

**Every Student, Every Day,  
Everywhere**

# **DoDEA Student Handbook**

**Sigonella Middle / High School**  
**Home of the Jaguars**  
Student / Parent Handbook  
**SY 2020-2021**



**dodea**  
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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# Home of the Jaguars

2020-2021



**School Colors – Blue and Gold**

**School Mascot – Jaguars**

**Dale Moore – Principal**

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***Department of Defense Education Activity Website***

*<https://www.dodea.edu/>*

***Sigonella Middle/High School Website***

*<https://www.dodea.edu/SigonellaMHS/index.cfm>*

# DoDEA School Rules, Regulations and Procedures

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

## General Information

### **Interstate Compact on Educational Opportunity for Military Children**

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

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

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

### **Access to School Facilities**

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

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

### **Visitors and Volunteers**

**For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school.** A visitor/volunteer is someone who is not a school

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

## **Student Lunch Program**

### **School Meal Program**

The NEX provides meals to PK-12 students on Navy bases in 9 OCONUS locations: Guantanamo Bay, Naples, Sigonella, Rota, Bahrain, Yokosuka/Ikego, Atsugi, Sasebo/Hario, and Guam.

When enrolling you will be provided with a Student Meal Program Enrollment Form. Turn the filled out SMP form in to NEX customer service desk. NEX staff will register your student into our automated point of sale system and notify you once completed.

Pre-payment to your child's meal account can be made at [www.mypaymentplus.com](http://www.mypaymentplus.com).

Each month, menus are posted at [www.mynavyexchange.com/smp](http://www.mynavyexchange.com/smp).

### **NEX/Student Meal Program**

Parents are encouraged to verify SY 20/21 Lunch accounts through the NEX/SMP. Students are always encouraged to bring a lunch from home, but those desiring or needing to purchase lunch must either have US Dollars or register for a lunch account through the NEX/SMP program using the following website: [www.mypaymentplus.com](http://www.mypaymentplus.com).

High School students 9-12 are allowed to leave campus for lunch. Middle School students 6-8 must remain on campus for lunch.

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

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

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

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

# Enrollment

## **Student Registration Process**

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

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

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

The following documents are necessary to complete the registration process:

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

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

## **Student Immunization Requirements**

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

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

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

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

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

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

### **Immunization Exemptions**

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

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

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

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

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

until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:

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

DoDEA health forms can be found at:

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

### **Student Grade-Level Placement**

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

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

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

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

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

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

## **Transcripts/Records Policy/Access to Student Records**

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

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

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

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

### **Accelerated Withdrawal**

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

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

***The acceleration request must be initiated at least four weeks before the final school day. The Europe South District Office establishes the dates for acceleration. Students must be in attendance for the entire acceleration day.***

<b><i>Semester 1: December 04, 2020</i></b>	<b><i>Semester 2: May 10, 2021</i></b>
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Orders and a letter indicating the student's last day in school should be brought to the registrar. It is the student's responsibility to take the acceleration form to teachers and complete the required work and examinations before departure.

- Three (3) days prior to the acceleration date, students will receive a clearance form from the Registrar, which must be completed by teachers and other staff members before departure and returned to the Registrar.
- Payment for books or other items must be made before clearance can be completed.
  - Parents must call ahead to arrange for records pick up.

## High School Graduation Information

### **Graduation Requirements**

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

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

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

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

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

### **High School Graduation Course Requirements**

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> <li>● 1.0 credit (ELA 9)</li> <li>● 1.0 credit (ELA 10)</li> <li>● 1.0 credit (ELA 11)</li> <li>● 1.0 credit (ELA 12)</li> </ul>	4.0 credits	4.0 credits

