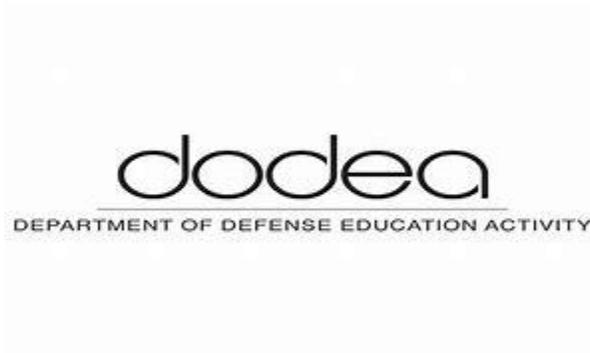


**Excellence in Education for Every Student,  
Every Day,  
Everywhere**

# **DoDEA Student Handbook**

**SY 2020-2021**



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# DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents, students and stakeholders of the 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 DoDEA 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 active duty military-connected families. Currently, all 50 states and the District of Columbia participate in this interstate compact, which provides uniform policy for resolving the education transitional challenges experienced by military-connected children as they transition between schools.

It is estimated that the average military family moves nearly every two years during their active duty Service member’s career. These frequent moves can cause children to miss out on curricular and extracurricular activities as well as face challenges with educational continuity, including meeting graduation requirements. The Compact ensures that 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, unique learning needs, assessments 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 of such 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/policy.

### **Visitors and Volunteers**

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

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 the visitor/volunteer can access a different location within the school. Upon finishing their visit, visitors/volunteers 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. Approval by school personnel is required for this type of visitation.

### **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](#)

[DoDEA Administrative Instruction 1358.01, "School Boards, Advisory Committees, and Dependents Education Council, March 31, 2020.](#)

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) locally. This is a system-wide way for parents to get involved in their child's local school. Consult your child's school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

This policy has been recently updated.

## **Enrollment**

### **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:

1. Proof of age;
2. Medical records, including information on medical conditions, medications, and all dates and types of immunizations;
3. Official documents to support eligibility (e.g., letter of employment, contract, permanent change of station [PCS] orders, etc.); and
4. Proof of on-base residence (applies to students enrolling in DoD domestic schools).

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

### **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:

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

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the required 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 applicable DoD Command 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 immunization waiver 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), a student 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 student 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>

## **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. A 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 DoDEA. In addition, a 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 in DoDEA. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (kindergarten 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 school system 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 local educational agency. For kindergarten, the student must have been enrolled in and attended kindergarten class in order to assure continued attendance in kindergarten in a DoDEA school. Students who have satisfactorily completed the prerequisite grade level in the sending school system 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. Parents/sponsors of current and prospective elementary/middle/high school students should contact the school’s registrar directly for assistance. For further information, please visit the DoDEA Student Records Center Web site located at <https://www.dodea.edu/StudentServices/transcripts.cfm>. You may also consult with the counseling department at your child’s school for issues regarding student records.

### **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 whose first language is not English and is in the process of acquiring English as an additional language. In accordance with DoDEA Regulation 2440.1, DoDEA’s English Speakers of Other Languages (ESOL) Program is designed to teach ELLs to acquire English language and literacy proficiency through content. The ESOL Program builds students’ social, cultural, and academic skills so that identified ELLs succeed in an English language academic environment that provides equitable access to college- and career-ready opportunities as their English-speaking peers.

The ESOL Program involves teaching listening, speaking, reading, writing, and study skills at the appropriate developmental and English language proficiency levels. This is accomplished by teaching language through a standards-based, high-quality academic content that pursues the student’s orientation within the United States culture. The ESOL Program’s instruction can be delivered in a variety of settings and program configurations. The scope and amount of ESOL instruction provided is determined by the student’s age, grade level, academic needs, and an English language proficiency evaluation. DoDEA’s ELLs may receive instruction both through the ESOL Program and within the main classroom setting.

## **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 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 = full-day absence

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; and
9. A 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 30 minutes after the start of the school day. Too many unexcused absences may trigger the Student Support Team to convene.

## **Accelerated Withdrawal**

**Policy Reference:** [DoDEA Administrative Instruction 1367.01, “High School Graduation Requirements and Policy,” \[TBD\]](#)

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 Section 3.1.d, of DoDEA

Administrative Instruction 1367.01, “High School Graduation Requirements and Policy,” [TBD]. Accelerated withdrawal will only be considered if the parent/sponsor presents 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. In this case, the sponsor/parent should notify the school two weeks prior to the date of withdrawal.

## **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.

## **High School Graduation Information**

### **Graduation Requirements**

**Policy Reference:** [DoDEA Administrative Instruction 1367.01, “High School Graduation Requirements and Policy,” \[TBD\]](#)

A standard diploma is awarded upon completion of the following requirements, as stated in Sections 3.3, of DoDEA Administrative Instruction 1367.01, “High School Graduation Requirements and Policy,” [TBD]:

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 0.5 credit in economic history;
2. Minimum 3.8 GPA at the end of the second semester of the graduating year; and
3. Earning a passing grade and taking 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> <p>*High school ELLs in ESOL for ELA courses (Levels I-V) may receive up to 2 ELA credits towards graduation requirements.</p>	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> <li>1.0 credit (World History 9 or 10; Honors Integrated World History 9 or 10; or AP World History-Modern)</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)</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)</li> <li>1.0 credit (Physics)</li> </ul>	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: Sequential courses in the same language.</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
<i>Economic Literacy: Courses that meet this requirement</i>	Business and Personal Finances, Management Foundations, Marketing Entrepreneurship, Financial Literacy, Financial Algebra, Business and Personal Finances, Management and International Business, Environmental Science (including AP), AP Human Geography, Economics (including AP), IB Economics, AP Macroeconomics and Microeconomics, AP Comparative Government and Politics		
Summary			
Minimum Total Credits	26.0 credits	26.0 credits	
Required Courses	21.0 credits	21.5 credits	
Elective Courses	5.0 credits	4.5 credits	
AP and/or IB Courses and Requisite Exams	–	4 courses	
Minimum GPA	2.0 GPA	3.8 GPA	
*AP and/or IB courses may be used to meet DoDEA requirements.			

