

**Excellence in Education for Every
Student, Every Day, Everywhere**

Naples Elementary School

DoDEA Student Handbook

SY 2019-2020



dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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NAPLES ELEMENTARY SCHOOL

Naples Elementary School Vision Statement

Empowering each student to be an independent, creative problem-solver.

Naples Elementary Guiding Principles

Success for All Students
Trust and Respect for Others
Uncompromising Advocacy for Students
Development of Lifelong Learners
Equal Access to Quality, Rigorous Education
New and Motivating Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment





DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) Blueprint for Continuous Improvement

DoDEA Mission

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

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere.

Goals

Goal 1 – Student Excellence

Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life.

Goal 2 – School Excellence

Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships.

Goal 3 – Talent Excellence

Recruit, develop, empower, and retain a high performing workforce that reflects the diversity of our students.

Goal 4 – Organizational Excellence

Build an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission.

Goal 5 – Outreach Excellence

Partner with internal and external stakeholders and industry leaders to advance student and organizational success.

DAILY SCHOOL SCHEDULE

The school day has been established as follows:

Sure Start

| | | | |
|---------|---|----------|---|
| M,T,W,F | 0805 Students enter the building 0810 Instruction begins 1330 Dismissal | Thursday | 0805 Students enter the building 0810 Instruction begins 1230 Dismissal |
|---------|---|----------|---|

Kindergarten through Sixth Grade

| | | | |
|---------|---|----------|---|
| M,T,W,F | 0755 Students enter the building 0800 Instruction begins 1420 Dismissal | Thursday | 0755 Students enter the building 0800 Instruction begins 1300 Dismissal |
|---------|---|----------|---|

Half day ends at 1100

Parents, please ensure that your child knows the plan for after school hours. If the plan is different from the normal routine, please provide a written note stating the changes and any additional phone numbers to his/her teacher. **Due to security and safety of our children, phone calls will not be accepted.**

LUNCH/RECESS SCHEDULE SY 19-20

Regular Schedule

| Grade | Lunch | Recess |
|-----------------|--------------|--------------|
| 2 nd | 1055 to 1120 | 1030 to 1055 |
| 4 th | 1120 to 1145 | 1055 to 1120 |
| 6 th | 1145 to 1210 | 1120 to 1145 |
| 1 st | 1210 to 1235 | 1145 to 1210 |
| 5 th | 1235 to 1300 | 1210 to 1235 |
| 3 rd | 1305 to 1330 | 1240 to 1305 |
| K | 1245 to 1310 | |

Early Release (Thursdays)

| Grade | Lunch | Recess |
|-----------------|--------------|--------------|
| 2 nd | 1055 to 1120 | 1030 to 1050 |
| 4 th | 1120 to 1145 | 1055 to 1120 |
| 6 th | 1145 to 1210 | 1120 to 1145 |
| 1 st | 1205 to 1230 | 1145 to 1210 |
| 5 th | 1235 to 1300 | 1210 to 1235 |
| 3 rd | 1225 to 1250 | 1200 to 1225 |
| K | 1050 to 1115 | |



CONTACT INFORMATION

School Mailing Address:

Naples Elementary School
PSC 808 Box 39
FPO AE 09618

Main Office Hours and Telephone Numbers:

Office Hours: 0730-1600

**Front Office/
Secretary** 629-7621 or CIV 39-081-811-7621 or 629-7622 or CIV 39-081-811-7622

All staff members can be reached by leaving a message with the secretary in the Main Office. Messages are usually left in distribution boxes as uninterrupted instructional time is a priority.

Registrar: 629-7691 or CIV 39-081-811-7691

Nurse: 629-6850 or CIV 39-081-811-6850

Email: Principal - PrincipalNaplesES@eu.dodea.edu

School Liaison Officer: DSN 629-6549 or CIV 39-081-811-6549, NaplesSLO@eu.navy.mil

PTA – Naplesespta@gmail.com

Student Transportation Office: DSN 629-4769 or CIV 39-081-811-4769,
NaplesSBO@dodea.edu

Students are not allowed 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. Please emphasize this to your child.

