



Quantico Middle/High School SY 2020-2021

School Address and Telephone Numbers

Quantico Middle/High School
3307 Purvis Road

Quantico, Virginia 22134-2198

(571) 660-9555 - (703) 784-4851 FAX

QMHS Website: <http://www.dodea.edu/QuanticoMHS/>

Guidance: (571) 660-9559 - (703) 784-2044 FAX

MCJROTC: (703) 432-1380 - (703) 432-1382 FAX



DODEA MID-ATLANTIC DISTRICT SUPERINTENDENT

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

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

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools.

He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for Dodi's New York, Virginia, Puerto Rico District.

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

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

MID-ATLANTIC DISTRICT SUPERINTENDENT'S OFFICE

Address: Phone: 910-907-0200

PO Box 70089 Fax: 910-907-1775

Fort Bragg, NC 28307-0089 Website



NY/VA COMMUNITY SUPERINTENDENT

Ms. Helen Balilo is a native of Canvas, West Virginia, and comes from a family dedicated to the educational process. She earned a Bachelor of Science degree in Elementary Education and Early Childhood Education from Glenville State College, Glenville, WV and later a Master of Science in Educational Leadership from the Troy State University, Troy, Alabama extension on Kadena Air Base, Okinawa, Japan.

Ms. Balilo has devoted her career to maximizing opportunities for student success. She believes that the greatest gift we can give to a child is to encourage them to become lifelong learners. She began her educational career as a teacher at Piney Point Elementary School, Tall Timbers, Maryland, a school that serviced a large percentage of dependents from Patuxent River Naval Air Station. It was while teaching at Piney Point Elementary; she heard of, and applied for a

Teaching position with the Department of Defense Dependent Education Activity (DoDEA).

Ms. Balilo began her career with DoDEA in 1990. During her tenure as a teacher with DoDEA, Ms. Balilo has taught Kindergarten at Grissom Elementary School,

Clark Air Base, Philippines, Second Grade at Shirley Lanham Elementary School, Atagi Naval Air Facility, Japan, and Kindergarten at Bob Hope Primary School, Kadena Air Base, Okinawa, Japan.

Ms. Balilo's first administrative assignment was as an Assistant Principal at Smith Elementary School in Baumholder, Germany. A position she proudly held for three years. During her tenure at Smith Elementary School, Ms. Balilo initiated and organized numerous professional learning opportunities offered to teachers within the Baumholder school complex. Ms. Balilo was selected as the 2004-2005 Kaiserslautern District Assistant Principal of the Year.

Ms. Balilo became the Principal of Wetzel Elementary School in Baumholder, Germany in August 2005. While assigned as the principal of Wetzel Elementary School, Ms. Balilo received the 2010 PDK Distinguished Service in Public Administration Award, the NAESP 2010 National Distinguished Principal Award and was also honored to serve as the DoDEA Principal of the Year. Ms. Balilo became the Principal of Bechtel Elementary School in August 2011. During her time at Bechtel she worked with her staff to promote active parent partnerships and create an environment focused on collaboration, student success and shared leadership.

Ms. Balilo served as the NYVAPR Assistant Superintendent located in Puerto Rico from August 2012-June 2014 and from June 2014-June 2016 in Quantico, VA. Mrs. Balilo was named the Mid-Atlantic District NY/VA Community Superintendent in July 2016. She is excited to continue her focus on student success, and expanded professional learning opportunities for staff members within the NY VA Community and the Mid-Atlantic District.

NY/VA COMMUNITY SUPERINTENDENT'S OFFICE

Address: Phone: 703-630-7012

3308 John Quick Road, Suite 201 Fax: (703) 784-3100

Quantico, Virginia 22134



QMHS PRINCIPAL

Michael A. Johnson has served as principal of Quantico Middle/High School for the Mid-Atlantic District of the Department of Defense Education

Activity (DoDEA) since July 2012. As principal, Mr. Johnson is responsible for hiring and supervising exceptional educational professionals and support staff who serve to implement DoDEA goals. He supervises the daily operations of meeting and exceeding the educational needs of approximately 300 students of families assigned to Marine Corps Base Quantico.

Mr. Johnson's own background includes military pedigree and service, combined with extensive educational experience. His father served 20 years with the United States Navy; Mr. Johnson and three of his brothers served in the United States Army where Mr. Johnson (who entered as a Private) separated at the rank of a Major after 14 years of service, including his last assignment with 1st Battalion, 1st Special Forces Group (Airborne) Okinawa. His additional experience included communications platoon leader; company commander; and staff officer. Three of his grown children (each of whom has been deployed) served honorably as third-generation military in three different military branches.

Prior to joining DoDEA, Mr. Johnson served five years as the assistant principal of South Cobb High School in Cobb County, GA. During his tenure, South Cobb High School's academic performance progressed and repeatedly received notable AYP (Adequate Yearly Progress) status. From 2010 to 2012, South Cobb High School led Cobb County School District in the number of students awarded the coveted (Bill and Melinda) Gates Millennium Scholarship. Mr. Johnson supervised various educational departments and extra-curricular activities, and successfully implemented several unique school programs, including Parent Empowerment University, a PTSA-sponsored educational series which successfully engaged parents in their children's educational experiences. He successfully mentored at-risk youth, supported JROTC training exercises, and sponsored the community-oriented Leo Club. He directed a driver's training and mentoring program, sponsored by the Safe America Foundation, committed to reducing teen casualties. Additionally, in 2009, the South Cobb High School Marching Band was the only band in Georgia chosen to participate in the Presidential Inauguration Parade. Mr. Johnson served in Pensacola, Florida as assistant principal at Escambia High School; assistant principal at West Florida High School of Advanced Technology; and administrative dean of students at Washington High School. He taught mathematics at Begs Educational Center where he was awarded the Teacher Quest Scholarship, working in engineering. As an alternative middle school teacher (Redirections), Mr. Johnson taught science, mathematics, computer science and physical education. His educational service merited awards including Employee of the Year, and Teacher of the Year.

Mr. Johnson was raised in Pensacola, Florida and earned his Bachelor of Arts degree in Psychology from Augusta State University. He received both his Master of Arts degree in Educational Leadership, and his Education Specialist degree in Curriculum and Instruction from the University of West Florida. Mr. Johnson and wife, Lillie, have five grown children, one of whom was educated in DoDEA schools. Mr. Johnson enjoys travel, jazz music, faith and community service, quiet time fishing, and sports.

QMHS PRINCIPAL

Address: Phone: 703-630-7056

3307 Purvis Road Fax: (703) 784-4851

Quantico, Virginia 22134

From the Principal's desk

On behalf of the Quantico Middle/High School administration and staff, we would like to welcome you to Warrior territory for schoolyear 2020-2021! The Department of Defense Education Activity (DoDEA) is a school system with an essential mission. QMHS is a proud member of the DoDEA Mid-Atlantic District family. The DoDEA mission: *To Educate, Engage and Empower military-connected students to succeed in a dynamic world* is the shared mission of Quantico Middle/High School.

The primary focus of the QMHS learning community is to foster students' academic and social success while providing an assurance that our students, staff and visitors are safe. Every school year, QMHS offers an academically rigorous course selection. Please visit the *Curriculum and Instruction* section of the QMHS webpage to be aware of our courses which include a myriad of Advanced Placement and Honors level courses for SY 2020-2021.

It is our honor to serve military-connected students and their families on a daily basis. One of the many ways that we serve military-connected families is by maintaining high academic standards for college and career readiness. While high academic standards are a consistent QMHS expectation; we hope that you will also actively engage in our array of clubs and activities throughout the year. Every school term, a QMHS family goal is for our students, parents, and stakeholders to be involved with the entire learning community. Through collaborative efforts, we can ensure that the shared vision of *Excellence in Education for Every Student, Every Day, Everywhere* thrives throughout your tenure at Quantico Middle/High School which resides on the prestigious Marine Corps Base Quantico. School begins on Monday, August 24, 2020. QMHS, Back to School Night information will be sent out to parents and students at the beginning of the school year.

You're Partner in Education,

Michael A. Johnson, QMHS Principal

Message from your SCA

Welcome to Quantico!

Every student at Quantico Middle/High School is automatically a member of the student government, the Student Cooperative Association (SCA). Members of the SCA are represented in a Student Council by duly elected officers, class senators, and homeroom representatives. There are two Student Councils, one for middle school students and one for high school students.

In order to have a successful student government, the assistance of all QM/HS students is needed. By taking advantage of opportunities which school activities provide, students can make a difference – in school life and in themselves. Actively participating in student government, taking part in SCA-sponsored activities, and being active in clubs and organizations offer untold challenges and rewards. The support and involvement of students allow our SCA to continue being an effective organization.