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

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

**Policy Reference:** [DoDEA Administrative Instruction 1367.01, “High School Graduation Requirements and Policy,” \[TBD\]](#)

**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 accepts 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 an accredited non-DoD system (public or private), correspondence, online, and/or home-school program. The accreditation for the sending school or school system must be from 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 Section 4.7, of DoDEA Administrative Instruction 1367.01. Please contact your child’s school for questions regarding course credit transfer process and approval.

## **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 periods 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. Parents/sponsors who plan to

attend a parent-teacher conference scheduled by the teacher or school should inquire on the amount of time allowed before attending. If more time is required or the parent/sponsor wants to meet with the teacher again, the parent/sponsor should notify the teacher at the end of the conference. Please contact your child's school for details regarding scheduling of parent-teacher conferences. DoDEA encourages all communication to take place through official school email accounts.

### **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 (DoDEA-CAS), 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. Be 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-CAS for major decisions concerning a student's future learning activities within the classroom setting.

For more information about the DoDEA-CAS, including the testing administration matrix, test descriptions, and testing calendar, please refer to: <https://www.dodea.edu/assessments/index.cfm>.

## **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](#)

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). Special education is specially designed instruction, support and services provided to students with an identified disability who require an instructional program that meets their unique learning needs. The purpose of special education is to enable these students to successfully develop to their fullest potential by providing a free and appropriate public education (FAPE) in compliance with the Individuals with Disabilities Education Act (IDEA), as implemented by DoD Manual (DoDM) 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015.

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:

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

If found eligible for special education and related services, DoDEA students are provided FAPE in accordance with an 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 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 with 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 FAPE 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 Family and Advocacy Program (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 shall be communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA school administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For additional assistance in this process, please contact the district school psychology instructional systems specialist.

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 FAP office 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 student behaviors 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; and
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.

## School Counseling 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 school, self, peers, and social groups. In elementary grades, 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 and learning/behavior, and they 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

### School Health Services

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

DoDEA School Health Services aims 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 address 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 students' self-care, resilience, and learning.

The school nurse's responsibilities include:

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

1. 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.

2. Actively vomiting or has diarrhea.
3. An illness which presents with contagious symptoms.
4. 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.
5. Severe uncontrolled coughing or wheezing, rapid or difficult breathing, and coughing lasting longer than five to seven days.
6. Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
7. 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.
8. 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.
9. Ringworm lesions must be covered for school attendance.
10. 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.
11. Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined to be not infectious by a 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 a child has:

1. Any illness or injury that causes concern or inability to participate in school activities;
2. Eye, ear, or teeth injuries;
3. Head injury;
4. Second- or third-degree burns;
5. Severe pain;
6. Sprains or possible fractures;
7. Temperature higher than 100°F;
8. Vomiting or diarrhea; and
9. 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 school administration and staff. In an attempt to raise awareness and limit unnecessary exposure during school hours, the following steps have been implemented to address food allergies:

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

### **Medication at School**

When medication must be administered during the school day, it must be delivered to the school nurse in the original container and 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 also 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 the medication 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 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 the 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**

### **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:

1. Comply with policies, procedures and standards for student behavior;
2. Refrain from conduct or behavior that is disruptive;
3. Respect the rights and human dignity of other students and all school employees;
4. Attend school and classes regularly, and punctually and make a conscious effort in all classes;
5. Participate in and take advantage of educational opportunities provided by DoDEA schools; and
6. 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.

### **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, which is 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.

### **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, as 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.

At Vicenza Middle School, we expect students to dress in weather appropriate, modest, clean clothing that is not provocative, revealing, or offensive to anyone. Students should dress in a manner that is not distracting to themselves or to others. Both boys and girls must wear clothing that covers the shoulders, torso and mid-thighs. Students must wear footwear. The final determination of whether the dress is appropriate for school rests with the principal.

The following manners of dress are provided as some examples:

- 1) No hats, scarves, bandanas, sweatbands, do-rags, picks, rakes, or any headgear can be worn inside the school building. Hats and other headgear must be placed in lockers before first period of the school day, may be worn during recess and after school.
- 2) Footwear must be worn. No bedroom/house slippers, shower shoes or shoes with wheels are allowed. Proper athletic shoes are needed for physical education.
- 3) Blouses and skirts must be modest and not revealing. Dresses, skirts and shorts must be mid-thigh (approx. 5-7” in-seam). There is no “fingertip rule” at the VMS as this varies from student to student due to length of arms and legs.
- 4) No sunglasses, beachwear or transparent materials.
- 5) No tube tops, tank tops, halter-tops, muscle shirts, lingerie on the outside of clothes, robes, and pajamas/nightgowns or any clothing that exposes the midriff and backside.
- 6) No dresses or tops with spaghetti straps (anything under two inches wide) or strapless. The wearing of two ribbed undergarments does not meet the standard of two inches.
- 7) Clothing, jewelry, accessories, notebooks or backpacks shall be free of writing, pictures or any other insignia that are deemed offensive by any staff member. Any such attire or personal property worn to school that may cause a disruption to the learning environment or advocates prejudice or advertises the use of drugs, tobacco, or alcohol is prohibited. Wearing of any clothing that bears the names of drugs, tobacco, or alcohol is prohibited.

8) Pants must not sag. Students are expected to wear a belt if pants are too large. There is no exposure of underwear allowed. Pants need to be at waist or top of the behind.

Guideline	Yes 	No 
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9) No articles that can cause damage to other students or property (studded bracelets, studded belts, chains, any studded jewelry, or wallet chains) may not be worn.

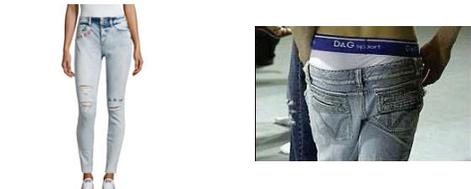
10) No torn, dirty clothing or clothing with **holes above the knees** (even if so designed). This includes clothing worn under articles with holes above the knees.

