint service provision of health care services to the DoDEA organization, it is not feasible to provide universal standing orders for DoDEA School Nurses worldwide. Individual specific standing orders should be obtained for children with long-term illnesses that require treatment at school. Standing orders must be renewed annually.

Student Immunization Requirements

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

Acceptable forms of official proof of immunization status may include (but are not limited to):

1. Yellow international immunization records;
2. State agency-generated immunization certificates;
3. School-generated immunization certificates;
4. Physician, clinic, or hospital-generated immunization records.

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

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

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

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

Immunization Exemption

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

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt.

This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

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

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

DoDEA immunization requirements can be found at:

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

DoDEA health forms can be found at: <https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

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

Appointments or Illness

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

Attendance Policy

School attendance is important and in order to receive the best education, students need to [Be Here!](#)

DoDEA has implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States. School attendance has been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's attendance policy provides specific guidance on attendance and identifies support services for students at-risk for not fulfilling the grade or course requirements.

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students.

Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life. More about DoDEA Attendance

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

Absence Notification

Parents are asked to call the front office when they know their child will be absent. The sponsor must provide the front office with a written explanation of each absence when the child returns to school. The sponsor's note, by itself, does not constitute an excused absence. Parents will be informed of unexcused absences. Students will be required to make up all missed school assignments. Parents are strongly encouraged to work closely with their child's teachers to ensure all class assignments are completed in a timely manner. Excused absences can include:

1. Personal illness Medical, dental, or mental health appointment.
2. Serious illness in the student's immediate family.
3. A death in the student's immediate family or of a relative.
4. Religious holiday.
5. Emergency conditions such as fire, flood, or storm.
6. Unique family circumstances warranting absence and coordinated with school administration.
7. Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

Tardy Policy

Students arriving at school after the instructional day begins, **8:30 am**, are considered tardy. If you know that your child will be late arriving to school, please make certain that a note is sent explaining why they are tardy. A student who is tardy should report to the office with their parent or guardian to sign them in for a late slip before going to his/her classroom. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Parents should come in to the office to sign in their child. A tardy not properly reported by the parent or guardian is unexcused unless circumstances warrant otherwise. Students with excessive unexcused absences and/or tardies will be referred to the Student Support Team (SST). Who will schedule a meeting with the student's parent(s) or guardian(s) in an attempt to help the family.

Referral to Command

The Fort Bragg Schools have established the following guidelines for excessive absences and/or tardies to comply with the DoDEA Attendance Policy.

Our first priority is to work in partnership with parents to ensure that our students are attending school. This is important to support student success in school. We have a host of procedures in place to support our families and students before we are required to notify command we will follow the below steps:

1. Notify the parent(s) or guardian(s) of excess absenteeism (7 absences or 5 tardies or a pattern of excessive tardies or absences in a semester).

2. Hold a meeting with the parents.
3. Convene a Student Support Team meeting.
4. Develop an intervention plan.
5. Request support from the military social services.
6. Follow-up to see if these interventions are effective.
7. Contact the Command if the interventions are not working.

Role of Social Media

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

Internet Rights and Responsibilities for Students Staff and Volunteers

We are pleased to offer students access to the school-wide computer network for the Internet. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards.

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

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

In accordance with [DoDEA Administrative Instruction 6600.01 "Computer Access and Internet Policy"](#) the parents of all students in grades PreK-12 are required to sign the Student Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, and electronic mail (email). The signed agreements are maintained at the school in each student's file. Students at school using the Internet will be under the supervision of an Internet-trained teacher/paraprofessional, or volunteer whenever accessing the Internet.

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

Telephone Usage

Students are not to use the telephone without permission from the teacher or other school officials. The use of school telephones by students is primarily reserved for **EMERGENCY** situations, and this should be emphasized at home. Students may not use their personal cell phones to contact parents during school hours unless directed by staff.

Telephone Messages

You can contact the school by calling the school front office. If the office staff members are occupied and do not answer the telephone, you can leave a voice mail, and your call would be returned in a timely manner.