SCA Members

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Checking In and Out of School

Students are required to **sign in** upon reporting to school any time after 7:35 a.m. and to **sign out in** the main office prior to leaving school before 2:15 p.m. Students who need to check out of school for medical appointments or other reasons must have a note from a parent or guardian authorizing the release. The student must show the note to the classroom teacher at the beginning of the period, and leave quietly at the expected time so as not to disturb classroom instruction. The student will then report to the main office where the student will be signed out by a parent/guardian/sponsor. Every effort should be made to schedule appointments after school hours in order to minimize the loss of instructional time for the student.

Students who drive to school may sign themselves out with written authorization from a parent or guardian. Students will not be released from school without written authorization from a parent or guardian, even if the student is 18 years old or older. Students who become ill at school will be released only to the parent/guardian or emergency contact person designated on file. If the student drives to school, parent/guardian or person designated on file must give authorization over the telephone to allow the student to check out.

Tardy Policy

Regular attendance and promptness are expected in all classes and are essential for success in school. Promptness is an essential school and work-related behavior that must be learned and practiced in order for it to become a habit.

In order to participate in any activity, a student must be in school the full day on the day of a weekday game. The only exception is an appointment (medical, etc.) approved by the administration.

Tardy to School

If a student arrives to school after the late bell rings at 7:35 a.m., he/she is considered tardy to school. The student must report to the main office and be signed in by a parent/guardian or bring a parental note for the tardiness to be excused. Late arrivals will be considered “tardy unexcused” unless the school receives parental, guardian, and / or sponsor written verification consistent with the reasons for excused absences.

After five cumulative unexcused tardiest to school in a semester, the QMHS administration will meet with the student and their parent, guardian and/or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student’s academic and social-emotional progress. Consideration will be made for the student’s unique circumstances to include illness, medical appointments/procedures, or family circumstances.

Being tardy (unexcused) to school more than **five times per semester** will result in QMHS administration directed disciplinary actions. Each subsequent unexcused tardy to school per semester may result in further disciplinary action. Parking privileges may be suspended or revoked for student drivers with an excessive amount of unexcused tardiest to school.

Reference: DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended

Tardy to Class

Students are expected to be in their seats and ready to work, when the tardy bell rings. Teachers will notify the QMHS administration when a student is in repeated violation of the tardy policy. Examples of consequences administered by the teacher may include:

1. Verbal warning
2. Parent notification by phone or e-mail
3. Detention with the teacher (during or after school)
4. Written assignments
5. Parent conference

Students who are habitually tardy to class (more than three times from the same class per quarter) will be referred to the QMHS administration for more serious consequences:

1. School Community Service
2. Saturday Detention
3. Out of School Suspension

Cars and Other Vehicles

Registered cars and other vehicles may be brought on to school grounds only with the permission of the administration. They must be operated in compliance with school rules and state and local law. Students are required to register all vehicles that will be parked on school property. Students found in violation of this policy will be subject to disciplinary action. Skateboards, rollerblades/skates are not permitted on school property at any time.

Hall Passes

A student must use an agenda pass or an authorized hall pass anytime he/she leaves a teacher's classroom or staff member's office. A student should proceed in the most direct way from one point to another on a hall pass. The pass will include the student(s) name, destination, date, time departed, and the teacher's or administrator's signature. Students without a hall pass will be asked to return to his/her teacher to retrieve one.

QMHS Counseling Services

The school counselors will assist students in planning their educational program and will provide students with the most current information about colleges, financial aid and employment opportunities. Tests administered at QMHS include PARCC, PSAT, SAT, ASVAB, End of the Course U.S. History Assessment, and the Advanced Placement examinations. Parents, guardians, or sponsors may arrange conferences by calling the QMHS Guidance Office or contacting the teacher directly. Additionally, the school counselors are readily available to counsel students regarding personal issues.

[Reference: DoDEA Regulation 2946.1 "School Counseling Services," September 8, 2003](#)

Student Withdrawals

Parents should inform the QMHS Guidance Office of their plan of departure in writing two weeks prior to the student's last day of school. Records will be mailed to the incoming school once requested by the parent/guardian/sponsor and/or incoming school. **A copy of military orders is required for students withdrawing before the end of the school year.** School fees must be paid and all school property must be returned upon withdrawal.

Schedule Change Policy

Students may take their schedule change requests to their assigned guidance counselor. The QMHS administration must approve all schedule changes.

Dropping a Class

Upon request of the parent/guardian/sponsor of a student under 18, or for a student who is 18 with notification to the parent/sponsor, a student may drop/add a course. The request, with justification to drop/add, must be submitted in writing to the guidance counselor within 10 days (beginning of year, beginning of semester, or within 10 days of a transfer into the school). All drop/adds must be documented. Exceptions to the guidance will be determined by the principal with advice from the guidance counselor and/or the teacher of the course.

Honor Roll

A student must be enrolled at QMHS for the entire nine week grading period, or as determined by the QMHS administration. To be eligible for the Principal's Honor Roll, students must have achieved no grade lower than an A- in all courses for the entire grading period. To be eligible for the A/B Honor Roll, students must have achieved no grade lower than a B- in all courses for the entire grading period.

Exams

Two-hour exams will be administered at the end of 1st and 2nd semester, in all subject areas that award high school credit. The weight of the exams will be 20% of the semester grades. All students in grades 9-12 (including those middle school students in high school classes) are required to take exams both semesters. **Seniors**, who have a 90% or higher average at the conclusion of a semester or yearlong course, are eligible to be exempt from an exam. Valedictorian and Salutatorian determination will be made after all senior exams have been completed.

Exams may be written, oral, or demonstration, etc. Exam dates will be determined by the school calendar at the end of each semester. Should inclement weather close school on an exam day, the exams scheduled for that day will be administered on the following school day. The decision to waive exams due to inclement weather will be made by the QMHS administration.

Grading Scale

A+	97-100	C+	77-79
A	93-96	C-	73-76
A-	90-92	C	70-72
B+	87-89	D+	67-69
B-	83-86	D	63-66
B	80-82	D-	60-62
		F	0-59

I - Incomplete - Must be made up within two weeks after end of grading period or a grade of "F" will result.

Promotion/Retention

The QMHS administration and appropriate staff members will make the decision as to whether a child is to be retained in a grade; however, this will be done with the full understanding and cooperation of the parents. QMHS will always consider what development is in the best interest of the student and his/her.

1. All middle school students must attain a passing grade each year in language arts, mathematics and either science or social studies, in order to be eligible for promotion to the next grade.
2. Please visit <https://www.dodea.edu/QuanticoMHS/curriculumInstruction.cfm> for information pertaining To QMHS high school courses for school year 2020 - 2021.

DoDEA School Rules, Regulations and Procedures

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

Graduation Requirements ([DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004](#))

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

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

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

- 1). Completion of all requirements for a standard diploma and additional course requirements;
- 2). Minimum 3.8 GPA at the end of the second semester of the graduating year;
- 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.
- 4). An additional 0.5 Credit in either economic literacy, career technical education social studies, science or math.

High School Graduation Course Requirements:

Minimum Requirements		
Content Area	Standard Diploma	Honors Diploma
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit
Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	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 ([DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004](#))

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7-8) and high school (grades 9-12) students who transfer into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation in accordance with Enclosure 3, Section 10 of the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004. Please contact your child's school for questions regarding course credit transfer process and approval.

Home-School Students

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

Eligible DOD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA School who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony.

Student Grade-Level Placement ([DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004](#))

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

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

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

Grading and Grading System

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

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

Timely and accurate reporting of student progress shall be accomplished for students in grades 4 through 12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten (10) calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System.

To create an account and access the EGB System please visit the [DoDEA Web site](#) for instructions.

Progress Reports/Report Cards ([DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995](#))

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

Transcripts/Records Policy/Access to Student Records

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

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

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

All assessments selected for use within DoDEA shall:

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

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

Academic Integrity

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

Student Attendance (DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended)

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

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

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

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

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

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

Accelerated Withdrawal (DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014)

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

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

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

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

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

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

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

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

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 in the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012. It consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner.

School administrators shall operate and maintain a safe school environment that is conducive to learning.

Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands,

Conferences, detention, time-out, alternative in-school placements, school service programs, community service

And counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion as a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

School Bus Behavior (DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended)

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations in accordance with Enclosure 8 in the DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended.

Student Dress Code (DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities," April 17, 2012)

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,1). Please refer to our school's Web site for specific dress code policy.