Social Studies	<ul style="list-style-type: none"> <li>● 1.0 credit (World History 9 or 10; or Honors</li> <li>● World History 9 or 10, aka Global Studies)</li> <li>● 1.0 credit (U. S. History)</li> <li>● 0.5 credit (U. S. Government)</li> <li>● 0.5 credit (Social Studies elective)</li> </ul>	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> <li>● 1.0 credit (Algebra)</li> <li>● 1.0 (Geometry)</li> <li>● 1.0 credit (Math course code 400 or above)</li> <li>● 1.0 credit (Algebra II or identified equivalent course)</li> </ul>	4.0 credits	4.0 credits
Science	<ul style="list-style-type: none"> <li>● 1.0 credit (Biology)</li> <li>● 1.0 credit (Chemistry or Physics)</li> <li>● 1.0 credit (Science elective)</li> </ul> <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> <li>● 2.0 credits (World Language [WL] course)</li> </ul> <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> <li>● 1.5 credits (CTE course offering)</li> <li>● 0.5 credit (Computer Technology CTE course)</li> </ul>	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> <li>● 0.5 credit (Lifetime Sports)</li> <li>● 0.5 credit (Personal Fitness)</li> <li>● 0.5 credit (Activity &amp; Nutrition or equivalent PE)</li> </ul> <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> <li>● 1.0 credit (course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit	1.0 credit

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

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

### **Transferring Course Credits to a DoDEA School**

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

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

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

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

### **Home-school Students**

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

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are

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

## Report Card and Grading Information

### Grading and Grading System

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

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

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

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

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

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

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

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

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

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

## **Progress Reports/Report Cards**

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

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

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

## **Parent-Teacher Conferences**

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

## **Attendance**

### **Student Attendance**

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

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

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

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

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

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

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

## Assessments

### **System-wide Assessment Program**

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

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

All assessments selected for use within DoDEA shall:

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

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

## Special Education

### Special Education Services

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

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

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

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

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

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

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

## **Disability Accommodations and Nondiscrimination**

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

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

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

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

### **Child Abuse and Neglect**

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

In accordance with the policy in DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

### **Suicide Risk and Threats Towards Others**

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

## **Suicide Risk**

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

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

## **Threats Towards Others**

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

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

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

## **System Programs and Services**

### **School Counseling Services**

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

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

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

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

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

### **School Psychology Services**

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

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

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

mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

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

### **School Health Services**

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

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

The school nurse’s responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

### **Student Illness**

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

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.

- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

### **Parent Notification**

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

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

### **Allergies and Chronic-Acute Conditions**

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

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

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

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

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

### **Medication at School**

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

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

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

## **First Aid and Emergency Care**

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

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

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student’s injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

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

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

## **Student Rights and Responsibilities**

### **Discrimination-Free Education Programs and Activities**

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

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

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and

Discipline”), or impermissible disparate impact based on a student’s protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

## **Student Rights and Responsibilities**

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

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

Students shall:

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

## **Scholastic Integrity**

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

## **Freedom of Religious Expression**

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

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

engage in religious expression in school does not include the right to compel other students to participate in religious practices or discussion.

### **Interscholastic Athletics**

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

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

### **Student Dress Code**

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

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

The dress code is established to insure that students are dressed appropriately for learning, specifically to insure that parts of the body to include the chest, back, and below the waist are adequately covered at all times. Also any reference to Alcohol, drugs, gangs or contraband is prohibited. Headgear is not allowed indoors unless it is worn in conjunction with a special event, or has received prior approval from administration. If a faculty member observes a student in violation of the dress code, they will discretely send them to the office.

Administration will review all reported dress code violations and make final determination of school appropriateness. Repeat violations may result in disciplinary actions.

**Exemptions to dress code may be requested by a parent for religious or medical reason.**

**Although not all-inclusive, the following are examples of unacceptable dress for Sigonella Middle/High School:**

<b>Inappropriate</b>	<b>Head</b>	<b>Shorts Skirts Pants</b>	<b>Shirts</b>
	<ul style="list-style-type: none"> <li>▪ Hats/hoods of <b>any</b> kind inside the buildings: This includes bike helmets, jacket hoods.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pajamas</li> <li>▪ Sagging</li> <li>▪ Shorts or skirts shorter than mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spaghetti straps</li> <li>▪ Open midriffs</li> <li>▪ Halter tops</li> <li>▪ Open back</li> </ul>