Messages for Teachers

To avoid disrupting instructional time, only emergency messages will be delivered to teachers in classrooms. All other messages will be placed in teachers' boxes or sent to the teacher via email, which they may be able to receive during the "Specials" period or at lunch. To ensure the teacher receives the message, please call by 10 A.M. to allow the school office ample time to send the message.

In addition, the school intercom system will not be used to deliver messages to students or to check your child out of the classroom unless there is an emergency approved by an administrator.

Messages for Students

Due to classroom transitions throughout the school day, it is not always possible to relay phone messages to students. To avoid disrupting instructional time, only emergency messages will be delivered directly to classrooms. All other messages will be sent to the homeroom teacher via email.

The school office cannot guarantee delivery of phone messages to students received after 1 P.M. Please provide your child with transportation/pick-up instructions prior to start of school.

Study (Field) Trips

Academics are not restricted to the classroom, but take place in the community as well. Therefore, study trips may be ongoing throughout the school year.

A letter from your child's teacher, to include the date, time, and destination of the study trip, will be sent home prior to the planned trip. At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day.

Children MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT and a FORM 700 on file with the school, before they go on any trip leaving the school. If a parent does not want to send their child on a study trip, the teacher will make alternate arrangements for the child to attend another class for the period of the study trip. Chaperones may not bring siblings/infants on a study trip. As an invited chaperone, one's responsibility must be to help supervise all the students in the classroom.

Guidelines for Chaperones:

1. All chaperones pay their way (entrance fees, transportation, if not DoDEA funded bus, etc.).
2. Other younger/preschool age children in the family will not be allowed to accompany parents on study trips.
3. Children from other classrooms will not be allowed to accompany their brothers/sisters on study trips.
4. UNDER NO CIRCUMSTANCES ARE CHAPERONES TO SMOKE OR DRINK ALCOHOLIC BEVERAGES AT ANY TIME DURING A STUDY TRIP.
5. Chaperones are required to accompany the class on the bus to and from the trip.
6. Chaperones may not follow the bus in their private vehicle.
7. Chaperones may not transport their student or any other student to and from the study trip. Students are required to ride the bus to and from the study trip.
8. Under no circumstances may a child be checked out from the study trip (with the exception of a bona fide emergency). The child MUST return to the school and then he/she may be checked out at that time.
9. Chaperones must have an approved volunteer application, to include a PMO Clearance Form, on file prior to attending a field trip as a chaperone. Please allow 5 business days for processing of all volunteer request forms.
10. Students with past behavior problems on study trips may be excluded from trips after other reasonable alternatives (e.g. the parent / sponsor accompanies the student on the trip) have been exhausted and with the approval of the principal.

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

Training can be accessed by using the following link: <https://atlevel1.dtic.mil/at/>

Birthday Celebrations

Teachers typically acknowledge students' birthdays but do not hold parties for each student. In support of the Fort Bragg Healthy Base Initiative and DoDEA Wellness Policy, parents are encouraged to bring non- food items (pencils, erasers, etc.) or healthy treats, which would be distributed after lunch services.

Homemade treats are not allowed due to health and allergy concerns of students.

Please do not bring flowers, balloons, or other gifts to the school. To avoid interruption of instructional time, flowers or other gifts will not be delivered to students.

If we should receive a delivery for a student, we will notify the student's parent and hold it in the office until the end of the school day for the parent to pick up.

After-School Activities

After school, clubs/activities will be from 3:15 – 4:00 pm. A parental permission is received for all students participating in after-school activities. Club sponsors should remain at school until all students have been picked up. Club sponsors should will communicate any changes in meeting dates prior to date of changes unless there is an emergency.

Withdrawals and Transfers

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

In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter.

With five days prior notification, parents are welcome to pick up a copy of student records from the office on the last day of student attendance. The sponsor/spouse must sign for records and present an I.D. to receive the child's school records.