Student Rights and Responsibilities (DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012)

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

Students shall:

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

Interscholastic Athletics

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA- Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Education Student Services

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

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

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

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

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

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

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

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

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

Elementary school counseling programs support student’s self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

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

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

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

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

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

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

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

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

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

The school nurse shall take the following measures:

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

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

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

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

The following documents are necessary to complete the registration process:

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

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

Student Enrollment: Immunization Requirements – [Immunization Requirements Memorandum](#)

Department of Defense Education Activity Immunization Requirements School Year 2018/19
Students who enroll in Department of Defense Education Activity (DoDEA) schools are required to Meet specific immunization requirements. These requirements represent the minimum requirements and do not necessarily reflect the optimal immunization status for students. This copy of DoDEA Immunization Requirements is provided to parents for informational purposes only. Official proof of immunization (i.e., copy of child's immunization/shot record) must be provided to school officials at the time of initial registration and Upon request of school officials to verify immunization compliance. Immunization compliance is based on the age-appropriate immunization schedule established by the Advisory Committee on Immunization Practices (ACIP) and DoD Regulation-AR 40-562/BUMEDINST6230.15B/AFI 48-110/CG COMDTINST M6230.4G "Immunizations And Chemoprophylaxis for the Prevention of Infectious Diseases," October 2013.

Information on immunizations and dosage scheduling provided by ACIP can be found at <http://www.cdc.gov/vaccines/schedules/easy-to-read/index.html>; the American Academy of Pediatrics located at <http://aap.org>, and the American Academy of Family Physicians located at <http://aafp.org>.

Access to School Facilities

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

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

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

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

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

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

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006 a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained.

Please consult your school administrator to begin this process.

Child Abuse and Neglect (DoDEA Regulation 2050.9, “Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect,” January 27, 1998)

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

Family Advocacy Program (DoDEA Regulation 2050.9, “Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect,” January 27, 1998)

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

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct (DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015)

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

Sexual Harassment (DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004, and DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities)

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

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

Examples of behavior that may constitute sexual harassment include:

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

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

Parent/Student/Teacher Communication

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

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

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

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

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

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food **allergies** regimes and checking with the classroom teacher before bringing any food for celebrations into the classroom.

[See also: Mid-Atlantic District Wellness Policy September 21, 2017](#)

Medication at School

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Form H-3-2. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping.

In some rare situations, students are allowed to keep their medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student has to keep the medication at all times; also, a parent must provide written permission for the medication to stay with the student. See the school nurse to obtain appropriate paperwork for medications to be administered during school hours or for student to carry medication.

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

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

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

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

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

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

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

Student Illness

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

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

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

Medical Care for Overseas Non-DoD Dependents

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

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

Safety and Security:

Emergency Procedures

Civil Disturbances and Acts of Terrorism

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

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

Crisis Information

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

Emergency Evacuation

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

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

Emergency School Closure

Emergency school closure occurs when unforeseen circumstances such as broken water pipes, flooding, loss of power, severe weather, etc...., warrant closure to be initiated during non-school hours. The decision to close the school is made through collaborative input from the Community Superintendent and Marine Corps Base Quantico leadership. An announcement of the closure will be communicated via **Anthos emergency** messaging system as directed from the Community Superintendent.

Anthos allows for each school to contact all of their parents/guardians/sponsors and/or staff with one phone message, email, and/or text message through an automatic system. At the District level it allows a message to be sent to all parents and/or staff in the same method. This allows greater security and sharing of information with parents and staff. The QMHS administration transmits Community Superintendent directed messages to the community via **Anthos**. There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, the QMHS administration will direct staff members on actions needed. Students who ride the bus will be released to board the bus as directed by the administration. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian/sponsor has been contacted and confirmed. If we are unable to reach a student's parent/guardian by the time the staff has been released, the teacher will bring them to the office and the office staff will assist in contacting the parent. For these emergencies STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED. As stated before, please ensure all contact numbers are updated at all times with both your child's teachers and the QMHS main office. For all school closures, the QMHS administration will ensure that the building has been secured.

Fire Drill Evacuation Plan

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

Fire Alarm Pull Switches

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

Sexual Harassment/Anti-Bullying

DoDEA is firmly committed to providing all students with a safe and supportive learning environment. Every child is entitled to feel safe in the classroom, in the hallway, and on playgrounds and buses. Bullying, verbal harassment, sexual harassment and cyber-bullying interfere with a student's ability to learn. Teachers, administrators, students and parents must continue to work together to maintain a safe learning environment and eradicate bullying and harassing behaviors.

Transportation

Quantico Department of Transportation

Phone: 703-630-7023

Office Hours: 0800 - 1600

Bus Transportation

Daily bus service is provided for students living on Marine Corps Base Quantico.

Bus Assignments and Stops

We cannot list our bus stops for security reasons. Contact your individual school for bus scheduling information.

- Students must have a written request from the parent to go to a stop other than their regularly scheduled stop for their regularly scheduled bus. This written request is subject to approval of the school principal.
- No change will be made in the location of bus stops or bus routing without approval of the Department of Transportation.
- No change in the student's bus assignment may be made without the permission of the school principal and the Department of Transportation.

School Bus Behavior Policy

Students who ride the bus should:	While riding the bus students should:
<ul style="list-style-type: none">• Be on time.• Arrive at their bus stop at least 5-10 minutes before the regular pickup time.• Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.• Observe proper conduct.• Respect the property of others.• Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.• Board the bus in an orderly fashion.• Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.	<ul style="list-style-type: none">• Obey instructions of bus driver and/or bus attendant.• Be seated immediately.• Remain seated.• Share seats equally.• Be courteous.• Respect property.• Keep hands and head inside bus.• Keep aisles clear.• Observe good conduct• Remain seated until bus comes to a full stop.• Leave the bus in an orderly manner, students in the front seats first.• Avoid loitering around the bus.• Cross at the front of the bus when the driver has signaled that it is safe to do so.

If a disciplinary problem should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the QMHS administration.

General Transportation Guidance

School bus transportation is an important facet of the educational experience. The school bus is the first and last thing many of our students experience and it shapes how their day begins and ends.

DoDEA Student School Bus Behavior Management Policy (Enclosure 8 of [DoDEA Regulation 2051.1](#))

Students are responsible for:

- Complying with the behavior standards for school bus students (attachment E8.A 1.) and with the general behavior standards of enclosure 3.
- Obeying the instructions of bus drivers, DoDEA personnel, and military officials.
- Attending and completing school bus safety training sessions when offered by the school or military installation.

Eligibility

Grades Pre-K-8: Students residing more than a one-mile (determined by drawing a radius from the center of the school) from the school will receive space required transportation provided they are within the commuting area for busing.

School Meals

We want all students to eat a healthy meal every school day, as studies show proper nutrition is paramount to learning. To take advantage of the federal program offering free and reduced priced meals, each participating student must enroll each school year. If your family qualified last year, you must reapply every year and when conditions change in your family that effect the determination. Please direct any questions or concerns to the Quantico Schools Director of Food Services, Mr. Todd Morrell, at todd.morrell@am.dodea.edu or his commercial telephone number at (703) 630-7049.

You may also contact the QMHS Cafeteria Manager, Ms. Sandy McNair at (703) 630-7054 and/or Sandra.McNair@am.dodea.edu for information and an application for the Free and Reduced Lunch Program. Lunch applications can be filled out online at <https://www.lunchapplication.com/>.

The Mid-Atlantic District (MAD) is committed to serving healthy meals to children with plenty of fruits, vegetables, whole grains, and fat-free/low-fat milk, moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition label or manufacturer's specification) and to meet the nutrition needs of school children within their caloric requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating special dietary needs. All schools within the MAD participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the National School Breakfast Program (NSBP), and Seamless Summer Options. All schools within MAD are committed to offering school meals through the NSLP and NSBP programs that meet the following criteria:

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant settings
- Meet or exceed current nutrition requirements established by USDA
- Are administered by a team of child nutrition professionals
- Accommodate students with special dietary needs
- Promote child nutrition programs to help ensure families are familiar with programs available in their children's school, and promote healthy food and beverage choices using the [Smarter Lunchroom strategies](#).

[Reference: Mid-Atlantic District Wellness Policy September 21, 2017](#)

School Trips

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

Parent Advocacy

Parent Educator Association (PEA)

The mission of the PEA is to support QMHS, discuss school related issues, and advise the principal. The committee then disseminates the information and coordinates with all community resources in an effort to support the educational programs of the school for our students.