DoDEA School Rules, Regulations and Procedures

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

General Information

Interstate Compact on Educational Opportunity for Military Children

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

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

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

Access to School Facilities

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

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

or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

Visitors and Volunteers

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. The school administration has the final determination on visitors/volunteers authorized to be at the school. When visiting, volunteers/visitors may go only to the approved area indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge, which is to be displayed conspicuously at all times while on school grounds. Any change to the designated location must be approved by the school's front office before visiting a different location within the school. Upon finishing their visit, visitors must check out at the front office, return the visitor's badge, and exit the school. Parents are welcome to visit the school and classrooms to observe the school's programs for brief periods of time that do not interfere with instruction.

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

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

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

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

Enrollment

Student Registration Process

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

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

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

The following documents are necessary to complete the registration process:

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

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

Student Immunization Requirements

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

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

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

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

It is the responsibility of the sponsor/parent/guardian to provide their child’s most current immunization record at the time of enrollment and when immunizations are updated. Parents of

incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

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

Immunization Exemptions

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

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

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

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

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

DoDEA immunization requirements can be found at:
<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

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

Student Grade-Level Placement

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

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

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages, assuming yearly progression from grades 1–8.

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

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

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

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the DoDEA Student Records Center located at <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss with the counseling department at your child's school.

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

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

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

Accelerated Withdrawal

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

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

High School Graduation Information

Graduation Requirements

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

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

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

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

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

High School Graduation Course Requirements

| Minimum Requirements | | | |
|--------------------------|---|------------------|----------------|
| Content Area | Course Requirements | Standard Diploma | Honors Diploma |
| English Language Arts | <ul style="list-style-type: none"> ● 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 | <ul style="list-style-type: none"> ● 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 | <ul style="list-style-type: none"> ● 1.0 credit (Algebra) ● 1.0 (Geometry) ● 1.0 credit (Math course code 400 or above) | 4.0 credits | 4.0 credits |

| | | | |
|----------------------------------|--|---------------------|---------------------|
| | <ul style="list-style-type: none"> ● 1.0 credit (Algebra II or identified equivalent course) | | |
| Science | <ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science elective) <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p> | 3.0 credits | 3.0 credits |
| World Language | <ul style="list-style-type: none"> ● 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p> | 2.0 credits | 2.0 credits |
| Career Technical Education (CTE) | <ul style="list-style-type: none"> ● 1.5 credits (CTE course offering) ● 0.5 credit (Computer Technology CTE course) | 2.0 credits | 2.0 credits |
| Physical Education | <ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) ● 0.5 credit (Personal Fitness) ● 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p> | 1.5 credits | 1.5 credits |
| Fine Arts | <ul style="list-style-type: none"> ● 1.0 credit (course in visual arts, music, theater, and/or humanities) | 1.0 credit | 1.0 credit |
| Health Education | <ul style="list-style-type: none"> ● 0.5 credit (Health Education course offering) | 0.5 credit | 0.5 credit |
| Honors Diploma | <ul style="list-style-type: none"> ● 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. | | |

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

Transferring Course Credits to a DoDEA School

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

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

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

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

Home-school Students

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

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

services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

Report Card and Grading Information

Grading and Grading System

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

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

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

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

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

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

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

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

For grades K–3, achievement codes rather than letter grades will be used.

| Location | Code | Description |
|----------------------------|------|--|
| Americas Region | E | Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards. |
| | M | Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support. |
| | S | Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support. |
| | L | Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level. |
| Europe and Pacific Regions | CD | Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support. |
| | P | Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support. |
| | N | Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level. |
| | X | Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period. |

Progress Reports/Report Cards

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

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

Achievement codes will be given at the end of the second, third, and fourth marking period for students in grades K-1. Grades will be given at the end of each of the four marking periods for students in grades 2-12. Achievement codes or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem.