11) **Awards Assembly:** Students are encouraged to dress for success (dresses, suits, slacks, ties).

*(This list does not contain all examples.)*

<p>Clothing or personal items that are racist, sexist, promote drugs/ alcohol/tobacco, or vulgar in interpretation are not allowed.</p>		
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**\*Exceptions to the dress code may be made by the administration in relation to special school events. In addition, all students are expected to be mindful of school**

<p>Any shirt or blouse should cover the back, top of shoulders, and stomach. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.</p>		
<p>Shorts and skirts must be no shorter than mid-thigh.</p>		
<p>All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing. No holes above the knee.</p>		
<p>Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects, including picks and rakes, are not to be worn in the school or at school activities.</p>		
<p>Appropriate shoes must be worn at all times. Slippers are not allowed.</p>		

**representation when away from school on schools sponsored events. Parents may be called to bring clothes to the student. Repeated violations of the dress code or refusal to change clothes will result in disciplinary actions.**

**School Safety**

**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, and 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.

### **Standard Response Protocols**

**Policy Reference:** [DoDEA Administrative Instruction 5205.02, Volume 6, “DoDEA Force Protection Program: Standard Response Protocols,” July 24, 2018](#)

DoDEA has implemented action-based standard response protocols (i.e., lockout, lockdown, evacuate, and shelter) that can be performed during any emergency incident.



**Lockout** is directed when there is a threat or hazard outside of the school. Use the mass notification system or public address system, stating: “*Lockout! Secure the perimeter.*” Who actually conducts this task will vary based upon the school and incident taking place.



**Lockdown** is called when there is a threat or hazard inside the school building. Use the mass notification system or public address system, stating: “*Lockdown! Locks, Lights, Out of Sight!*” Who actually conducts this task will vary based upon the school and incident taking place; however, all school staff shall have the ability to call for a lockdown. Contact local emergency services, or 911, as appropriate.



An **Evacuation** is called when there is a need to move students from one facility to another. The action will vary based upon the type of evacuation. Other directions may be invoked during an evacuation, and student and staff should be prepared to follow specific instructions given by staff or first responders.



**Shelter** is called when the need for personal protection is necessary. Hazards that could generate the need to Shelter include tornado, earthquake, tsunami, and a hazardous materials incident. Use the mass notification system or public address system, stating: “*Shelter [identifying the hazard]!*” This command is typically called by the DoDEA designated official but may be called by students, teachers or first responders.

The Standard Response Protocols are incorporated into the school’s Force Protection Plan. For more information on the Standard Response Protocols and how they apply within DoDEA, refer to DoDEA Administrative Instruction 5205.02, Volume 6, “DoDEA Force Protection Program: Standard Response Protocols,” July 24, 2018.

## 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. School 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 such is happening to a student personally, or to someone they know, the student should let an adult know about it right away. The student may tell someone he/she feels comfortable with and trusts, 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 DoDEA Administrative Instruction 1443.02, 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" Web page to learn more at <https://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:

1. 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;
2. Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources;
3. Students shall be polite in all electronic communication;
4. Students shall use courteous and respectful language and/or images in their messages to others;
5. Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images;
6. Students who misuse DoDEA IT resources are subject to disciplinary measures; and
7. Students' accounts will be deactivated upon transition out of a DoDEA school.

The signed agreement (Form 700) 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.

## Disciplinary Matrix for Electronic/Internet Resource Use Actions

SUBJECT: Computer Access and Internet Policy *DoDEA AI 6600.01*

POLICY: It is DoDEA policy that:

- a. The use of DoDEA IT resources shall be permitted for official and authorized purposes including communication, research, and educational or professional development in support of the DoDEA mission.
- b. Internet use for educational, administrative, and research purposes will be encouraged and supported in agreement with the terms and conditions contained in the **DoDEA Technology user agreement policy**
- c. All use of DoDEA IT resources will be accomplished through individual user accounts, except as specifically authorized by the Designated Approving Authority (DAA).

**If a student violates the DoDEA Technology user agreement policy, the following actions will be imposed.**

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Misuse of email and computer privileges</li> <li>➤ Using inappropriate language</li> <li>➤ Being abusive or impolite</li> <li>➤ SPAMMING</li> <li>➤ Contacting inappropriate persons</li> <li>➤ Using e-mail or internet at inappropriate times</li> </ul>	<b>Referral 1:</b>	Warning, Parent contact, and/or Detention,
	<b>Referral 2:</b>	Suspension of email and/or LAN for 10 Days
	<b>Referral 3:</b>	Termination of email and/or LAN for SY and Administrative Action
	<b>Referral 4:</b>	**Administrative Action
Category II: Serious Infraction	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Sending or receiving offensive materials</li> <li>➤ Violating copy right (plagiarism)</li> <li>➤ Using computer resources without permission to include but not limited to: going to website without teacher permission.</li> </ul>	<b>Referral 1:</b>	**Administrative Action
	<b>Referral 2:</b>	Suspension of LAN and email for 2 weeks
	<b>Referral 3:</b>	Termination of LAN & email accounts RESTRICTION of computer usage
	<b>Referral 4:</b>	**Administrative Action
Category III: Severe Infraction	Referral	Possible sanctions for Category III infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Damaging Hardware, Software, or network</li> <li>➤ Changing configurations</li> <li>➤ Accessing another users private Files (i.e. H:drive files)</li> </ul>	<b>Referral 1:</b>	Suspension of LAN and email for 2 weeks