The PEA makes recommendations and advises the principal on:

1. school policies, student activities, and administrative procedures
2. instructional programs and educational resources within the school
3. allocation of resources within the school to achieve educational goals
4. Administrative and logistical support services provided by the installation commander and applicable service commands.

The PEA does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees, or internal management of Quantico Middle/High School or its programs.

Parent-Teacher Conferences

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

[Reference: QMHS Guidance Office](#)

Town Halls

Quantico MCB Town Hall meetings are conducted in the district office of the Lincoln Military Housing building. The address of Lincoln Military Housing is 13201 Perkins Street Quantico, Virginia 22134. Town Hall meetings are to enhance communication between residents, community leaders and management for the purpose of improving the quality of life in MCB Quantico housing. Ideas and suggestions will be solicited to make PPV housing the best option for service members and their families.

School Sponsored Nights

Quantico Middle High School sponsors several programs that occur at night. QMHS sponsored nights are supervised by the administration, staff members, parent volunteers, and the School Resource Officer. Examples of QMHS sponsored nights are as follows: College and Career Family Night, International Festival, dances, spring talent show, sporting events, QMHS Homecoming, prom, Family Reading Night, National History Day Observance, AP/Honors Night, fall and spring concerts, fall and spring drama productions, National Honor Society, and National Junior Honor Society inductions.

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

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas). For almost 200 years, DoDEA Americas (and its predecessor organizations) has been helping to educate the children of eligible military and federal civilian employees at designated military installations in the United States, including Puerto Rico and Guam. Throughout this time, DoDEA School Boards have provided valuable assistance to DoDEA administrators by helping to maintain the best possible learning environment in our schools. School Boards act in an advisory capacity, providing input to the Superintendent and administrators in the area of fiscal, personnel and

educational policies, procedures and programs. The DoDEA district superintendent makes the final decisions on matters affecting the school district.

Personnel living on the federal installation may run for the School Board. School Board members are elected to office by the parents of the students enrolled in the DoDEA School. School board members are expected to attend all open and executive session school board meetings. School board members participate in the development and oversight of fiscal, personnel, and educational policies, procedures, and programs. They provide counsel to the Superintendent on the operation of the school and the implementation of the approved budget. Board members participate in the development of school policies, rules, and regulations, in conjunction with the Superintendent, and recommend which policies shall be reflected in the School Policy Manual. The Department of Defense Education Activity (DoDEA) is a DoD field activity operating under the Undersecretary of Defense for Personnel and Readiness and the Deputy Undersecretary of Defense for Military Community and Family Policy. 10 United States Code §2164(d) requires the Secretary of Defense to provide for the establishment of school boards for DoDEA Americas.

Department of Defense Instruction (Dodi) 1342.25 provides detailed guidance for the operation of DoDEA Americas School Boards. Board meetings are open to the public. For specific information on School Board agendas, please contact any member of your School Board. Please contact your local school or the District Superintendents Office to get contact information.

Quantico School Board

Quantico School Board meetings are conducted on a monthly basis.

Meetings begin at 11:30 a.m. and are held in alternating locations. A reminder will be sent via email prior to each meeting.

Role of Social Media

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

Noncustodial Parent Rights

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

Student Conduct and Discipline

[DoDEA Regulation 2051.1](#) is the policy and procedures for disciplinary action for all students enrolled in DoDEA. The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior.

Administration reserves the right to make and change specific school rules in order to maintain a safe and orderly environment that positively affects academic achievement. Please note if a change is deemed necessary students and parents will be notified.

Classroom Discipline

Each teacher has and enforces a classroom discipline plan. The steps of action are:

1. Teacher counsels student
2. Teacher and student conference
3. Teacher contacts the parent
4. Student may be referred to the counselor
5. Teacher and counselor may meet to develop behavior interventions
6. Administration, teacher and counselor meet with parent and student

Conferences, detentions, suspensions, or referrals are possible at any time depending on the disruptive behavior.

Prohibited Items

Some items prohibited at school include the following items:

- Toys, electronics and other related toys, cards and games
- portable communications devices
- all audio devices including iPods and MP3 players
- skateboards, scooters, roller blades, roller skates or Heelys
- chewing gum
- cigarette lighters and matches
- tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- fireworks of any type
- weapons and/or ammo (real or pretend)
- laser light pointers any device that disrupts the classroom environment

Searches

The school has the authority to conduct random and periodic searches of school property and seize contraband items belong to students, and to search student possessions and person when there is reasonable suspicion that the student has engaged in misconduct or is in possession of items prohibited as listed above.

Surveillance

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

Weapons at School

DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS.

Weapons-Weapons, including but not limited to “dangerous weapons” as defined in section 930(g)(2) of 18 U.S.C. (reference (j)), are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individual. Also included are items that are capable of causing death or serious bodily injury as Defined at section 1365(h) (3) of 18 U.S.C. (reference (k)). They include, but are not limited to: guns, ammunition, knives of any blade length, swords, razors, box or carpet cutters, slingshots, nun chucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as: a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made or used in a manner to either inflict or threaten to inflict bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.).

NOTE: If the school year ends before the length of the suspension/expulsion, students are eligible for re-admittance to school without serving the full length of the expulsion, unless the act occurs during the last 6 weeks of the semester, in which case, the suspension can extend to the end of the next semester.

When firearms are involved, the principal must recommend a full calendar year expulsion.

Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitude of a student. Corporal punishment is not practiced or condoned in DoDEA schools. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

1. **In -School Suspension** (where available): Is designed to keep students in the learning environment; therefore it will be our first choice when possible. It will depend on the availability of a supervised space within the school.
2. **Shadow Suspension:** When appropriate, the principal may choose to assign a "shadow" suspension where a parent spends the suspension time attending school with the student for the entire day. This involves accompanying the student to each class, and allows the student not to miss valuable instructional time. It also allows the parent to work collaboratively with the classroom teacher by assisting the child during lessons.
3. **Home Suspension:** This is the traditional form of suspension where the student is sent home in the care of his/her sponsors should they be unwilling or unable to participate in the In-School Suspension. A home suspension is an unexcused absence. During the time the student is suspended, he/she may not be present at school or attend any school-sponsored activities. Student work may be made up and graded.

Quantico Middle/High School Code of Conduct

The school must seek to protect the rights of all young persons to an education commensurate with their abilities, interests, values, and goals. The school must provide safeguards for the health, safety, and rights of the individual student without discrimination on the basis of race, religion, sex, national origin, and rank of parent or economic status.

Respect for the dignity and worth of the individual is the basis for laws by which the United States Government was first established. Since the public school system is created by the government for the enlightenment and the training of its youth, it becomes necessary that laws governing the appropriate conduct of the young be understood by all members of the school community-students, faculty, administrators, and parent(s), and

That all share in the responsibility to support the rules of the school. It is the duty of the parent to train the student to assume responsibility in the school environment responsibility for learning and exhibiting conduct that does not infringe upon the rights of another. The school has the right to expect reasonable and self-disciplined behavior from each student. It is the duty of the school to work in partnership with the parent to ensure that appropriate student conduct is exhibited in the school setting.

The provisions of this **Code of Conduct** apply while students are at school and whenever students are involved in school activities, such as:

- Participating in activities on property owned by the Department of Defense
- Riding school buses and waiting at bus stops
- Participating in off-site, school-sponsored activities such as field trips, sporting events, and club activities.

The Superintendent may, for good cause, approve a deviation from the procedures set forth in the **Code of Conduct** in its present form, as long as the basic rights of students, parent(s), the community at large, and/or school personnel are not violated.

Parent(s) as used throughout, means biological parent(s), adoptive parent(s), sponsor (s), or legal guardian(s).

Parent Responsibilities

It is the duty of the parent to:

- Teach the student to assume responsibility for learning and for conduct that does not infringe upon the rights of others
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting
- Ensure the student's regular attendance in school
- Ensure the student's arrival at school on time
- Ensure that the student is appropriately dressed for school as addressed in this agenda
- Provide such supplementary books, materials, instruments, uniforms, and equipment as are required for effective participation in the school program
- Ensure that after school activities (work, extracurricular activities) do not interfere with the responsibilities of learning
- Check the student's agenda on a regular basis and ensure that assignments are being completed
- Schedule conferences during normal working hours to discuss student progress
- Provide a certified copy of the student's birth certificate, and/or immigration documentation; record of the completed series of immunizations; Sponsor Orders/ID, Base Housing Lease, as required by DoDEA for entry to school
- Provide emergency information, including a local telephone number, to the school to ensure that the school will have immediate contact with the parent in case of an emergency
- Understand that drugs and weapons, as described in the Code of Conduct, will not be tolerated at school and that violators are subject to expulsion
- Read and understand the **Code of Conduct** and the **Academic Integrity Code**

Student Responsibilities

Students have the responsibility for being aware of, and respecting the fundamental rights of others, and for participating in the development and observances of all applicable standards of conduct.