Parent-Teacher Conferences

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

Attendance

Student Attendance

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

In accordance with the policy stated in DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive

school absences (or tardiness) shall be monitored by the Student Support Team to assist in the completion of all required work and successful mastery of course objectives.

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

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

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

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

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Pre-Planned Absences

If a unique family circumstance warranting a child to be absent for three or more days is going to occur, please send a written notice to the school and the classroom teacher (s). When a two week prior notice is provided to the school and teacher (s), a Student Educational Pre-arranged Absence Plan will be developed and ready prior to student departure. Parents, students, administration and teacher(s) will sign the plan. All assignments are required to be completed and returned when the child returns to school. It is the parents' responsibility to provide instruction for the skills that have been covered during the child's absence. It is the school's goal to educate each child in school; however unless the child attends regularly, this goal is difficult to achieve.

Assessments

System-wide Assessment Program

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

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

All assessments selected for use within DoDEA shall:

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

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

Special Education

Special Education Services

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

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

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

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

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

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

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

Disability Accommodations and Nondiscrimination

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

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

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

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

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

In accordance with the policy in DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5,

2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

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

Suicide Risk

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

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

Threats Towards Others

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

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.

2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

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

System Programs and Services

School Counseling Services

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

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

DoDEA school counselors provide comprehensive counseling programs to all students in grades K–12 in accordance with DoDEA Regulation 2946.1, “School Counseling Services,” July 13, 2009, and DoDEA Manual 2946.2, “Department of Defense Education Activity School Counseling Services,” January 1, 2006. Counseling programs are designed to foster a foundation for lifelong learning by removing barriers to students’ academic success. Early identification and intervention of students’ academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs are crucial in supporting students attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6–12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning/study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements.

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

School Psychology Services

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

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

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

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

School Health Services

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

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

The school nurse’s responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions,

- and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
 - Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

Student Illness

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

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

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

Parent Notification

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

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

Allergies and Chronic-Acute Conditions

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

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

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

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

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor’s orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and

- Notifying the classroom teacher about your child’s allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child’s use at school, but they must be accompanied by a physician’s prescription and signed parental consent form.

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

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

First Aid and Emergency Care

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

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

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

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

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

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

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

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

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

Student Rights and Responsibilities

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

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

Students shall:

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

Scholastic Integrity

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

Freedom of Religious Expression

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

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

Interscholastic Athletics

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

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, "Executive Order 13160 Administration: Compliance Requirements and Appeals," February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to

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

Student Dress Code

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

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

Search and Seizure

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

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

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student’s personal belongings, including bags and the interior of student vehicles on school property; and in a student’s desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student’s person shall only be conducted under exigent circumstances. When possible, a targeted search of the student’s person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to

locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Conduct and Discipline

Discipline

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

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

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

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

School Bus Behavior

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

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

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

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

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

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

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

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

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

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or

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

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

Technology

Computer Access/Internet Policy/Electronic Devices

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

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

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

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

Role of Social Media

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

Transportation

Student Transportation Services

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

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

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

Surveillance

Policy Reference: [DoDEA AI 5205.02, Volume 1, DODEA FORCE PROTECTION PROGRAM: ANTITERRORISM, February 11, 2009](#)

3.2.c. (2) (FOUO). DoDEA does not have an organic capability for surveillance detection or counter surveillance as identified in Volume 1 of DoD Instruction O-2000.16 and DoD Instruction 2000.26. DoDEA relies upon the installation commanders to provide this function. As such, it is not practical to integrate counter-surveillance, surveillance detection, or counterintelligence (CI) in accordance with DoD Instruction 5240.26, and other intelligence capabilities at any DoDEA operating locations.