<ul style="list-style-type: none"> <li>➤ Modifying using , deleting or misusing public files (K:or common drive, teacher files)</li> <li>➤ Using another user’s account or allowing him/her to use yours</li> <li>➤ Attempting to get around safety and security measures ( i.e. web filters, virus scan, etc.)</li> <li>➤ Sexually Offensive behavior</li> <li>➤ Insubordination with disrespect and profanity</li> </ul>		
	<b>Referral 2:</b>	Termination of LAN & email accounts RESTRICTION of computer usage
	<b>Referral 3:</b>	Termination of ALL Computer privileges
	<b>Referral 4:</b>	**Administrative Action
<b>Category IV: Extreme Infractions</b>	<b>Referral</b>	<b>Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:</b>
<ul style="list-style-type: none"> <li>➤ Using electronic means to threatening, bullying, harassment and/or abuse others</li> <li>➤ Accessing restricted private data</li> </ul>	<i>Immediate termination of all computer privileges and suspension from school</i>	
<p>** Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail</p> <ol style="list-style-type: none"> <li>1. <b>Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in.</b></li> <li>2. <b>Termination of computer privileges necessitates removal from computer courses for the semester or year.</b></li> </ol> <p><b>ALL actions should be resolved at the classroom (Teacher/Parent/Student) level when possible.</b></p> <p><i>In all cases, the administration reserves the right to determine the severity of consequences based on education impact on student.</i></p>		

## Student 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, including 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 students in grade 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 stated in 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.

## **Additional School Specific Information**

### **Emergency Procedures**

Continuous ringing of the fire alarm signals a fire drill. During other emergencies, like lock-down, earthquake, or bomb threat, teachers will be notified on the public address system. Students must follow the directions of teachers and other adults. When the fire bell is heard, students, under the direction of the teacher, are to proceed in an orderly manner, without unnecessary noise, to the designated area. All students must wait quietly in their designated area until they are released to go back to class. If the fire alarm sounds between classes, students are to proceed outside and join their last period class/teacher. If the alarm sounds when students are in the restroom or hall, students are to join the class from where they came. If the fire alarm sounds during seminar, students are to remain with the teacher they are with when the alarm sounds. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction of exit for each room in which he or she has a class. Appropriate instructions are posted in all locations. Drills are held weekly during the first month of the school year, monthly thereafter.

### **School Closures**

There are times when weather situations could result in school being closed.

Weather conditions during the winter months can cause delays or cancellation of school and bus services. The decision to delay the start of the school day, release schools early or cancel the school day altogether, rests with the USAG-Italy Garrison Commander and Europe South District Superintendent. The decision for a delayed start or closure is made no later than 0400 HRS the day of the occurrence.

Cancellation of school due to inclement weather is extremely rare in Vicenza. However, if it occurs, the conditions will be announced on AFN radio (FM 106.0 or 107.0) and TV, and posted at:

[http://www.imcom-europe.army.mil/webs/sites/staff\\_org/safety/road\\_conditions/index.asp](http://www.imcom-europe.army.mil/webs/sites/staff_org/safety/road_conditions/index.asp)

or on the USAG-Italy Facebook page at:

<https://www.facebook.com/pages/USAG-Vicenza/510754135688016?fref=ts>

Information is also available on the Info Line at 0444-61-8888.

Early release of school will be determined by the USAG-Italy Garrison Commander in coordination with the district and school administration and will be announced according to community and school procedures.

Other factors that may bring about the closing of schools are lack of water or heat, a health epidemic, military alerts that affect the community, and other emergencies that require the Garrison Commander to close the schools.

## **Student Meals**

Nutritional standards for Exchange student meals are set by the Exchange's registered dietitian in accordance with USDA guidelines. All menu items are baked and never fried, and meals must have zero grams of trans fat. Additionally, all breads, buns, dinner rolls, rice, macaroni, spaghetti pasta, tortillas and entrée breadings are rich in whole grains (made with at least 50 percent whole grain flour). All meals served must include a fruit or vegetable and adhere to nutrient standards for calories, sodium and fat for different age groups.

## **Free or Reduced School Lunch Meal Program**

Parents must apply online for benefits every year. Paper applications are no longer available.

Apply online at: <https://freeandreducedapps.aafes.com/>

For more information about the Exchange School Meal program, go to <https://www.aafes.com/about-exchange/school-lunch-program/>

## **School Facilities**

Vicenza Middle School (building 700) is located in the Villaggio Housing area. Grade levels are placed in close proximity classroom teams. Students have access to an art room, music room, science labs, gymnasium, nurse's station, Information Center, Guidance wing, and a Multipurpose room designed for lunch, assemblies and performances.

## **School Trips**

Study trips are an important aspect of the school program. They are designed to support curricular standards and school programs or clubs. Study trips may be on or off-base, and may include walking or local host nation bus transportation. The school may also provide transportation. Parents and students are responsible for site admission fees and lunch expenses. All study trips are chaperoned with at least one adult for every ten students. All parent volunteers interested in chaperoning a study trip must complete a Volunteer Packet in advance.

## **Parent Advocacy**

### **Parent Rights and Responsibilities**

The mission of the Department of Defense Education Activity (DoDEA) is to provide a quality educational program that prepares all students for success in a global environment. We believe that through equal access to a quality education, all children can be challenged to achieve their best in school, and all can be successful learners.

In DoDEA, students with disabilities are provided a free, appropriate education in schools where placement and service decisions are based on the individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. DoDEA is committed to promoting inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents, and other special needs in the general education program, as appropriate.

The Parent Rights for Special Education document is designed to help you better understand your procedural safeguards as we work together to help your child with disabilities reach his or her maximum potential.

For more information, visit:

[https://www.dodea.edu/Curriculum/specialEduc/upload/MAX-268\\_ParentGuide\\_12-13-2.pdf](https://www.dodea.edu/Curriculum/specialEduc/upload/MAX-268_ParentGuide_12-13-2.pdf)

### **Roles of Staff Members**

The school Secretary provides a wide range of administrative support to keep everything running smoothly. Assistance to the Principal, scheduling meetings, admin office management, Human Resources, school calendar, newsletters, and supporting students, staff, parents, community members and guests are some of the tasks for the school Secretary to help keep everything running as smoothly as possible.