It is DoDEA policy that copies of student records are sealed and given to parents to be hand carried to their next school. Official (original) records will be sealed and mailed upon request by the receiving school.

Parents who would like a copy of their child's records for their personal files must personally request an extra set of records to be made when filling out the withdrawal form.

We cannot make personal copies without advance notice. It is a requirement to clear all debts (payment for lost or damaged books, library fines, cafeteria charges, etc.) BEFORE the last day of attendance.

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

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

DoDEA Early Withdrawal Policy

If a child is departing school on or after the date of 20 days of attendance in the 4th quarter his/her report card will be completed as usual, to include all grades, comments, and promotion to the next grade level. The principal may authorize an accelerated withdrawal of a student who must withdraw from a school 20 or less instructional days prior to the end of a semester.

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

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

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

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

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

14.5.3 Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

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

Wellness Policy

The Fort Bragg Schools believe that children and youth who begin each day as healthy individuals can learn and achieve more readily and are more likely to complete their formal education.

Fort Bragg Schools also believe that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

It is the policy of Fort Bragg Schools that the following goals be met:

1. Fort Bragg Schools will engage students, parents, school principals, administrators, school board members, child nutrition services, health professionals, and other interested community members in developing, monitoring, reviewing, and reporting the effectiveness of district-wide nutrition and physical activity policies.
2. All students in grades PK-12 and school staff will have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages served or sold at school will meet the nutrition recommendations of the *USDA Smart Snack Guidelines*.
4. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and child-pleasing foods that meet their health and nutritional needs. Schools shall provide clean, safe, and pleasant settings and adequate time for students to eat.
5. All Fort Bragg Schools will participate in the National School Breakfast and Lunch Programs and the Summer Food Service Program. (Fresh Fruit and Vegetable Program upon eligibility and USDA selection). Schools will provide nutrition awareness activities and physical education to all students.
6. All Fort Bragg Schools will be registered as USDA Team Nutrition Schools (<http://www.fns.usda.gov/tn/>), and are encouraged to join the USDA HealthierUS School Challenge. (<http://www.fns.usda.gov/tn/healthierus/index.html>)
7. Fast food is not permitted in cafeteria during scheduled child nutrition meal periods or any other time of the school day.

Campus Safety

School security is a national concern. Throughout the United States, youth crime and violence threaten to undermine the safety of our students' learning environment.

Since the Department of Defense Education Activity (DoDEA) represents a cross-section of America, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment free from the threat or fear of physical violence; free from drugs, alcohol, weapons and other prohibited items; free from hazing, bullying or intimidation; and free from gang or criminal activity.

The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our schools. DoDEA Regulation 2051.1,

Disciplinary Rules and Procedures April 4, 2008 outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school.

These student conduct expectations apply to student conduct that is:

1. Related to a school activity while on school property
2. While en-route between school and home, to include school buses
3. During lunch period
4. During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities. Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated.

Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations and laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners – students, parents, military leaders, administrators, faculty, and staff – to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in The DoDEA Disciplinary Rules and Procedures. The administration at each school is responsible for the management of student behavior.

[DoDEA Safe Schools Program Student Antiterrorism Awareness](#)

Suicide Risk and Threats Towards Others

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

Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented.

Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student's dangerousness to self, or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students.

Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in DoDEA Administrative Instruction 1356.01, which is available at

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

Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

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

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

Counseling Services

The Fort Bragg Schools provide counselors at each school.

The basic counseling services are listed below (this is not an all-inclusive list):

1. Individual and group student counseling
2. Classroom guidance services
3. Consultation to faculty, parents and community agencies
4. Coordinating services to special need students
5. Coordination of services from school to community agencies Referrals to the counselor may be accomplished through:
 - a. Self-referral by an individual student
 - b. Referral of a student by a parent, faculty member or community agencyGuidance counselors are available to all students.

Counselors are available to assist students with personal problems, academic planning, social adjustment, referrals, and other services within the community.