Students are responsible for:

- Attending school and class regularly.
- Reporting to school/class on time.
- Being prepared each day with necessary class materials and supplies.
- Complying with the dress code of the school.

- Contributing to a climate of acceptance and mutual respect within the school so that the hopes and ambitions of all individuals may be realized.
- Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved.
- Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements.
- Reporting weapons and substance abuse violations.
- Acting appropriately in compliance with the Code of Conduct.
- Signing and adhering to the Code of Conduct.
- If a student discovers something in his or her possession which is not permitted at school, that student should report to an administrator or other staff member immediately. Follow-up action will take into consideration that the student voluntarily brought the violation to the attention of staff.

Students should contact an administrator, teacher, or counselor immediately if they believe that they have been victims of discrimination, harassment, or other acts which violate the **Code of Conduct**. Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, and other factors which may be harmful to the school environment should be reported to a teacher, the school principal or other administrator, or in the case of emergency, the Provost Marshal's Office: (703) 784-2251.

Rules and Regulations

A basic element of effective prevention of misconduct is the establishment of system wide school rules which are implemented in a consistent manner. The QMHS principal and assistant principal have the authority to set the appropriate penalty for infractions which may range from counseling to expulsion, depending upon the severity of the infraction. The student's age and grade level as well as the circumstances surrounding the infraction will be considered by the principal and assistant principal when determining the appropriate corrective measure. Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Conduct even though any one of those offenses may not warrant such serious corrective action. The following is a summary of the established standards of conduct for Quantico Middle/High School students:

Quantico Middle/High School Academic Integrity Code

Quantico Middle/High School strives to foster a community of trust that will enhance student achievement. Students who accept responsibility for creating a climate of academic integrity reap lifelong benefits.

The following code, the Academic **Integrity Code**, represents expectations of student behavior that are consistent with establishing a strong culture of trust and fully preparing future citizens in a democratic society. Students are expected not to engage in cheating, fraud, or plagiarism as defined below:

1. **Cheating** is defined as dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage. Cheating may include but is not limited to the following:

- Copying or allowing others to copy information from someone else's work, test paper, homework
- Unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers/personal electronic devices
- Unauthorized prior knowledge of an examination or other assessment materials.

2. **Fraud** is defined as “a deception deliberately practiced in order to secure unfair or unlawful gain.”

- Fraud may include but is not limited to the following:
- Attempting to pass off someone else’s work, imagery, or technology as one’s own
- Purchasing or selling an assignment from another person or technological resource
- Falsifying scientific or other data submitted for academic credit
- Forgery of signatures or tampering with official records.

4. **Plagiarism** is defined as the taking of ideas, writings, visual media, or expressions of another and passing them off as one’s own. Plagiarism may include but is not limited to the following:

- The copying of the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person without proper acknowledgement,
- Self-plagiarism (the use of a previous assignment turned in more than once to two different teachers for two different grades without permission).

Student Responsibilities:

- To maintain and support the academic integrity of the school community by completing all assigned work, activities, and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism
- To understand the Academic Integrity Code and individual teacher assignment guidelines
- To clarify with the instructor any ambiguities about violations of the Academic Integrity Code prior to turning in an assignment

Teacher Responsibilities:

- To maintain and support the academic integrity of the school community
- To clearly present the school-wide Academic Integrity Code and individual teacher assignment expectations in the syllabus
- To maintain the integrity of the testing process
- To explain the use of permissible study aids in coursework
- To report any violation of the Academic Integrity Code to parents, administration, and guidance
- To allow student to complete the assignment at half credit.
(*First offense only; subsequent offenses earn no credit)

Administrator Responsibilities:

- To maintain and support the academic integrity of the school community
- To make available to all students, teachers, and parents a copy of the school’s Academic Integrity Code (in the student agenda and on the school’s website)
- To administer fair and consistent consequences for Academic Integrity Code violations
- To maintain records of Academic Integrity Code violations

Parent/Guardian Responsibilities:

- To support the Academic Integrity Code of the school community
- To become knowledgeable of the school wide Academic Integrity Code and individual teacher guidelines
- To advise the student of the parent’s expectation that the student will comply with the Academic Integrity Code
- To support the imposition of consequences if the Academic Integrity Code is violated
- Students and parents agree that by submitting student papers for grading and credit, they understand and agree to this review of their papers

Student Rights:

In all cases regarding a suspected violation, the student will be afforded, at minimum, the following rights:

1. Confidentiality: Only pertinent stakeholders will be informed about infractions and consequences.
2. Due process: Students and parents have the right to meet with the teacher and administrators to discuss the situation and review the consequences.
3. Appeal: Requests may be made to guidance and administration.

Consequences:

First Offense:

- a. Half credit earned, based on the grading policy used, for corrected assignment
- b. Discipline Referral submitted to administration
- c. Notification to counselor
- d. Notification to parent(s)
- e. Referral to applicable honor societies, MCJROTC, etc....

Second and Subsequent Offenses

- a. No credit earned on assignment
- b. Disciplinary consequences determined by administrator, which may include but are not limited to the following:
 - i. Assignment to Saturday Detention
 - ii. Removal of school privileges
 - iii. Community Service

After reading the **Academic Integrity Code**, both student and parent should sign and date the signature page. The signature page should then be removed and turned in with other forms to the student's **Advisory teacher**.

Adapted from "W.T. Woodson Honor Code." *Fairfax County Public Schools*, 17 January 2017

http://www2.fcps.edu/woodsonhs/academics/ai_honorcode.html. Accessed 20 April 2017. and DODEA Regulation: [\(DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended & DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012\)](#)

Terms/Definitions related to OMHS Protocols and Procedures

Assault and Battery - The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) is expressly forbidden.

Book Bag Policy - Book bags, athletic bags, nylon string bags, or oversized handbags/purses intended to carry books and classroom materials are not allowed to be used to transport books and materials to classes during the school day. Book bags, backpacks and oversized handbags/purses will remain secured in student assigned lockers throughout the school day. Exceptions to the QMHS book bag policy are documented medical exceptions or extenuating circumstances. No book bags, athletic bags or nylon string bags are permitted at school the last school day prior to a (winter/spring) holiday break or the last week of school at the end of the school year.

Bullying - Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person). Bullying is an intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic as fore stated. Simply stated bullying is intimidating or subjecting a person to hostility or ill treatment, involves actions which cause another person to feel afraid, humiliated, embarrassed or threatened. It occurs in a relationship

Where there is an imbalance of power and it is repeated over time. The forms of Bullying include physical, verbal, emotional, sexual and racial. Bullying will not be tolerated at Quantico Middle/High School. The QMHS administration will deal promptly and decisively with reported incidents of bullying.

Bus Discipline - Additional rules of student behavior and disciplinary procedures applicable to students end route by bus between home and school and/or school-sponsored events and activities are contained in the Bus Behavior Policy. The school has the discretion to assign consequences for school bus infractions. School bus transportation is a privilege that may be suspended or revoked.

Bystanders - Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Conduct are subject to corrective action.

Portable Communication Devices Using portable communications devices contrary to school policy such as but not limited to cell phones, personal computers, or other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices. Such equipment and devices are subject to confiscation by school authorities.

[Reference: DoDEA Regulation 2051.1, Disciplinary Rules and Procedures](#)

Electronic Devices – All student owned electronic devices are prohibited at QMHS during school hours (7:35 a.m. – 2:15 p.m. Electronic devices include, but are not limited to the following: cell phones, Smartphones, Smartwatches, tablets, iPods, laptops, MP3 Players, etc.... All student owned electronic devices **may not** be visible upon entry into the school building. Electronic devices are not to be unsecured or visible until the student reaches their locker at the start of the school day. Students are not to take out their electronic devices from their locker unless they are being checked out early or after the 2:15 p.m. school bell. All student owned electronic devices can be confiscated by any QMHS staff member and surrendered to the administration.

Consequence for Electronic Devices violations will result in the following:

- 1st Offense: Warning. Parent contacted to pick up the electronic device.
- 2nd Offense: Saturday Detention. Parent contacted to pick up the electronic device.
- 3rd Offense: Suspension. Parent contacted to pick up the electronic device.

Cyber Bullying-is a form of indirect or social bullying that uses technological communications (text messages/email/personal websites, social media, etc....) to threaten and harass, embarrass, tease, intimidate, or slander one or more students.