The school Registrar's responsibilities include Student Eligibility/Enrollment and Tuition, attendance, report cards, transcripts, academic awards and programs, assistance to the Principal and Assistant Principal, and supporting students, staff, parents, community members, and guests.

The front desk Receptionist is the first-line customer support. These responsibilities include student/visitor sign-in and out, attendance, student activities calendar, assistance to the Principal, and supporting students, staff, parents, community members and guests.

The school Supply tech facilitates the school level operations of the DoDEA supply program. These responsibilities include school inventory/property, hand receipts, GPC purchases, official mail, drayage, assistance to the Principal, and supporting students, staff, parents, community members, and guests.

### **Town Halls**

Quarterly Town Halls for the Vicenza Complex Schools are held together to share information with parent and community members regarding a variety of topics, to include DoDEA initiatives, standards, curriculum, programs, safety and security, as well as upcoming events. Question and Answer sessions are embedded in the Town Halls, which may be held during the school day or after-school hours.

### **School Sponsored Nights**

A variety of school sponsored activities may be scheduled after-school hours, to include AVID family nights, Music and Drama performances, PTSA events, and curriculum fun nights.

### **Surveillance**

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

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

- *Taking photos or videos of potential targets*
- *Writing notes or sketching*
- *Showing abnormal attention to details of security measures*

- *People loitering in the same general area without a recognizable legitimate reason*
- *Certain civilian vehicles that seem to appear repeatedly*
- *Utility and construction workers that do not appear to be performing a specific job*
- *Electronic audio and video devices in unusual places*

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

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

Description of personnel:

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

Description of Vehicle:

- Make, model, style , color, license plate

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

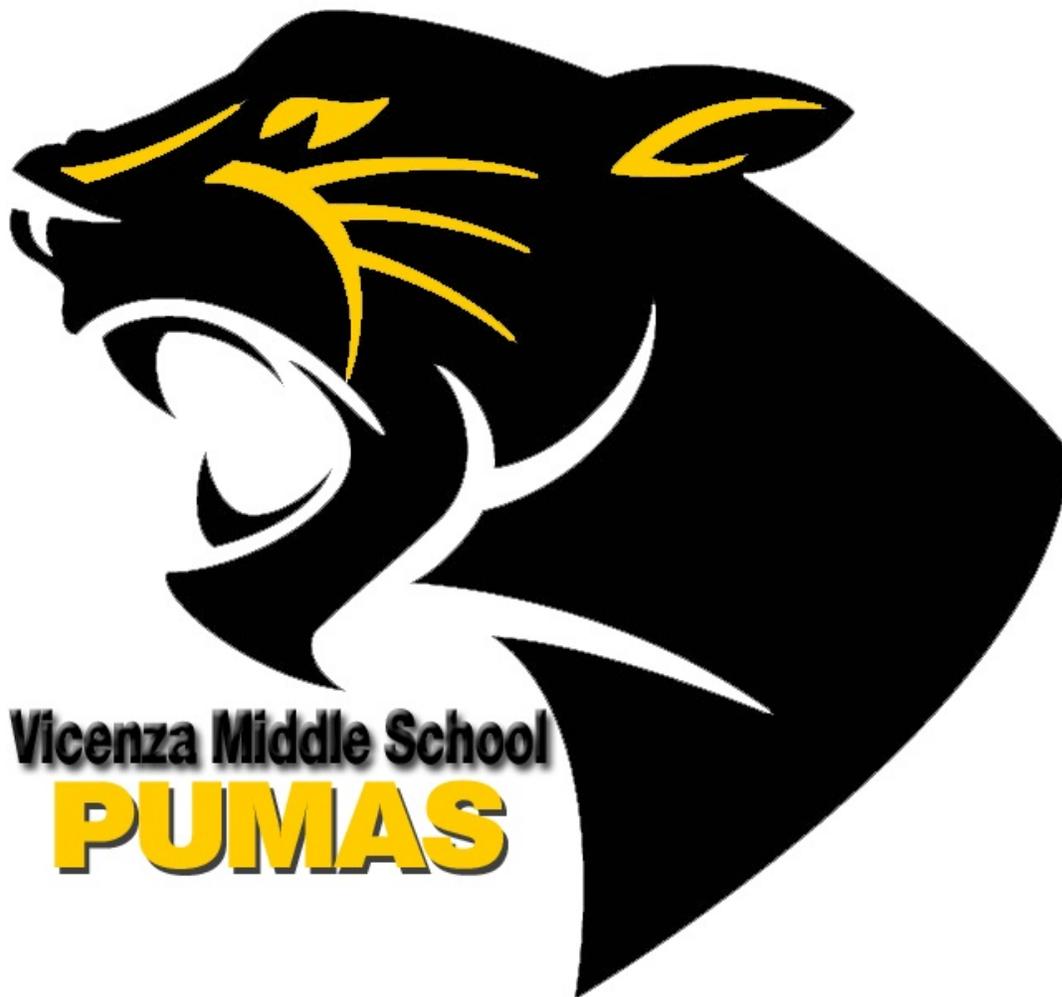
Other Emergency Phone Numbers:

**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



**LOCAL HANDBOOK  
INFORMATION  
SCHOOL YEAR 2020-21**

**PUMA PRIDE!**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (code of conduct).

The principal has established the rules contained in this handbook and may establish future rules and codes of conduct not included in this edition, which are consistent with those established by DoDEA.

## ACCELERATION

### PCS BEFORE END OF SEMESTER OR SCHOOL YEAR:

A student who is transferred on a Permanent Change of Station (PCS) within twenty school days prior to the end of a semester, and who notifies the office one month prior to his or her transfer, may accelerate. The student may be given an examination and will receive a grade and credit for the semester in the subject based on his or her examinations, effort, and achievement on the advanced assignments, as well as regular class work. For those students who withdraw but are not accelerating, withdrawal grades with no credit will be provided. Students earning Carnegie Credit for high school courses, such as Algebra or Italian, must accelerate. All others will be given a grade to date upon withdrawal.

**NOTE:** Students leaving on PCS orders have the option to accelerate in order to receive credit. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons.