Please contact your school counselor for additional information regarding the DoDEA School Counseling Program.

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

Policy Reference: [DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006](#)

School Psychology Services

DoDEA school psychologists provide a range of services designed to support students' learning, growth, and development in accordance with DoDEA Regulation 2946.03, "School Psychological Services," May 21, 2010. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs.

School psychology programs are designed to foster safe, healthy, and supportive learning environments that strengthen connections between the school, home, and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

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

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

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

Student Discipline Policy

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012.

Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors.

Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning.

Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service, and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an

immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs).

Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

All Fort Bragg Schools are Part of the DoDEA Zero Tolerance Policy for Weapons

All weapons, look-a- like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety.

Students in possession of such items will be subject to automatic and immediate suspension, pending a discipline committee hearing, and expulsion proceedings.

Items, which are contraband under law or community policy, will not be returned. If in doubt about whether an item is appropriate, ask before bringing it. If a teacher has any reason to believe that a container of liquid contains alcohol, that container is a prohibited item and will be confiscated.

Prohibited items are subject to the Fort Bragg Schools Discipline Policy and DoDEA Regulation 2051.1 and through such, can result in long-term suspension and expulsion at the direction of the Fort Bragg Schools Discipline Committee and the Community Superintendent.

** The school is not responsible for any item that is brought to school by a student. If students bring these items to class, the teacher is directed to take the item and bring it to the school administration to secure it. When children bring any of these items to school, the school administration will hold the item until a parent/guardian comes for it.

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

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

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

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

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

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

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

It is extremely important that a student not suffer in silence, or be allowed to be exploited, or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA's "Sexual Harassment Awareness and Prevention" webpage to learn more at www.dodea.edu/sexualHarassment.

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

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

Student Transportation Services

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student's primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop.

These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

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

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

School Bus Safety

Riding the school bus is a privilege, not a right or entitlement, and safety is paramount.

Even one child's misbehavior can interfere with safe operation of the bus and endanger everyone on board; disciplinary action on reported infractions may be taken, to include temporary suspension or permanent revocation from riding the bus. Safety is of paramount concern in providing student transportation services. Providing safe transportation requires the cooperation of students, parents, and other government agencies. To ensure the safety of all students, School Bus Discipline Procedures have been implemented and will be enforced. Any conduct or activity that threatens the health, safety, or welfare of the bus driver, other students, or any other riders in any manner shall be grounds to terminate indefinitely all bus riding privileges. Bus drivers will report all incidents of student misbehavior to the respective School Principal or designee.

Possible Disciplinary Actions

The Principal/Designee may determine that counseling the student reported is sufficient to obtaining self-improvement behavior, resulting in the prevention of inappropriate behavior and further disciplinary actions. The Principal/Designee may suspend a student for any period of time, including the remainder of the school year if the infraction is severe.

If the student's behavior did or could have endangered or compromised the safety, health or well-being of others on the bus, the student may be suspended or barred from bus transportation - even if it is a "First Offense".

Standard Operating Procedures for School Bus Discipline

Students are expected to behave properly on all school buses. Students must understand that while being transported, the School Bus Driver is in charge of the bus and responsible for maintaining order on the school bus. Safety must be practiced at ALL TIMES when loading, unloading and riding the school bus.

1. A Bus Incident Report will be completed if a student misbehaves on the school bus to document the misbehavior.
2. The completed form will be submitted to the Principal/Designee within 24 hours.
3. The Principal/Designee determines the most appropriate action based on the severity of the infraction, other incident reports, etc.
4. Parent(s) Guardian(s) will be notified of all bus suspensions.

Parent(s) Guardian(s) Appeal Rights

Parents may appeal a School Bus Suspension of more than ten (10) days by:

1. Notifying the Principal/Designee of their appeal.
2. Meeting with the Principal/Designee.
3. Appeal Decision of Principal by meeting with Resource Management Officer (RMO).
4. Appeal Decision of RMO to the Superintendent of Schools.