3.15.c. DoDEA Bus Security Attendants Program. Bus Security Attendants are specially-selected, task trained adults who are assigned to ride on designated buses that transport DoDEA students on daily commutes (home-to-school and return runs). Bus Security Attendants perform four (4) tasks: pre-run bus security inspections, en-route surveillance detection, pre-attack recognition, and en-route security emergency response and management.

DoDEA PROCEDURAL GUIDE 5760.01-01 SERIOUS INCIDENT REPORTING PROCEDURES, August 24, 2016, Section 4: Serious Incident Report Matrix, Table 6. Security

Incidents, Force Protection Issues: Requires reporting of Force Protection Issues such as suspected surveillance which constitutes a threat or potential threat to students, staff or operations – if in doubt – report it! See table below

| | | |
|---------------------------------------|--|---|
| <p>Force Protection Issues</p> | <p>Report: Suspected <u>surveillance</u> or other suspicious activity constituting a threat or potential threat to students, staff, or operations; or any incident that has the potential to compromise existing security measures and procedures. This includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Compromise of security systems. 2. Loss of master keys to a facility. 3. Elicitation of information. 4. Suspected probes of security. 5. Transportation or bus incidents. This includes unauthorized individual, (adult or child), accessing or being transported by the transportation vehicle. <p>Exclusions: Incidents initially thought to be suspicious but, after investigation, are determined not to be a threat.</p> <p>Additional Guidance:</p> <ol style="list-style-type: none"> 1. Report any incident that compromises the safety and security of students, staff, facilities, or school operations. Do not report incidents where any person/activity initially thought to be suspicious is later determined not to be a threat. However, if an investigation does not eliminate the possibility of a threat, the incident should be reported (i.e., suspicious person is unknown and not able to be located so his/her intent cannot be determined). <p>Force Protection Conditions (FPCONs): Report a local change in a FPCON, based upon local intelligence, threat, or recent event. Do not report FPCON changes directed by a Geographic Combatant Command (GCC).</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Do not report if United States Northern Command (USNORTHCOM) implements FPCON Charlie at all locations within the Area of Responsibility. 2. Report if Incirlik Air Base increases to FPCON Delta due to an attack, or threat of attack in the local area. <p>Lockdown/Shelter-In-Place (SIP): Report via an SIR if a facility implements SIP or lockdown procedures. Identify the initiation time, cause of the lockdown or SIP, and the time the event was terminated.</p> <p><i>Special Note:</i> Suspicious persons or activity, attempts to elicit information, suspected probes of security systems and similar incidents can be indicators of the planning phase of criminal and terrorist operations. In addition to submitting an SIR, you should also report these incidents to your supporting military/criminal intelligence activity (USA - Military Intelligence Detachment, USAF - Office of Special Investigations, USN/USMC - Navy Criminal Investigative Service). Contact your Area/District Safety and Security Officer for guidance and for the location of your supporting intelligence activity.</p> | <p>Examples:</p> <ul style="list-style-type: none"> -School receives notification of an armed individual on or near the school campus causing the school to lock down. -Unknown person at bus stop taking notes and photographing students and buses. -Office personnel receive a phone call from a "reporter" eliciting information about upcoming community deployments and their impact on the school. -Custodian reports the loss of a facility master key. -Change in FPCON based upon the guidance provided. -A DoDEA school bus transports a student who <p>Examples of Exclusions:</p> <ul style="list-style-type: none"> -Unknown person taking photographs of baseball practice is revealed to be a player's visiting grandfather. |
|---------------------------------------|--|---|

The following sections of the handbook should be aligned to individual school-wide procedures.

Emergency Procedures

EMERGENCIES

The following procedures will be used if an emergency should occur involving your child.