### **PROCEDURES:**

1. A request for acceleration should be made to the office as soon as a student knows that he or she is Permanently Changing Station within the prescribed time limits.
2. A copy of orders indicating the PCS move or a memorandum stating withdrawal of the student from the parent indicating the PCS date and the student's last day of school needs to be submitted to our registrar with at least 2 weeks before last day of school.
3. The office will issue the request for acceleration form, which the student takes to each teacher for an approving signature, and then returns the form to the office.
4. The student will complete the work for the remainder of the quarter and take examinations, as required.  
**Note:** *Only once the work for the remainder of the grading period is completed will the student receive a grade. Students who do not complete the work will not receive credit.*
5. A parent must come to the school and sign a release form on the student's last day of school.
6. On the day of departure from Vicenza Middle School, the student will check out of school by getting a clearance form from the office, clearing with each individual teacher, and the office as indicated on the form. This requires a full day. Students must return all materials. Grades may not be ready at the time of departure; in this case, grades will be sent to the parents and the next school, if known.

### WITHDRAWING FROM SCHOOL

When the student withdraws from school following procedures will be followed:

1. The sponsor/parent will provide the Registrar with a copy of orders, stating the date of the last day of attendance for the student. If at all possible, the school would appreciate an advance notice of two weeks. Students will be expected to attend school the day of clearing. If orders are not available the sponsor/parent is requested to provide a detailed letter explaining why they are withdrawing the student from school.
2. 2 days prior to the student's last day, he or she will report to the registrar where he or she will be issued a checkout form. The student will give his or her teacher the checkout form at the beginning of each class and turn in the books for each individual class. Each teacher will record the grade in progress at the time of withdrawal, clear the student of all records and textbooks, and sign the form.
3. After the student has all grades and teachers' signatures, he or she will go to the IC, cafeteria, nurse's office in order to have the form signed.
4. The student will then report to the registrar with form completed. At the end of the school day, he or she will be officially withdrawn from school.

5. The parent/sponsor will have to fill out a “forwarding contact information sheet” and sign for the student’s records, which will be given to them **sealed** to be hand carried to the next school. Upon request of parent/sponsor an unofficial copy of the transcript will be provided.
6. Once a student checks out of school, he or she is not allowed to be on school grounds, or in the building, without the principal's approval.

### ACTIVITIES

School activities are an integral part of the total educational program at Vicenza Middle School. Each student is encouraged to benefit from the wide selection of activities available each school year. While this list is not inclusive, it does give an idea of what may be offered. Activities vary from school year to school year.

The following clubs and activities are some of the activities offered at VMS in the past:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Academic Enrichment/Homework Club</li> <li>• Art/Multimedia/Ceramics/Pottery Club</li> <li>• AVID</li> <li>• Student Council</li> <li>• Drama</li> <li>• E-Cybermission/STEM Club</li> <li>• Cross Country and Track &amp; Field</li> <li>• Junior Leadership Seminar</li> </ul> |  | <ul style="list-style-type: none"> <li>• Math Counts</li> <li>• Music/Band/Chorus</li> <li>• National Junior Honor Society</li> <li>• Robotics</li> <li>• Saturday Academy</li> <li>• Speech &amp; Debate Club</li> <li>• Video Production</li> <li>• Yearbook Club</li> </ul> |
|---|--|--|

All students who wish to participate in extracurricular activities must maintain a grade point average of 2.0 and an “F” in no more than one class.

All activities sponsored by the school are under the direction of a DoDEA sponsor. Requests for all school activities and fund-raisers must be submitted to the administration.

### ACTIVITY RULES

School rules apply to students when they are engaged in the various activities sponsored by the school such as study trips, athletic events, and dances. To be able to participate in an activity, students must not be failing more than one class.

### ADMISSIONS

All students must be registered for school year. Sponsors or parents should bring a copy of their orders which include the student’s name and current DEROS, a copy of the student’s records from the previous school, current immunization records, and the name and phone number of two people other than the sponsor or spouse, who are authorized to sign the student out and take responsibility for the student in case of emergency. In cases where the student’s last name is different or there is a stepparent in the family, please bring a copy of the student’s birth certificate and/or the sponsor’s marriage license. For civilian sponsors, a copy of your valid ID card is also required. Registration is held each year in the spring for returning students. If the orders will be more than three years old when the student starts school, a copy of extensions or a Confirmation of Dependent Status form and Enlisted/Officer Records Brief (ERB/ORB) to validate DEROS is required.

Registrations are also accepted throughout the summer from 0800-1130 and 1300-1500 hrs. Students who arrive during the school year may be registered daily from 0830 until 1500 hrs. Students do not begin

attendance until schedules have been developed and teachers have been notified; usually the 2<sup>nd</sup> working day following registration.

All students need to be immunized against the following: diphtheria, tetanus, polio, measles, rubella, mumps, hepatitis A&B series, varicella 1&2 (or history of disease), and meningitis. Per DoDEA regulations, students must have a valid immunizations record on file within 30 days of the first day of school. (Any additions or requirements specific to immunization as established per DoDEA policy must be followed without exception.)

### ADVISORY

Students in grades 6, 7, and 8 have an advisory period. Advisory is a required class for every student of Vicenza Middle School. The purpose of Advisory is to provide students with a homeroom and Teacher Advocate for teambuilding activities, social/emotional skill development, and assemblies.

#### **Assignment to Advisory**

- Students are assigned by grade level as close to their lockers as possible. In general, students are assigned to a teacher with whom they have another scheduled class. With the permission of the principal, advisory teachers may move students from one section to another.

### APPOINTMENTS WITH TEACHERS

Parents are encouraged to contact teachers or other school personnel. Parents must meet first with the teacher, or other school official concerned, before asking for an appointment with the assistant principal, then principal, if needed. Please make appointments by calling the Secretary at DSN: 637-8670, COMM: 0444-61-8670 or email teachers directly.

As a courtesy and respect to the educational setting, please request an appointment to visit the classroom at least 24 hrs in advance of proposed visit.