Shoes	Other	Inappropriate Reference
<ul style="list-style-type: none"> <li>▪ Bare feet or only socks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sheer/see-through clothing (particularly if undergarment is clearly visible) such as provocative/ excessive revealing necklines or muscle shirts</li> <li>▪ Wallet Style chains/spiked accessories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gang affiliated clothing or material</li> <li>▪ Alcohol or tobacco</li> <li>▪ Drug reference</li> <li>▪ Obscene/ lewd</li> <li>▪ Indecent references</li> <li>▪ Violence</li> <li>▪ Racial prejudice</li> <li>▪ Sexual references</li> </ul>

- *PE/Athletic shorts **MUST** meet appropriate sizing guide; Spandex/Volleyball/Cheer shorts worn alone are not appropriate athletic wear during school hours.*

## Student Conduct and Discipline

### Discipline

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

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

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

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

## **School Bus Behavior**

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

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

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

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

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

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

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

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

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

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

Students may visit DoDEA's "Sexual Harassment Awareness and Prevention" webpage to learn more at [www.dodea.edu/sexualHarassment](http://www.dodea.edu/sexualHarassment).

## **Technology**

### **Computer Access/Internet Policy/Electronic Devices**

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

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

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

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

### **Role of Social Media**

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

# Transportation

## Student Transportation Services

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

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

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

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

## Surveillance/Security

*DoDEA AI 5205.02, Volume 1, DODEA FORCE PROTECTION PROGRAM: ANTITERRORISM, February 11, 2019*

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

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

DoDEA PROCEDURAL GUIDE 5760.01-01 SERIOUS INCIDENT REPORTING PROCEDURES, August 24, 2016, Section 4: Serious Incident Report Matrix, Table 6. Security Incidents, Force Protection Issues: Requires reporting of Force Protection Issues such as suspected surveillance which constitutes a threat or potential threat to students, staff or operations – if in doubt – report it! See table below

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

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

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

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

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

Description of personnel:

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

Description of Vehicle:

- Make, model, style, color, license plate

Immediately report suspected or confirmed surveillance of DODEA facilities, Buses, Bus Routes or activities (on or off installation) to either the Caserma Ederle MP Desk at 634-7626 (VMC) or Camp Darby MP Desk at 633-7510 (DMC), and the USAG Italy 24/7 Operations Center at COM 0444-71-8035/ DSN 637-8035 or email [usarmy.usag-italy.id-europe.mbx.installation-operations@mail.mil](mailto:usarmy.usag-italy.id-europe.mbx.installation-operations@mail.mil).

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

Other Emergency Phone Numbers:

#### **Emergency Reporting On post**

- FIRE/ EMS: 117
- Police: 114
- From a Cell Phone: 044-71-8911

#### **Emergency Reporting Off post**

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

### **SAFETY AND SECURITY (DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 17, 2017)**

#### **Emergency Procedures**

Emergency procedures are established in coordination with base officials and DoDEA safety and security personnel. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

Fire drills are the most common drill practiced throughout the school year. The school will practice and/or review lockdown, shelter in place, earthquake, and bomb threat procedures.

## **Search and Seizure**

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

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

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

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

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

## **DISMISSAL/DELAYED OPENING FOR INCLEMENT WEATHER**

The decision to close or delay the opening of school is made by the Sigonella military commander and based on road safety conditions. Announcements will be made over the Armed Forces Radio Station (Sigonella AFN-AM/FM) beginning about 0630 hours on days when the opening of school is affected. Should conditions warrant closing school early, announcements will be made over AFN. Parents are urged to listen to AFN for announcements about school closings, delayed openings, or early dismissals. The NAS website will also post school closings.