- Step 1. The sponsor (guardian at home) will be contacted, if possible.**
- Step 2. If the above fails, the duty office of the sponsor or other parent will be contacted.**
- Step 3. If the above fails, the sponsor's command will be contacted to provide contact assistance.**

Emergency Notification Procedures (DoDEA Regulation 2720.1)

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

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

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

Incident Reporting/Accident-Injury

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

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

(DoDEA Manual 2942.0-M)

Emergency Procedures

EMERGENCY, SAFETY, AND SECURITY PROCEDURES

Emergency Evacuation Procedures

In the event of a fire drill or other emergency evacuation procedures, a loud, continuously ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an orderly manner. **Students are not to return to their rooms during or after emergency evacuation procedures until given permission by an appropriate authority.**

Emergency evacuation procedures will be practiced once a week during the first month of school and once a month thereafter. In addition to the regular monthly drills, two other drills will be conducted during the school year.

Evacuation to another facility

The purpose of this procedure is to provide accommodations to students when they must be away **from the main campus for an extended period of time.**

Emergency Evacuation

A detailed plan for the evacuation of children from the buildings in the event of fire or other emergencies has been developed and will be in effect the first day of school. Regular drills are held weekly the first four weeks of school and monthly thereafter.

In the event that children cannot return to their classroom, alternate indoor shelters will be assigned. Children may

not be able to get to their outdoor clothing, so sleeveless shirts are also not appropriate during our cool and cold months. Therefore, in the event of an extended stay outside of the school building, emergency shelters will be utilized. Should children not be able to return to the building within a reasonable time, it will be necessary to transport them to their homes. Every effort will be made to notify parents that they are on their way. The responsibility for this decision will rest with the school administrator in consultation with community military authorities and the availability of transportation.

In the event of an emergency evacuation, please do not instruct your child to leave school and "come right home." Your child is safer with a teacher rather than alone on the streets. Dismissal will be in an orderly fashion under the supervision of teachers and administrators. If you come to take your child, speak to the teacher personally at the time of the pickup. Failure on your part to do so may cause undue worry on the part of the teacher and the school authorities.

Lockdown/Shelter in place drill

The purpose of a lockdown is to protect students and adults from hostile intruders or other events which necessitate keeping students safe in classrooms. During this drill, the interior and exterior doors of the buildings will be locked. It is **essential** that each family designate an alternative destination for children in the family in case school is closed early. Children need to know where to go if their parents are not home.

Force Protection

Students are encouraged to "Think Safety" while on the school campus. Any safety hazards noted in class or outside the building should be reported to the teacher or to the office.

The staff makes a sincere effort to maintain a safe environment and encourages safe behavior from students. These are some of the actions taken to eliminate hazards and injuries:

- Provide fire safety instruction with regularly scheduled drills.
- Discuss school and/or classroom rules and lessons to eliminate unsafe behaviors.
- Caution students about construction areas.
- Practice lockdown and evacuation drills.

School Closures

There are times when weather situations could result in school being closed. Please contact your child's school for details regarding notification procedures. Please ensure that you, your spouse and student emergency contacts are registered for ATHOC notifications.

Student Meals

MEAL PROGRAM

Students eat in the Multipurpose Room. Hot lunch is provided by NEX, which has been appointed the "School Food Authority." When available, the menu is published with the NES School Newsletter. The lunch menu is also available on the school website. Unannounced changes may occur due to lack of supplies. Students may only purchase complete lunches, two choices will be provided, pasta and a main meal.

The NEX Customer Service hosts the "My Payments Plus" program and students can be registered there. The website, www.mypaymentsplus.com, is used to view your child's account balance online, quickly make payments toward your student's meals, see what your child is purchasing in the cafeteria,

and set up automatic email reminders to notify you when the balance is low. For more information please contact the NEX Customer Service at DSN 629-4717 or 081-811-4717.

Prices will be announced before the first day of school. Applications for free and reduced-price lunches may be obtained at Fleet and Family. ***Applications must be renewed each year.***

The school will contact parents of children who consistently arrive at school with no lunch or an inadequate lunch. Failure to resolve the problem may result in notification to the chain of command.