Cyberbullying is not tolerated at Quantico Middle/High School.

Property Damage/Debts-Students will be responsible for the replacement of loss or damage of textbooks, uniforms, library books and other school-owned property. Lost or damaged books will be replaced in kind by students. The student can purchase a replacement book from an internet provider and must insure it is the current book publication, title and the correct ISBN number when ordering.

Information Center- Information Center (Library)- The QMHS Information Center provides a variety of print books, ebooks, audiobooks, and online databases for students reading and reference use. Access to the online catalog of resources is on the QMHS website. Students can access from anywhere using their school email. The Information Center is staffed by a certified Information Specialist (Librarian) that is available to help students, parents and staff with their reading and research needs. The QMHS Information Center is the heart of our learning community.

Discrimination - All persons and groups within the school are to be treated with dignity and respect. Discrimination on the basis of age, gender, race, color, religion, national origin, disability, economic status, personal and physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences may result in corrective action, including the possibility of expulsion. The school administration will take appropriate steps to prevent discrimination and will deal promptly and decisively with reported incidents of discrimination.

Dishonesty - Students will not make false accusations against staff members or other students. Students will not give false information which may be harmful to others or interfere with the duties of staff members.

Disobedience/Disrespect - No student will disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension and considered for expulsion.

Disruption - No student, while on school property, at a school-sponsored activity, or on school buses, will behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of the school.

Drug Paraphernalia- Any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under U.S. federal law. (See section 863 of 21 U.S.C. (reference (g)).

[Reference: DoDEA Regulation 2051.1, Disciplinary Rules and Procedures](#)

Drug and Substance Abuse - A substance abuse offense includes the possession, use, being under the influence, distribution, or attempted/intended distribution of alcohol, drugs, drug paraphernalia or anything that resembles alcohol or drugs. The principal will immediately notify the parents of a student who has been suspended for a drug/substance abuse violation. The principal may require subsequent follow-up with the substance abuse prevention staff during the student's mandatory ninety-day disciplinary probation. Substance abuse violations may be punishable under law and will be reported to the PMO for appropriate legal action. Distribution of alcohol or drugs will result in a recommendation for expulsion.

Endangering Others - Student conduct which may endanger others will not be permitted. This includes but is not limited to violations of fire regulations; making false fire reports; lighting matches; lighting any flame not an approved part of classroom instruction; and threats or attempts to bomb, burn, or destroy in any manner school property or the property of school personnel or students.

Fighting - Students are responsible for settling in a peaceful manner and without the use of violence any confrontations that may arise. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from Guidance. Fighting will result in corrective action, including suspension or expulsion.

Gambling - Gambling in any form is strictly prohibited.

Gangs - Gang activity and expressions of gang membership/affiliation will not be tolerated. A gang is defined as a group of two or more people who form an allegiance for a common purpose and engage in acts detrimental to the public's welfare; who obstruct justice or engage in (or have engaged in) criminal activity, either

Individually or collectively; and who create an atmosphere of fear and intimidation within the community. Actions, speech, gestures, clothing, symbols, or other signs of gang membership or gang activity are prohibited at school and school-related activities. Any student involved in a gang-related fight or assault will be considered for expulsion.

Group/Mob Action - Group or mob action at school or school-related activities is strictly prohibited. Any student who participates in a group/mob action which results in disruption or disturbance at school or school-related activities is subject to corrective action up to and including expulsion. Any student who participates in a group/mob assault on other individuals or groups will be recommended for expulsion. Any two or more students acting with the intent of doing harm to persons, property, or the school environment may be considered a group or mob under this rule.

Glass Containers - Students will not have glass bottles or other breakable containers on school property.

Harassment - Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. Harassment of students or staff for any reason is prohibited.

Horseplay - Students are also subject to corrective action for behavior which they may not consider to be serious or threatening ("horseplay," "playing around," etc.) when the behavior may cause injury, discomfort, or disruption.

Illegal/Controlled Substance- Includes all illicit drugs (e.g., marijuana, cocaine, amphetamine, methamphetamine, lysergic acid diethylamide, opium, heroin, phencyclidine, barbituric acid, and any compound or derivative of these substances); and illegal substances and/or controlled substances as defined by section 812 of 21 U.S.C. (reference (h)), or host nation law; and legal substances (e.g., readily available chemicals, over-the-counter and prescription drugs) that are abused or misused (e.g., sniffing glue or inhalants, exceeding recommended amounts of pills or other substances, or taking medicine prescribed for another person). A substance legal in the host nation, but illegal and/or controlled by section 812 of 21 U.S.C. (reference (h)), is an illegal or controlled substance under this Regulation.

Indecent Material - No student will possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written or printed materials, audio tapes, video tapes, trading cards, and computer-based materials.

Littering - Students will help maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.

Offenses Off School Grounds - Actions outside of school which have negative impact on the school building, programs, students, or staff will not be tolerated. The School Board and staff of Virginia Domestic Dependent Elementary and Secondary (VADDESS) are committed to maintaining the schools as safe and healthful places in which to learn--places which are free from the impact of violence, weapons, gang activity, substance abuse, and other negative influences. Students are subject to corrective measures at school, up to and including expulsion, for offenses which occur in the community or at other locations off school grounds if those offenses are connected in some way with the school. Under Virginia law, a student may be suspended or expelled if found guilty in court of the manufacture, sale, Distribution, or possession of drugs even if the offense is not connected with school. Furthermore, the law provides that a student may be placed in an alternative educational program if charged with a violation of law related to weapons, alcohol/drugs, or intentional injury, even if the offense is not connected to school.

Profanity - Students will not use vulgar or indecent language or gestures.

Public Display of Affection – Students are expected to confine displays of affection such as kissing, hugging, etc., to times and places other than school activities and school campus. No outward display of affection or physical contact is allowed at school or at school-sponsored activities. Such behavior may result in a discipline referral to the administration.

Search & Seizure - Students will be held responsible for items which they have at school or school-related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate materials which are not permitted in school. Students, their belongings, and items under their control (including cars) may be searched under certain circumstances as described in DoDEA Admin Manual 1005.1. The school system reserves the right to use trained dogs in searches. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified. If a student refuses to be searched when the administration has reasonable suspicion that the student possesses or has under his or her control prohibited items as defined in the regulation, parents and/or authorities will be contacted and the student may be subject to disciplinary action.

Smoking - All DoDEA schools are smoke-free environments. Smoking is not permitted on the campus of Quantico Middle/High School at any time. Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, matches or lighters. Students involved in the possession or use of tobacco products shall receive penalties ranging from out-of-school suspension to other effective options assigned by the principal as appropriate deterrents for individual students.

Student Dress and Appearance - Students will be appropriately dressed for school. Student dress and overall appearance must meet basic standards for health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol products, gang membership, or which promote violence. Dress or appearance which disrupts or interferes with the orderly operation of the school will not be tolerated at QMHS.

Substance Abuse- Includes using, possessing, selling, dispensing, or being under the influence of illegal/controlled substances or alcohol. This includes the unauthorized use of otherwise legal substances. (See paragraph E2.17).

Reference: [DoDEA Regulation 2051.1, Disciplinary Rules and Procedures](#)

Suspension- Removal of a student from classes or school for any period short of expulsion. Suspensions may be in-school or out-of-school. Suspensions from school are not to exceed 10 consecutive school days without a formal hearing.

Technology Misuse - Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by ([DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010](#))

Code of Conduct and the "Acceptable Use Policy"- In order to use telecommunications technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.) students must have on file an "Internet Use Agreement" form signed by the student and his parent.

Unacceptable uses of technology include, but are not limited to:

- Violating the privacy rights of others, to include accessing, manipulating and/or deleting the files of others.

- Viewing, using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others. Pornographic material on disk or saved electronically will be considered in the same manner as if it were a hard copy.
- Copying commercial software in violation of copyright law.
- Using technology for financial gain or commercial or illegal activity.
- Using technology for product advertisement or political endorsement.
- Re-posting personal communications without the author's prior consent.
- Installing software or peripheral devices to a school computer without the consent of a school staff member.
- Using technology in violation of the Code of Conduct.

Violation of these policies may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law.

Theft - Taking without permission or attempting to take without permission school property or personal property of others is expressly forbidden. Violators are subject to corrective action at school and may be referred to appropriate authorities for legal action.

Trespassing - Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students are considered to be trespassing if they are on any school property unless they are attending an approved school activity or have the approval of a school staff member. Students who have been suspended or expelled are not allowed on any school property (including school buses) or at any school-related activities without the permission of the school principal. Students who are trespassing on any school property are subject to arrest and corrective action at school. All visitors must report directly to the office.