# SIGONELLA MIDDLE HIGH SCHOOL

SCHOOL YEAR 2020 - 2021



AUGUST							August 17	All Teachers report to duty	JANUARY												
S	M	T	W	T	F	S	August 18-19	CCRS Training Day - No Students	S	M	T	W	T	F	S						
						1	August 21	Open House 4-6						1	2						
2	3	4	5	6	7	8	August 21	New Student Orientation 8-12	3	4	5	6	7	8	9						
9	10	11	12	13	14	15	August 24	<b>School Begins-ALL Classes</b>	10	11	12	13	14	15	16						
16	17	18	19	20	21	22	September 7	Labor Day- Federal Holiday	17	18	19	20	21	22	23						
23	24	25	26	27	28	29	September 18	.5 Online Training - Early Release 1100	24/31	25	26	27	28	29	30						
30	31	3A's 2B's					October 7	CCRS 1st Qtr Training Day - No Students	7A's 7B's												
SEPTEMBER							October 9	CSI Day-No Students	FEBRUARY												
S	M	T	W	T	F	S	October 12	Columbus Day - Federal Holiday	S	M	T	W	T	F	S						
		1	2	3	4	5	October 14	PSAT 8/9 & PSAT/NMSQT		1	2	3	4	5	6						
6	7	8	9	10	11	12	October 22	End of First Quarter	7	8	9	10	11	12	13						
13	14	15	16	17	18	19	October 23	Teacher Work Day - No Students	14	15	16	17	18	19	20						
20	21	22	23	24	25	26	October 26	Begin Second Quarter	21	22	23	24	25	26	27						
27	28	29	30				October 30	Parent Teacher Conference-No Students	28												
10A's 11B's							November 9	CCRS 2nd Qtr Training Day - No Students	9A's 9B's												
OCTOBER							November 11	Veteran's Day - Federal holiday	MARCH												
S	M	T	W	T	F	S	November 26	Thanksgiving - Federal Holiday	S	M	T	W	T	F	S						
				1	2	3	November 27	Recess Day		1	2	3	4	5	6						
4	5	6	7	8	9	10	December 21	Begin Winter Recess	7	8	9	10	11	12	13						
11	12	13	14	15	16	17	December 25	Christmas-Federal Holiday	14	15	16	17	18	19	20						
18	19	20	21	22	23	24	January 1	New Year's-Federal Holiday	21	22	23	24	25	26	27						
25	26	27	28	29	30	31	January 4	Instruction Resumes	28	29	30	31									
9A's 8B's							January 11-14	Final Exams	9A's 9B's												
NOVEMBER							January 14	End of Second Quarter and First Semester	APRIL												
S	M	T	W	T	F	S	January 15	Teacher Work Day - No Students	S	M	T	W	T	F	S						
1	2	3	4	5	6	7	January 18	Martin Luther King Jr. Day - Federal Holiday					1	2	3						
8	9	10	11	12	13	14	January 19	Start of Third Quarter and 2nd Semester	4	5	6	7	8	9	10						
15	16	17	18	19	20	21	February 12	CCRS 3rd Qtr Training Day-No Students	11	12	13	14	15	16	17						
22	23	24	25	26	27	28	February 15	President's Day - Federal Holiday	18	19	20	21	22	23	24						
29	30						March 5	CSI Day-No Students	25	26	27	28	29	30							
8A's 9B's							March 25	End of Third Quarter	10A's 9B's												
DECEMBER							March 26-April 2	Begin Spring Recess	MAY												
S	M	T	W	T	F	S	April 5	Begin Fourth Quarter	S	M	T	W	T	F	S						
		1	2	3	4	5	April 30	CCRS 4th Qtr Training Day- No Students							1						
6	7	8	9	10	11	12	May 28	Recess Day	2	3	4	5	6	7	8						
13	14	15	16	17	18	19	May 31	Memorial Day - Federal Holiday	9	10	11	12	13	14	15						
20	21	22	23	24	25	26	June 1	School Awards Ceremony	16	17	18	19	20	21	22						
27	28	29	30	31			June 2	Tentative Graduation	23	24	25	26	27	28	29						
7A's 7B's							June 3-8	Final Exams	30	31	9A's 10B's										
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>KEY</b> </div> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #ADD8E6; padding: 2px;">82</div> A Days           <div style="background-color: #FFD700; padding: 2px;">82</div> B Days         </div> <div style="background-color: #FFD700; padding: 2px; margin-bottom: 2px;">Exam Days</div> <div style="border: 1px solid red; border-radius: 50%; padding: 2px; margin-bottom: 2px;">Student Non-Attendance</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px; margin-bottom: 2px;">School Holiday</div> <div style="background-color: #90EE90; padding: 2px; margin-bottom: 2px;">Early Release Day-1300</div> <div style="background-color: #90EE90; padding: 2px; margin-bottom: 2px;">Assessment Testing</div> <div style="background-color: #800080; padding: 2px; margin-bottom: 2px;">Half Day 11:00 Release</div>							June 9	Last Day of School-Half Day - 1100 Release	JUNE												
							June 10	Teacher Work Day - No Students	S	M	T	W	T	F	S						
							Assessment Testing										1	2	3	4	5
							PARCC TESTING: TBD								6	7	8	9	10	11	12
							SAT: Sept. 26, Oct 3, Dec 5, March 13, May 8								13	14	15	16	17	18	19
							March 13, May 8								20	21	22	23	24	25	26
							ACT: Oct TBD, Dec 12, Jun TBD								27	28	29	30			
							AP TESTING: May 3-14								1A's 1B's						
							PSAT 8/9 & PSAT/NMSQT: Oct 14														
							Note: Acceleration Dates: Dec 4/ May 10														