Special Needs Bus Incidents

Incident Reports on Special Needs Children will be reviewed and handled on a case-by-case basis by Principal/Designee. Any action must remain in compliance with the student's Individual Education Plan (IEP).

Bully Prevention

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

Bullying is a means to have power over another and it takes many forms: physical, cyber, verbal, and indirect such as gossip and isolation. Bullying leaves long-lasting scars for its victims. Bullies have a higher incidence of antisocial behavior, domestic violence, and crime as adults. Society pays a heavy toll for tolerating bullying behavior and bullies.

In the DoDEA Americas Fort Bragg Schools, bullying will not go unchallenged and will not be tolerated. All students, staff members, parents and the community play vital roles to ensure our children are not bullied, do not act as bullies, and will not allow others to bully. Our schools have a moral obligation to provide our students and the school community with the proper information, prevention strategies, and defenses to create a safe, accepting, and caring environment for all. [DoDEA's Bullying Awareness and Prevention Program](#)

Reporting Child Abuse/Neglect

DoDEA has mandated that any and all school personnel report suspected child abuse and neglect ([DoDEA Regulation 2050.9](#)).

1. The regulation (2050.9) defines child abuse/neglect as: Physical injury, sexual maltreatment, and emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.

2. For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031).
3. Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
4. The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
5. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
6. The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse.

Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DoDEA system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program*(FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement, and social work staff, is responsible for determining if child abuse/neglect has occurred, and provide appropriate services for the child and family.

Note: Individual military branches and/or installations may have additional reporting requirements, processes, or procedures. These additional responsibilities do not however, relieve a DoDEA employee from their duty to report suspected abuse to their appropriate school administrator and their Family Advocacy Program (FAP).

Emergency Procedures

Crisis Information

DoDEA has established a [Crisis Management Toolkit](#) to help families, educators, and community members understand how to best meet the needs of DoDEA students, staff, and community members in the event of a crisis. The website provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults cope with the stress and anxiety associated with traumatic incidents.

Civil Disturbances and Acts of Terrorism

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

1. The school administrator will be notified immediately.
2. A school administrator will notify the Security Police or designated base Command Post.
3. The school will follow all procedures and instructions of the Command Post.
4. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials to ensure the measures are appropriate with the measures contained in the base FPCON plan. The FPCON conditions are listed in [DoDEA Reg. 4700.1, Enclosure 3](#).

Emergency Evacuation

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office.

In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home, we will make every effort to contact each sponsor. During the time of any evacuation, all students will remain with their teachers.

If information is received from our district office or from the Command Post to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during times such as these.

It is imperative that the school has updated contact information in case of any type of emergency. Please contact the school office to ensure all contact numbers are updated and current.

Emergency School Closure

Emergency school closure occurs when unforeseen circumstances such as broken water pipes, flooding, loss of power, severe weather, etc., warrant closure to be initiated during non-school hours. The decision to close the school is made through input from the administrators, our superintendent, and the Commander.

An announcement of the closure will be broadcast on TV and/or radio, by e-mail, and text messaging. Visit the Fort Bragg webpage for more information on Severe Weather Procedures.

The use of e-mail and text messaging, allows each school to contact all of their parents and/or staff with the same message through an automatic dialing system. At the District level, it allows a message to be sent to all parents and/or staff in the same method. This allows greater security and sharing of information with parents and staff.

There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, staff members will alert all classrooms. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, may be released according to the school emergency transportation release form.

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

Fire Drill Evacuation Plan

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

Inclement Weather

The policy for student care during inclement weather stays in effect at the time of sirens or other official notification and ends with "All Clear". **During this time, Principals are prohibited from allowing students to leave the facility.** If notification of inclement weather is received while transporting students, the standard will be to proceed directly to the nearest "take cover" shelter at the discretion of the on-site senior staff member. All passengers will evacuate into the shelter and remain there until the "All Clear" is received through an official notification.