Vandalism - No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others (including computer and other electronic vandalism).

Weapons - Students will not have weapons, look-alike weapons, or objects used to threaten, intimidate, or harm others while on school property or at any school-related activity. The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapons is forbidden. Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include but are not limited to guns, look-alike replica guns, knives, razors, box or carpet cutters, slingshots, nun chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, or brandished in a manner that reasonably provokes fear.

The Commonwealth of Virginia has enacted a criminal statute referencing laser pointers and pens specifically, if shined into another person's eyes. There is not a legitimate educational reason for any student to bring one of these items to school. Possession and abuse of laser pointers and pens is a Class 3 misdemeanor, subject to fine and up to 15 days incarceration. Students who violate the weapons policy will be referred to local authorities for appropriate action in the criminal justice or juvenile delinquency system. Possession of weapons on school property may be punishable as a felony under Virginia law and the "Gun Free Schools Act".

Quantico Middle/High School has ZERO TOLERANCE for WEAPONS INFRACTIONS.

Corrective Measures

A student's failure to comply with school rules and regulations will result in the school's taking one or more of the measures listed below. In the event that a school staff member refers a student to the principal for disciplinary action, the Discipline Referral Form shall be filled out and signed by the referring staff member prior to any action being taken by the principal. The principal is responsible for completing the form and indicating in writing any disciplinary action which has been taken. Situations of an emergency or immediate nature may arise in which a principal or assistant principal will take disciplinary action prior to the completion of the Discipline Referral Form. In these cases, as a matter of record, a Discipline Referral Form should be completed following the incident. The measures to be considered by the faculty member include Admonition, Counseling Mediation, Parent Conference, Assigned Tasks, Detention (lunch, after school and/or Saturday), and Referral to the Administrator.

Admonition - Warnings in the form of contracts, verbal or written understandings or agreements, and probation may be appropriate for some students.

Counseling - Counseling with a student by a school staff member or an administrator may be useful in bringing about a desired change of behavior.

Mediation - Mediation is used to provide intervention and peaceful settlement of problems.

Parent Conference - Parent conferences are held in an effort to clarify student behavior and to seek help, support and cooperation from the parent. They may be scheduled immediately by the teacher or administrator, or they may be used in conjunction with other strategies.

Assigned Tasks - Assignment of students to complete special tasks at school may be beneficial to the student and the school. Parent permission is required.

Detention - Detention is held for a specified amount of time after school at a specific location. Failure to report will result in out of school suspension. Parent(s) are responsible for providing transportation for detention.

The following disciplinary measures are assigned solely by the administrators:

Non-participation in School-sponsored Activities - Restriction from activities will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school-sponsored activities.

"Time-Out" Situation - A student may be removed from the assigned class or classes for a "time-out" situation for a specific period of time or until certain conditions have been satisfactorily met. The student is responsible for making up any missed assignments.

Restitution - If a student willfully damages school property, the law allows schools to collect up to \$2500 from parents to pay for damages.

Saturday Detention - Saturday Detention is assigned in lieu of out-of-school suspension. Students are required to serve Saturday Detention from 8:00 a.m. to 12:00 p.m. under the direct supervision of the QMHS Detention Coordinator, administration, and/or faculty member. Students are expected to bring enough work (school assignments), reading materials, etc... to cover the four hour period of time. If a student is sent out of Saturday Detention as a result of behavior problems, he/she will be assigned a second Saturday Detention or suspended out-of-school based on the decision of the administrator. Failure to report to Saturday Detention will result in out-of-school suspension. Students are responsible for transportation to and from Saturday Detention.

Out-of-School Suspension (OSS) - A student may be suspended from school up to 365 days for serious disciplinary infractions. A student receiving out-of-school suspension for five days or more shall be placed on disciplinary probation (based on the behavior in question) for 90 calendar days. Further disciplinary infractions of any type during their probationary period will result in more serious punishment. If a student is suspended out of school, it is his/her responsibility to request work missed due to the suspension within two days following his/her scheduled return from suspension. Although a student's access to teachers is restricted during the out-of-school suspension, parents may contact their student's guidance counselor to make arrangements to obtain work prior to the student's return. Completion time lines are at the discretion of the teacher.

Out-of-school suspension grading restrictions do not apply in the case of long-term projects/assignments or semester exams. Full credit will be awarded in such cases. Semester exams, along with previously assigned long-term projects/assignments due during the suspension period, must be submitted within the two days after the student's scheduled return from the suspension. The QMHS administrators will conduct a reintegration conference with the student and parents the day of their return to the Quantico Middle/High School campus and classes.

No-Trespassing Order - In extreme cases, when directions of school personnel have been disregarded, a no-trespassing order may be issued to a student.

PMO/Court Action - A student's failure to comply with school regulations and/or requirement of law may result in legal action. Offenses involving weapons, alcohol/drugs, intentional injury, and other serious violations shall be reported to the PMO or other appropriate authorities.

Expulsion - The Superintendent may permanently deny a student's attendance at school and school-related activities. A student may be expelled for the remainder of a semester or the remainder of a school year.

Quantico Middle/High School Table of Behaviors and Consequences

Group I. Serious Offenses

1. Occasional Unexcused Tardiness to School and/or Class
2. Minor Bus Misconduct
3. Public Display of Affection
4. General Disruption of the Orderly Educational Process
5. Disrespect or Use of Vulgarity or Vulgar Gestures toward other Students
6. Misrepresentation or Forgery of a Signature and/or an Excuse
7. Wearing Clothes or Accessories that are inappropriate for an Educational Setting
8. Scuffling / Horseplay
9. Unauthorized Selling of any Product for Personal Profit
10. Gambling
11. Electronic Devices (e.g. Cell Phones, IPod, MP3, Smartphones, Smartwatches, tablets, etc.)
Consequences will be addressed in signed agreement/contract
12. Caught in Off-limits Area
13. Technology Misuse

Group I: Penalties and Consequences

1. Verbal Reprimand / Warning
2. Administrator/Teacher/Student Conference
3. Parent/Guardian/Sponsor Conference
4. After School Detention
5. Lunch Detention
6. Saturday Detention
7. School Community Service (after school hours)
8. Restriction of Privileges
9. Probation
10. Restitution
11. Peer Mediation
12. Suspension of Bus Privileges for Bus Infractions
13. Parent/Guardian/Sponsor Monitoring During the School Day

Group II: Major Offenses

1. Disrespect to and/or Defiance to Authority and/or the use of Vulgarity or Vulgar Gestures toward School Personnel
2. Disrespect to and/or Defiance to Authority
3. Disruptive Behavior, to include on the bus, on campus, in the cafeteria, during school activities and/or events
4. Simple Assault and/or Threats
5. Possession or Use of Tobacco, Cigarettes, Cigars or other Tobacco Products on School Grounds or at School Activities
6. Stealing
7. Cheating and/or Plagiarism
8. Truancy
9. Fighting and/or Mutual Fray
10. Instigator / Bystander / Encouragement of disruption, fight, or other violation of the Code of Conduct
11. Hazing, Harassment, and/or the Malicious use of Slurs Based on Race, Gender, Religion, Ethnicity, Language, Background and/or National Origin
12. Sexual Harassment
13. Lying or Participating in a Deception which may lead to an Adverse Action Against Another
14. Extortion
15. Use or Possession of Alcoholic Beverages
16. Possession of Paraphernalia Related to the Use of Illegal Drugs
17. Vandalism
18. Chronic Unexcused Tardiness to School and/or Class
19. Leaving Campus without Permission; Failure to Sign Out
20. Endangering Others and/or Safety Rule Violation
21. Instigator or Accomplice to GROUP II Violation
22. Habitual Offender of any GROUP I and/or GROUP II Violations
23. Bullying
24. Cyber Bullying

Group II: Penalties and Consequences

1. Administrator/Teacher/Student Conference
2. Parental/Guardian/Sponsor Conference
3. After School Detention
4. Lunch Detention
5. Saturday Detention
6. School Community Service (after school hours)
7. Peer Mediation
8. Restriction of Privileges
9. Probation
10. Restitution
11. Out-of-School Suspension from one through five Days
12. Parental/Sponsor Monitoring During the School Day
13. Suspension of Bus Riding for Bus Infractions