# Sigonella MHS Daily Class Schedules SY 2020-21

## High School/Middle School

### A Day

### B Day

<b>0745-0915</b>	<b>Period 1</b>	<b>0745-0915</b>	<b>Period 5</b>
<b>0920-1045</b>	<b>Period 2</b>	<b>0920-1045</b>	<b>Period 6</b>
<b>1045-1135</b>	<b>Lunch</b>	<b>1045-1135</b>	<b>Lunch</b>
<b>1135-1300</b>	<b>Period 3</b>	<b>1135-1300</b>	<b>Period 7</b>
<b>1305-1430</b>	<b>Period 4</b>	<b>1305-1430</b>	<b>Period 8</b>

EVERY THURSDAY WILL BE EARLY RELEASE FOR TEACHER COLLABORATION AND PROFESSIONAL DEVELOPMENT.

## Sigonella Middle and High School

### Early Release Schedule

<b>0745-0850</b>	<b>Period One/Five (65 min)</b>
<b>0855-1000</b>	<b>Period Two/Six (65 min)</b>
<b>1005-1110</b>	<b>Period Three/Seven (65 min)</b>
<b>1115-1150</b>	<b>Lunch (35 min)</b>
<b>1155-1300</b>	<b>Period Four/ Eight(65 min)</b>

## Sigonella Middle High School

PSC 824 Box 08  
FPO AE 09623-0001  
Phone: 624-4281  
FAX: 624-3899

<http://sigmhs.mdso.eportalnow.net>  
password: jaguars

## Profile 2020-2120

CEEB CODE: 577100

Commercial Phone: 011-39-095-56-4281  
Commercial Fax: 011-39-095-56-3899



**District Superintendent:** Dr. Michele Brahaney      **Community Superintendent:** Mr. Carl Albrecht  
**Principal:** Dale Moore      **Asst. Principal:** Richard Dye      **Counselor:** Veronica Celia  
[David.Carlisle@eu.dodea.edu](mailto:David.Carlisle@eu.dodea.edu)      [Richard.Dye@eu.dodea.edu](mailto:Richard.Dye@eu.dodea.edu)      [Veronica.Celia@dodea.edu](mailto:Veronica.Celia@dodea.edu)

**School and Community:** Sigonella Middle High School is a Department of Defense Dependents School (DoDDS) serving grades 6-12 with a high school population approximately 140 students, located at the United States Naval Air Station (NAS) Sigonella, in Sicily, Italy. The base is situated in a large agricultural valley about 12 kilometers from Sicily's east coast near the city of Catania. To the north, Mount Etna, a 3,300 meter high active volcanic peak, makes a scenic backdrop for the base. The majority of our students are Navy command sponsored, with a normal tour of duty of three years. We have approximately 30 % turnover in student population each year due to military reassignment.

Our students are enriched by American and Italian cultures and have opportunities to travel throughout Europe for academic and athletic competitions. Our diverse American population is comprised of representatives from the 50 United States, as well as students from Germany, Poland, Turkey, Greece, Canadian and Norway. SMHS is an American high school in many ways, but is unique and different from the stateside schools as reflected in our extracurricular and special program offerings. Sigonella students reflect this uniqueness through their diversity and global viewpoint.