The lunch period lasts 25 minutes and is usually followed by a 20-minute recess. Due to the necessity for maximum security for our youngsters, students will not be allowed off the school grounds during the lunch period unless parents sign them out and accompany them. Parents may join their child any day for lunch.

Because sugar can impede students' learning, we respectfully request that parents ensure that **candy and sodas are not brought to school**. Milk or juice may be purchased for sack lunches. Additional questions about the meal programs should be directed to Navy Exchange.

Snacks

Snacks are a classroom decision and are encouraged to be healthy choices.

Student nutrition is extremely important to your child's healthy physical and mental development. This year Naples Elementary School has revised its snack guidelines and we are asking for your help and cooperation. If you provide classroom treats please bring healthy nutritious snacks only, such as fruits and vegetables. Our young children need nourishing food for growth and health. The foods he/she eats should be carefully selected to provide the nutrients he/she needs. In addition to providing a significant part of the child's daily food intake, snack time offers many interesting and important learning opportunities:

- To enjoy a variety of foods
- To taste new foods and to see how they look, feel, sound and smell
- To develop ideas about different shapes, colors, textures, weights, amounts, etc.
- To gain skill in coordinating his/her hands and eyes so he/she can put silverware and glasses where he/she wants them to go
- To develop a willingness to try different things through eating new foods

Your child's teacher will remind parents regularly to provide healthy snacks/treats. They will also be discussing good eating habits with your child. Please partner with us and support our healthy snack/treat guidelines by encouraging healthy snack choices. Thank you in advance for your cooperation.

Suggested Healthy Snacks List

Here are some great, easy snack ideas to provide healthy choices for our student snack time. Don't stop here...research your own "healthy snacks" and share with other parents.

Drinks:

- All natural fruit juice without sugar additives
- Low fat Milk
- Water

Fruits and Vegetables: (suggested portion for each child- ½ cup raw fruit or veggie, ¼ cup dried fruit, or ½ piece of a fruit).

- Apples, pears, oranges- cut into wedges
- Applesauce (unsweetened)
- Bananas- cut into quarters or halves with the peel on
- Carrots
- Watermelon, cantaloupe – cubed or use a melon baller or cookie cutter for fun shapes
- Blueberries, raspberries, strawberries, etc. – prewashed and served as is
- Peaches, plums or nectarines – pitted and cut into wedges or halves
- Grapes – cut in half or quarters
- Raisins – add to low-fat yogurt for their own creation
- Broccoli- cut into small florets
- Tomatoes – Cherry tomatoes cut in half
- Cucumbers – thin slices
- Celery – sliced
- Sugar Snap Peas – prewashed and served as is

Bread & Grains: (suggested portion for each child - ½ slice bread, ½ ounce crackers)

- Whole Wheat Crackers, Pretzels or breads
- Pita Bread or Tortillas (add a filling)
- Muffins – Fruit or vegetable
- Granola Bars and Cookies – Choose lower sugar content, whole grain fruit versions, i.e., oatmeal raisin cookies, etc.

Protein Foods (suggested portion for each child – ½ ounces of cheese, 2 ounces yogurt & ½ egg)

- Cheese- String Cheese or slices of Cheddar, American or Colby
- Yogurt- Plain, low fat yogurt- great for dipping veggies or fruit!
- Yogurt
- Cottage Cheese
- Beans- Bean dips to go with pita chips or other veggies
- Hard Boiled Eggs- Served as is

School Dress Code

Standards for elementary school dress reflect ‘common sense’ and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment.