Group III: Criminal Offenses

1. Aggravated Assault and/or Assault and Battery
2. Possession and/or Concealing a Deadly Weapon
3. Robbery or Burglary
4. Possession, Use, and/or Distribution of Illegal Substances or Drugs
5. Sex Violations
6. Aggravated Vandalism
7. Willful Detonation of a Fire Alarm without a Just Cause and/or Calling a False Report of an Event that could affect the Health, Safety, or Welfare of Students, Employees, or Visitor the School (e.g. Bomb Threat.)
8. Possession, Concealing, and/or Detonation of any Device which may result in Bodily Harm
9. Arson
10. Trespassing
11. Instigator or Accomplice to any GROUP III Violation
12. Habitual Offender of any GROUP III Violations

Group III: Penalties and Consequences

1. Parent/Guardian/Sponsor Conference
2. Out-of-School Suspension from three through nine days
3. Superintendent's Out-of-School Suspension for 10 or more days
4. Expulsion from NY/VA School District
5. Restriction of Privileges
6. Arrest
7. Provost Marshal 's Office/Court Action
8. No-Trespassing Order
9. Restitution
10. Probation
11. Suspension of Bus Riding for Bus Infractions
12. Referral to School Resource Officer or Appropriate Security Agency

Participation in Athletic and Extra-Curricular Programs

Eligibility

Athletes and all other extra-curricular participants must have a quarter GPA average of 2.0 and must have no more than one "F" during the current progress notice review (4 ½ week mark) and the current nine week quarter marking period. Grades used to determine eligibility will be recorded on progress notices and the report cards. Eligibility for fall extra-curricular is determined by the fourth quarter grades of the previous year. Students who complete summer school can use those grades to count towards eligibility.

QMHS Activities /Athletics

Quantico High School

The following activities are available for at Quantico Middle/High School for grades 8 through 12:

Band (Jazz)

National Honor Society

High School Dances

Chinese Honor Society

SADD (Students against Destructive Decisions)

Chorus

SCA (Student Cooperative Association)

Mu Alpha Theta

The following sports are offered at Quantico each year for grades 8 through 12 (based on student interest):

Fall/Winter/Spring

Cross Country (Co-ed) Basketball Soccer

Volleyball (Girls)

Cheerleading (Middle School)

Cheerleading (Varsity) Baseball

Football Softball

QMHS Activities/Athletics

Quantico Middle School

The following activities are available for middle school students at Quantico Middle/High School:

(based on student interests)

SCA (Student Cooperative Association)

Band

National Junior Honor Society

Chorus

STEM Club (Science*Technology*Engineering*Mathematics)

The following sports are offered at Quantico each year for students in grades 7 and 8 (based on student interest).

Fall/Winter

Soccer (Co-ed) Basketball (Boys and Girls)

Football (Grade 8 Only) Cheerleading (Girls)

Fun and Fitness

Sixth graders attending Quantico Middle/High School may participate in the after school Fun and Fitness activity throughout the school year. The Fun and Fitness activity affords QMHS sixth graders opportunities to actively engage in the following:

- Increasing current amount of physical activity by making it fun and personally rewarding while engaging with friends
- Understanding and improving components of fitness: body composition, flexibility, muscle strength/endurance, and cardiovascular endurance
- Physical Fitness through a variety of games, sports, and activities (both individual and team)
- Developing and improving physical skills
- Developing college and career readiness skills
- Developing mental alertness and moral qualities
- Developing sportsmanship qualities
- Developing leadership qualities

QMHS Dances

- Quantico Middle/High School dances are planned for current Quantico Middle/High School students only. No other students may attend unless special permission is given by the administration. A student wishing to bring a guest must obtain a guest pass from the dance sponsor a **week** in advance of the event. QMHS administration will issue final approval.
- All school rules, regulations, and policies are in effect while students are in attendance at dances.
- Students who attend a dance must be present at school the day of the dance unless a waiver is granted by the administration. If a student is assigned an Out of School Suspension on a Friday, she/he will remain ineligible to participate in any extra-curricular activity until 7:35 a.m. the following school day.
- Students who attend a dance must be picked up within 15 minutes of the ending time of the dance. Those who are not will be restricted from attending the next scheduled dance. (Transportation to and from the dance is to be provided by the parents or students who drive.)
- Parents wishing to pick up their student early from the dance must come inside and get their student. No middle school student will be released early without his/her parents' presence or written permission from the parents to leave early.
- Students who are requested to leave a QMHS dance for any reason will be ineligible to attend future dances unless approved by the administration.
- School dances are for all in attendance, therefore inappropriate dancing is not allowed at school dances. Always be courteous and considerate of fellow students and chaperones.
- Middle school students may not attend high school dances and high school students may not attend middle school dances.

Dress Code

QMHS believes that there is a correlation between a student's dress, a student's attitude, and a student's work. Students will be appropriately dressed for school. Student dress and overall appearance must meet basic standards for health, safety, cleanliness and decency. Dress or appearance, which disrupts or interferes with the orderly operation of the school will not be tolerated. The administration reserves the right to prohibit a particular item of clothing if it is not specifically covered by this policy, but is deemed to cause sufficient concerns regarding the appropriateness of the security of our school. The following dress code has been implemented for QMHS:

- All students are to remove hats, bandanas, sweatbands or costume attire that is worn on or around the head when entering the building. Headbands for girls are permitted for the purpose of holding back hair. Sunglasses are not to be worn inside of the school building. The QMHS dress code policy also pertains to all evening activities within the school. Chronic offenders will have their headwear confiscated and will be referred to an administrator. Students who wear head coverings as a religious practice will coordinate with the QMHS administration to recognize and respect their practice.
- Shorts may be worn throughout the year with the following stipulations: No athletic shorts, bike shorts or those of a spandex nature (form fitting). No shorts shorter than 3 inches above the knee.
- Skirts and dresses that are worn to school must be no shorter than 3 inches above the knee. Sundresses are allowed, but must meet the strap width of at least 2 inches across.
- Leggings and like items can only be worn when they are covered by a top that reaches 3 inches above the knee. Tops must be solid material.
- Tube, halters, tank tops, swimwear and sleeping wear "pajamas" are not to be worn to school. No "open back" garments. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Tops may not expose the midriff and clothing must cover undergarments at all times.
- Students are responsible for wearing the appropriate shoes for the courses they are enrolled in. Classes where there are labs, or shop, students are to wear appropriate shoes for safety. Bare feet are not allowed.
- See-through materials are permitted but must have solid clothing underneath that covers any undergarments in both front and back. Tight or revealing clothing is not allowed. Clothing with profane language, suggestive graphics, drug or alcohol related printing, gang-related references, or that which promotes violence are prohibited.
- The waistband of male students must be worn from the waist. Excessively baggy clothing (pants with more than a three-inch gap at the waist) must be worn with a belt or suspenders. No holes in pants for males or females.
- Athletic Teams: All athletic teams are permitted to wear their team uniform top on the day of the event. *Students found violating the QMHS Dress Code may be sent home to change or have acceptable clothes brought to them by a parent/guardian/sponsor. Repeated violations of the dress code will result in disciplinary action.*

STATEMENT OF REVIEW AND COMMITMENT TO THE CODE OF STUDENT CONDUCT

School Board Policy requires all QM/HS students to certify that they and their parents have been fully advised of the **Code of Student Conduct**.

This is to verify that you and your student have read and understand this policy. Please return this page to your student's Advisory teacher.

I am the parent/guardian of the above named student and, by my signature, acknowledge that I have received notice of the requirements of the Quantico Middle/High School **Code of Student Conduct**. I have reviewed the **Code of Student Conduct with** my student and recognize my responsibility to assist the school in enforcing the standards of student behavior.

Parent Signature

Date

Agreement by the student

I have read the **Code of Student Conduct** and agree to abide by the rules and regulations stated, as well as all other expectations of good behavior and attendance.

Student Signature:

_____ Date _____

(Student Signature Required)

Student's Name (Print) _____

Grade _____

Advisory Teacher _____

STATEMENT OF REVIEW AND COMMITMENT TO THE ACADEMIC INTEGRITY CODE

This is to verify that you and your student have read and understand this policy. Please return this page to your student's Advisory teacher.

I am the parent/guardian of the above named student and, by my signature, acknowledge that I have received notice of the Quantico Middle High School **Academic Integrity Code**. I have reviewed this policy with my student and recognize my responsibility to assist and support the school in enforcing the standards of academic integrity.

Parent Signature _____

Date _____

Agreement by the student

I have read the Quantico Middle/High School **Academic Integrity Code** and agree to adhere to the expectations of academic integrity set forth in the policy.

Student Signature:

_____ Date _____

(Student Signature Required)

Student's Name (Print) _____

Grade _____

Advisory Teacher _____