### **School Goals Concerning Student Performance:**

**Goal 1: 90% of Sigonella MHS 6-9<sup>th</sup> grade students will score in the top 2 quartiles on the System-wide Assessments in Math in the spring of 2019.**

**Goal 2: PSAT Math scores for Sigonella MHS 10<sup>th</sup> and 11<sup>th</sup> grade students will increase 2 percentage points by fall of 2018.**

**DODEA Mission:** *Educate, Engage, and Empower Each student to succeed in a dynamic world*

**DoDEA Vision:** *Excellence in Education for Every Student, Every Day, Everywhere.*

**Sigonella Middle/High School Vision:** Prepare life-long learners, leaders, and global citizens

<b>Daily Schedule: 7:45a-2:30p</b>	
Day A	Day B
Period 1	Period 5
Period 2	Period 6
Lunch	Lunch
Period 3	Period 7
Period 4	Period 8

<b>Letter Grade</b>	<b>Numeric Value</b>	<b>GPA Points</b>
A	90-100	4.0 (5.0 AP)
B	80-89	3.0 (4.0 AP)
C	70-79	2.0 (3.0 AP)
D	60-69	1.0 (2.0 AP)
F	59 and below	0.0

Rank in class is based on a weighted GPA. Advanced Placement courses are the only weighted courses offered at SMHS. Class rank is determined at the end of the eighth semester.

**Graduation Requirements: GPA +2.0    Total Credits = 26    One Semester = ½ Credit**

- English Language Arts: 4 credits
- Professional Technical Studies: 2 credits
- Foreign Language: 2 credits
- Physical Education: 1.5 credits
- Social Studies: 3 credits
- Mathematics: 4 credits
- Science: 3 credits
- Fine Arts: 1 credit
- Elective Courses: 5 credits
- Health Education: 0.5 credit

**Advanced Placement Classes and AVID:**

- AP courses are currently offered in: Physics, US History, World History, US Government-Politics, Psychology, Calculus, Statistics, Italian, Computer Science Principles, Human Geography, Chemistry, Biology, English Language and Composition, and English Literature and Composition. Additional AP courses are available via Distant Learning.
- Middle School students in 7<sup>th</sup> and/or 8<sup>th</sup> grade can take high school foreign language and math courses for high school credit.
- AVID: Advancement Via Individual Determination: The goal of the AVID program is to prepare those students who are not in a typical college preparatory program to enter and be successful in four-year colleges and universities. AVID is a language arts based curriculum with emphasis on the writing process and writing as a tool of learning.

**Extracurricular Activities:** Our unique location affords diverse cultural exchange. Students’ horizons are broadened by academic and extracurricular experiences among American and international schools throughout Europe.

- 10 Varsity Sports Teams
- NJROTC Color Guard, Rifle & Drill Teams
- Creative Connections
- Visual Arts, Music
- Academic Games
- Geography Bee
- Model Senate and Model UN
- MS/HS Student Council
- National Honor Society/National Junior Honor Society
- Honors Music Festival
- Future Educators of America
- Math Counts
- MS Fitness/Running Club
- Art and Literature
- Robotics Club
- STEM Enrichment Activities

## College Admission Testing: School Year 2018-2019

Test	Number of Students
SAT	29
ACT	2

	2018 Average
SAT - Critical Reading	571
SAT - Mathematics	549

### Post-Graduation Plans

- Four Year College 76%
- Military 10%

Two Year College 14%  
Undecided/Work 0%

### Students graduating in 2019 went on to pursue the following post-high school programs:

University of Nevada, University of California, University of Seville, Northeastern University, Middle Tennessee State University, Jacksonville University, University of Maryland, Central Washington University, Iowa State University, Nazareth College, University of Kentucky, Florida State University, Rutgers University, Indiana University, Minneapolis College of Art and Design, West Virginia University, United States Naval Academy, Washington State University, University of Washington, University of Oregon, Louisiana State University, joined the United States Air Force, Navy, Marine Corps and joined the general workforce.

*The Department of Defense Education Activity Europe South District and Sigonella High School are fully accredited by AdvancED.*