Boys and girls are expected to be neat and clean in appearance every day. Appropriate and safe shoes need to be worn inside and outside. Shoes must have backs on them and should be laced and tied at all times. Hats and headgear are not to be worn in the school building, this include bandanas. There shall be adequate coverage of the body for both boys and girls. **Inappropriate dress include, but is not limited to the following items:**

- Halter tops/tube tops, tops with spaghetti straps(All straps must be 2 inches wide)
- Undershirts, Sheer see- through/Mesh shirts
- Bare midriff, Belly Shirts

- Short-shorts, short-skirts (hems must meet the following two requirements: should reach the tip of the fingers when hands are extended down side of the body and must be four inches from the top of the knee cap)
- Saggy or pants which are not worn above the hip
- Sunglasses indoors
- Pants designed as underclothing or pajamas (Pajamas may be worn on school-wide events as directed by the administration)
- Flip-flops, cleats, Heelys, etc. These are considered safety issues.

Clothing with inappropriate pictures, logos, profanity, or clothing that makes reference to sexual harassment, drugs, alcohol, tobacco, or weapons are inappropriate for school and will not be worn. Pictures and/or words on any garment must be in good taste. Obscene, vulgar, illegal, or prohibited items (to include weapons, alcohol, or tobacco) are not acceptable. Make-up and fingernail accessories are not appropriate for school activities.

Students who do not wear clothing that reflect good judgement, or who do not comply with these guidelines, will be sent to the nurse's office for necessary action. Should the need arise, parents will be notified and asked to pick up their child at school or provide other clothing.

During cold weather, children must wear enough warm clothing so they can remain outside for at least 25 minutes during recess periods. This may include mittens or gloves, a warm coat or jacket, a hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. Sleeveless shirts are not appropriate during cool and cold months. Please label all coats, jackets, mittens and scarves, etc. with the child's name.

On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release energies, to exercise, and to enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health while engaging in these activities.

For physical education classes, all students are required to wear athletic tennis shoes and clothing appropriate for physical education. NES Physical Education dress policy is as follows:

- Athletic tennis shoes with Velcro Fastenings or shoelaces
- Socks
- Loose fitting, weather appropriate, comfortable, comfortable clothing

** Jeans, dresses, crocs, sandals, flip-flops, boots and high heels are not appropriate for Physical Education.

School Facilities

Naples Elementary School shall allow access to school facilities being used for student sponsored non-curriculum related activities after requested approval.

School Trips

These excursions are an important part of the education program and are used to enrich the regular classroom instruction and participate in Host Nation cultural activities.

Trips are generally funded by the school and are considered to be an extension of the classroom. Costs to the students are generally limited to entrance fees, food, and personal purchases. Parental permission is required for each student to participate in study trips. Siblings are not permitted on study trips.

Adequate supervision is a key to effective study trips. DoDEA requires one adult per six children in grades K-6. Parents who wish to accompany a class on a study trip are not allowed to bring other children. If a child requires a high degree of supervision, parents may be asked to attend in order to ensure the safety of the child. If the parent is unavailable, alternate activities may be planned for the student to remain at school.

The medical authorization slip that was signed in the registration packet, at the beginning of the year is retained in the nurses' office. If the child has emergency medication or a reactive medication, the parent must accompany the child or appoint a responsible person with a "Hold-Harmless" letter.

Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent and returned to the school. Failure to return the signed permission slip in a timely manner may mean that the child will be unable to participate in the trip. Please understand that study trips are only authorized for children attending Naples Elementary School. If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on a study trip.

A high standard of conduct and appearance is expected of pupils on study trips. They represent America to the local nationals. Students will be instructed not to purchase toy weapons or food item that relate to tobacco or alcohol products (i.e. candy cigarettes, chocolates containing alcohol centers), while on school sponsored study trips. Students who violate this policy may be subject to suspension. According to regulations, parents/chaperones are asked to refrain from using tobacco or alcohol products while in the presence of DoDEA students.