Tornado

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

Lockdown Procedures

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

Shelter in Place Procedures

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

All Other Emergencies

The policy for student care during emergencies stays in effect with the onset of the emergency or official notification and ends with "All Clear". **During this time, Principals are prohibited from allowing students to leave their care.** If notification of inclement weather is received while transporting students, the standard will be to proceed directly to the nearest appropriate shelter at the discretion of the on-site senior staff member. All passengers will evacuate into the shelter and remain there until the "All Clear" is received through an official notification.

DoDEA School Rules, Regulations, and Procedures **Not Included in Other Sections of this Handbook**

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

Interstate Compact on Educational Opportunity for Military Children

The Department of Defense (DoD), in collaboration with the National Center for Interstate Compacts and the Council of State Governments, has developed an interstate compact that addresses the educational transition issues of children of military families. Currently, all 50 states and the District of Columbia participate in this interstate compact, which provides a uniform policy platform for resolving the challenges experienced by military children.

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

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

Access to School Facilities

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time.

Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

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

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

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

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

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

Student Grade-Level Placement

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

In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade

Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages, assuming yearly progression from grades 1–8.

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

Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

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

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

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

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

Transferring Course Credits to a DoDEA School

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

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

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

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

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 dependent(s). Home-school students who are eligible to enroll in a DoDEA- Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA School who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

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

Scholastic Integrity

Students are responsible for their own scholastic integrity by neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of an individual.

Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit. There will be an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.

Freedom of Religious Expression

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

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

Interscholastic Athletics

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, "Executive Order 13160 Administration:

Compliance Requirements and Appeals," February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

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

High School Graduation Requirements

Completion of the following requirements as stated in Enclosure 3, Sections 2 and 3, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 2014: Minimum 2.0 GPA, Completion of 26.0 units of credit, and Completion of specific course requirements

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

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.

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

High School Graduation Course Requirements

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	1.0 credit (ELA 9) 1.0 credit (ELA 10) 1.0 credit (ELA 11) 1.0 credit (ELA 12)	4.0 credits	4.0 credits
Social Studies	1.0 credit (World History 9 or 10; or Honors World History 9 or 10, aka Global Studies) 1.0 credit (U. S. History) 0.5 credit (U. S. Government) 0.5 credit (Social Studies elective)	3.0 credits	3.0 credits
Mathematics	1.0 credit (Algebra) 1.0 (Geometry) 1.0 credit (Math course code 400 or above) 1.0 credit (Algebra II or identified equivalent course)	4.0 credits	4.0 credits
Science	1.0 credit (Biology) 1.0 credit (Chemistry or Physics) 1.0 credit (Science elective) Note: Physics Applications and Chemistry Applications in the Community meet requirements.	3.0 credits	3.0 credits
World Language	2.0 credits (World Language [WL] course) Note: Credits must be in the same WL course.	2.0 credits	2.0 credits
Career Technical Education (CTE)	1.5 credits (CTE course offering) 0.5 credit (Computer Technology CTE course)	2.0 credits	2.0 credits
Physical Education	0.5 credit (Lifetime Sports) 0.5 credit (Personal Fitness) 0.5 credit (Activity & Nutrition or equivalent PE) Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.	1.5 credits	1.5 credits
Fine Arts	credit (course in visual arts, music, theater, and/or humanities)	1.0 credit	1.0 credit
Health Education	0.5 credit (Health Education course offering)	0.5 credit	0.5 credit
Honors Diploma	0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics	-	0.5 credit
Summary			
Minimum total Credits		26.0 Credits	26.0 Credits
Required Courses	21.0 credits	21.5 credits	
Elective Courses	5.0 credits	4.5 credits	
AP and/or IB Courses and Requisite Exams	-	4 courses	
Minimum GPA	2.0 GPA	3.8 GPA	
*AP and/or IB courses may be used to meet DoDEA requirements.			

Search and Seizure

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

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

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

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

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