### ASACS

The **Adolescent Support and Counseling Services** program is designed to provide free, year-round, confidential counseling services for Teens, in the following areas:

- Enhance, Build, and Develop Healthy Relationship Habits (Peers, Family, and Self)
- Education and Strategies for Teens to Make Healthy Choices (Peers, Substances, High- Risk Behavior)
- Stress Reduction and Prevention
- Academic Enrichment

All services are provided by US licensed clinicians. The Vicenza Middle School ASACS Counselor can be reached at DSN: 637-8685 or COMM: 0444-61-8685. All contact with ASACS is **confidential and free of charge**. Parental notification and consent for services is required for students who are fourteen years of age and younger. Nothing is put in the school file nor given to command on services received. Services are available year-round including summers. Please contact the Vicenza Middle School ASACS Counselor if you have any questions.

### ATTENDANCE

All students at Vicenza Middle School are required to attend classes on a daily basis unless they have a valid excuse, as determined by the school. Sponsors are required to ensure each dependent child attend school sessions unless the child has a valid excuse or is suspended. Chronic absences affect a student's school progress. It is the responsibility of the parent or guardian to call DSN: 637-8670 or COMM: 0444-61-8670 or email the school at [VicenzaMSOffice@dodea.edu](mailto:VicenzaMSOffice@dodea.edu) every time a student is absent. Please note the following guidelines as they pertain to attendance. These are provided for your guidance. For the safety

of our students, **a student entering the building late or being checked-out, MUST BE SIGNED IN or OUT** by sponsor or a person designated in the emergency contact.

- 1) Absence means those times that a student is not in class.
- 2) Excused absences are those that entitle a student to full privileges for make-up work.

a. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

- (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 holidays.
- (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.
- (10) Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period.

b) Verification of an excused absence is necessary in all cases.

- 3) Unexcused absences are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, oversleeping, missing the bus, seeing friends or relatives off at the airport, non-school-sponsored events, heavy traffic, care of siblings, and babysitting. Students should keep in mind that unexcused absences may result in a loss of credit or a grade reduction for assignments or exams missed during their absence. This could result in a lowering of their overall grade in the class. School administrators make the final decision as to whether an absence from school is excused or unexcused.
- 4) Make-up work for an excused absence is allowed.
  - a) Students who return to school after an excused absence will have one make-up day for each day of excused absence to complete the work assigned while they were absent.
  - b) Appropriate teacher and/or tutoring assistance will be provided to students requiring make-up work.
  - c) When a student is absent, the parent should email or phone the school at 637-8670/0444-61-8670 by 10:00 the morning of the absence.
  - d) The unit/command will be notified when parents cannot be reached by the school about their student's absences.
- 5) Absence Notifications
  - a) Students must attend all class periods up to the departure time of a study trip or athletic trip. Students must be present on the Friday or the day before the event to participate in sports for the

entire weekend.

- b) Students may enter or leave school during the school day when being signed in or out by a parent, an adult with Power of Attorney on file at school for that student, or the emergency contact on the registration form. Students must be signed out even when attending an appointment during their lunch hour. Students who are 18 years old must follow the procedure as explained above.
  - c) Students may not go to a medical appointment without a note from the sponsor or an appointment slip from the post clinic or hospital. Upon receipt of the note, the parent/sponsor will be called to verify the appointment.
  - d) If the parents must leave the area because of an emergency, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney should be provided to the school.
  - e) If for any medical reason a student cannot participate in a specific instructional course (e.g. physical education), a written exemption notice from a physician must be given to the school health Nurse. The exemption notice should include the reason stated for exemption and the day normal instruction can resume.
- 6) Tardiness: Failure to be in class in the assigned place when the tardy bell rings is considered tardy and will be treated accordingly.
- a) A tardy will be excused only if it is the result of a late bus or a medical appointment.
  - b) Teachers will report a student with four or more cumulative unexcused tardiness to the office and document the late arrivals to class in ASPEN.
  - c) **Students will be assigned after school detention after each tardy after lunch. For all other class periods, the student will be assigned a detention after the 4th cumulative tardy. Consequences for the previous tardies will follow classroom teachers' policies.**

[For a more detailed tardiness policy, please see appendix C: DODEA 2095.01: School Attendance Regulation. Enclosure 2 Page 11.](#)

### ATTENDANCE POLICY

Please see DODEA's attendance regulation. Appendix C: [DODEA 2095.01: School Attendance Regulation.](#)

Please review the attendance policy carefully, as there are many newly defined parameters on student attendance. Please make sure you call 0444-61-8673 or e-mail [VicenzaMSOffice@eu.dodea.edu](mailto:VicenzaMSOffice@eu.dodea.edu) by 9:30 AM if the student is going to be absent. If the student is absent for 3 days or more, you will need a doctor's note for it to be marked as an excused absence.

Also, please recognize that there is a lot of administrative discretion built into the policy in terms of excused vs. unexcused absences, as well as the consequences for non-attendance of any sort to include command involvement.

Please rest assured that this policy is not meant to be punitive in any way, but rather to ensure the academic success of all students. Research clearly demonstrates a direct correlation between "seat time" (time in class) with academic achievement.

### CLASSROOM INTERRUPTIONS

It is important to keep the amount of classroom interruptions to a minimum. In the event of an emergency, VMS will make every effort to assist you in contacting your student. However, we do ask that you keep the following guidelines in mind when it comes to classroom interruptions.

- a) HOMEWORK, MESSAGES, PROJECTS & ANY OTHER ITEMS WILL NOT BE DELIVERED TO STUDENTS DURING CLASS. PARENTS WHO NEED TO CONTACT THEIR STUDENT OR DROP OFF ITEMS MAY MEET STUDENTS DURING THEIR LUNCH HOUR (1230-1315) TO PERSONALLY DELIVER SUCH ITEMS.