Parent Advocacy

HOME-SCHOOL STUDENTS

DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in DoDEA Europe and DoDEA-Pacific on a space-required basis and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being

required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony. (DoDEA Directive Type Memorandum 16-E-001)

SCHOOL ADVISORY COMMITTEE (SAC)

This is one way for parents to get involved in their child’s education. The School Advisory Committee advises the principal on the operation of the school and makes recommendations regarding curricular and budgetary matters. The Department of Defense encourages professional employees and family participation in the formation and operation of overseas local School Advisory Committees (SAC). Members of the committee (parents and teachers) are elected from the local community. A SAC is composed of an equal number of locally elected parents and full-time professional employees of the school. SAC meetings are held quarterly at the school. All meetings are held regularly and open to the public. Times, dates and agendas are announced. Anyone may place an item on the agenda, but agenda items need to be submitted at least one week prior to the announced meeting. For more information, please contact the SAC Chairperson or local school.

PARENTS TEACHERS ASSOCIATION (PTA)

The PTA is an organization of parents, teachers, and students who are concerned and involved in the enhancement of the students’ learning experiences and development. The organization provides both financial and volunteer support for school programs. The PTA also provides materials and programs to assist parents in dealing with youth development concerns. Meetings are held monthly and will be announced through the school bulletin and other base information media. Contact our Naples PTA president for further information or to volunteer.

Roles of Staff Members

| | | |
|---------------------|------------------|----------|
| Mr. Chris Beane | Principal | 629-7623 |
| Mr. Jared Collins | Principal | 629-7623 |
| Mrs. Kimberley Dunn | Principal | 629-7623 |
| Mrs. Maria Tran | Registrar | 629-7691 |
| Mrs. Braquel Cone | School Secretary | 629-7621 |
| Mrs. Candace Loucks | Nurse | 629-7616 |
| Mr. Max Cioffi | Transportation | 629-4769 |

Town Hall

The Naples Community will occasionally have a Town Hall Meeting, where community concerns are addressed. We will include the dates and times for these events in our weekly newsletters.

School Sponsored Nights

The school and PTA will put on family nights throughout the school year.

Surveillance

Report: Suspected surveillance or other suspicious activity constituting a threat or potential threat to students, staff, or operations; or any incident that has the potential to compromise existing security measures and procedures.

Be alert to signs of intelligence gathering, surveillance, collecting materials for attack, and rehearsals:

- *Taking photos or videos of potential targets*
- *Writing notes or sketching*
- *Showing abnormal attention to details of security measures*
- *People loitering in the same general area without a recognizable legitimate reason*
- *Certain civilian vehicles that seem to appear repeatedly*
- *Utility and construction workers that do not appear to be performing a specific job*
- *Electronic audio and video devices in unusual places*

Surveillance may be conducted over a long period of time and employ various methods:

- **Stationary surveillance:** a common method in which operatives observe from a fixed location.
- **Moving surveillance:** conducted on foot or in vehicles.
- **Technical surveillance:** uses electronic means to record or gain access to security information.
- **Casual questioning:** used to elicit security information from approachable personnel.

Description of personnel:

- Gender, Race, Height, Weight, Clothing, Accent/dialect, Tattoos, Scars, Disabilities, Peculiarities

Description of Vehicle:

- Make, model, style, color, license plate

Immediately report suspected or confirmed surveillance of DODEA facilities, Buses, Bus Routes or activities (on or off installation) to either the Caserma Ederle MP Desk at 634-7626 (VMC) or Camp Darby MP Desk at 633-7510 (DMC), and the USAG Italy 24/7 Operations Center at COM

0444-71-8035/ DSN 637-8035 or email usarmy.usag-italy.id-europe.mbx.installation-operations@mail.mil.

Other reporting sources that may be available are iREPORT at DSN 634-7626/ 0444-61-7626 and iSALUTE from the USAG Italy homepage located at <https://home.army.mil/italy>, if available.

Other Emergency Phone Numbers:

Emergency Reporting On post

- FIRE/ EMS: 911
- Police: 911
- From a Cell Phone: 081-568-4911

Emergency Reporting Off post

- FIRE: 115
- AMBULANCE: 118
- CARABINIERI: 112
- POLICE: 113