- b) It is the responsibility of the student to come to the office between classes to retrieve any items that have been dropped off. ITEMS WILL NOT BE DELIVERED TO THE CLASSROOM.
- c) Whenever possible, parents should make an effort to pick up students between classes for medical appointments. This allows students to report to the office between classes and minimizes the interruption of classroom learning.

#### AVID (Advancement Via Individual Determination)

AVID is an international college readiness system, adopted by over 4,000 schools in every state of the union (except main, Montana and Rhode Island) as well as the District of Columbia. It is also implemented in 15 countries through the Department of Defense Education Activity (DoDEA), Canada and Australia. AVID is designed to prepare students in the academic middle for four years college eligibility. It has a proven track record bringing out the best in students and in closing the achievement gap. The AVID curriculum, based on rigorous standards, was developed by middle and senior high school teachers in collaboration with college professors. It is driven by the WICR method, which stands for Writing, inquiry, Collaboration and Reading.

#### BEFORE SCHOOL - AFTER SCHOOL HOURS

Doors open at **8:00AM for students and close at 4:00 PM**. Loitering after school is not permitted. After school, students need to get to their busses quickly or report to their after-school activity.

#### BOOK ISSUE AND OTHER SCHOOL PROPERTY

Classroom teachers issue books & other school property to students. The student and his or her sponsor are legally responsible for returning the books & other school property in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost and damaged books, calculators, etc. can be paid for through the supply office of the middle school or ordered on-line and sent to the school.

#### CAFETERIA AND MEALS

The AAFES school lunch program is the sole provider for all school meals for our students. Students are required to be back in class as soon as lunch is finished. Lunch is served from 12:30-13:18.

#### CASE STUDY COMMITTEE (Education for Students with Disabilities)

In compliance with DOD Instruction 1342.12, we are required to provide the opportunity to enable each educationally challenged student in DoDEA to develop his/her potential. The vehicle utilized to achieve this goal is the Case Study Committee. The Case Study Committee will identify students who meet the DoDEA criteria and recommend a procedure for the development of an Individual Education Program (IEP). Please refer to the policy referenced at the following website:

<http://www.dodea.edu/Curriculum/specialEduc/index.cfm>

Vicenza Middle School has a teacher of the learning impaired. Each student enrolled in our special education program has an Individual Education Plan (IEP), which outlines the specific education requirements. Supplementary specialists within the district include: speech therapist, nurse, psychologist, and counselor.

## CELL PHONES

If a student needs to call home during the day, the school office is available to assist. Students may use the telephone in the Front Office to contact parents during the school day.

If students bring cell phones or other electronic devices to school, they are responsible for them, and accept responsibility for the risk of loss or damage to these items.

Cell phones or other personal electronic devices cannot be used at any time during the school day by students.

If lockers are assigned to students, cell phones and electronic devices must be kept in the student's assigned locker during the school day. If a cell phone is seen, used for texting or heard by a school employee, it will be confiscated by the school employee, turned into the office, and can be returned to the student at the end of the day. If this happens at a subsequent time for any student, the parent or sponsor will be contacted to come to the school to retrieve the phone.

If lockers are not being assigned to students, cell phones must be kept in student's backpacks throughout the day. In addition to the guidelines above, the following procedures will also be followed:

1. When students leave their backpack in the classroom before lunch, they will need to leave the phones in the bag.
2. If teachers need to leave the classrooms during lunch, doors will be locked to help protect the students' belongings.

## CHANGE OF ADDRESS/ UNIT/PHONE NUMBERS/EMAIL

Please notify the school immediately of any change in address, home or duty telephone number, email address, or person to contact in case of an emergency. It is extremely important that up-to-date information be on file in the school office. The school should be notified of the adult in charge of students when both parents are on a trip and the students are left at home. If parents are on a trip and the children are being cared for by another adult, the school must have a copy of the appropriate Power Of Attorney, as well as contact numbers for parents and those adults responsible for the children during the parents' absence.

## CHAIN OF COMMAND

DoDEA, like the military, utilizes a chain of command. Issues are best resolved at the lowest possible level. Parents must follow the chain of command, starting with the teacher or staff member. If an issue cannot be resolved directly with teachers/staff members, sponsors have access to the principal. If there is no resolution at the principal's level, sponsors then have access to the District Superintendent or his/her designee.

## CHILD FIND

All students, age birth-21, who have not graduated from school, are eligible for screening in math, reading, spelling, language, hearing, and vision. If your child has a history of placement in special classes, or you suspect your child is having problems due to improper placement, please contact the guidance counselor at DSN: 637-8670 or COMM: 0444-61-8670.

## COMPUTER POLICY

Every student must sign a Computer Agreement Form and is held responsible for all material in their files. Instant messaging, or accessing social networks such as Facebook, downloading shareware, games, music files, pictures, or anything not directly related to the educational program of Vicenza Middle School constitutes misuse of a government computer. All student storage space and usage is monitored by administration. Access to school computers and networks will be revoked from anyone found in violation

of this policy. (Please see computer misuse consequences page 18). The Computer Agreement Form is signed at registration time by the parent and the students.

### CONFERENCES

Please see “Appointments with teachers.”

### CRISIS MANAGEMENT TEAM

The Vicenza Middle School Crisis Management Team (CMT) is a group of Vicenza Middle School staff that has a commitment to help in times of crisis and emergencies. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available community resources. Please call VMS at DSN: 637-8670 or COMM: 0444-61-8670.

### DAILY BULLETIN

School information and announcements will be read each morning via intercom at 8:10.

All items must be submitted to the secretary no later than 1430 hours the day before the bulletin is to be read. All teachers and students should ensure they read or hear the daily bulletin, as they are held responsible for its content.

### DANCE POLICY

The following rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post.

1. The sponsors of the dance have the authority to ensure that the dance is conducted without incident, including telephoning parents if necessary.
2. All school rules apply at school-sponsored dances. Students found to be in violation of these rules will be subject to disciplinary action that will, as a minimum, involve restriction from future dances.
4. Dress code policies must be followed at all dances.
5. Please note that there is strict adherence to the "one entry only" rule. Once a student enters the dance they cannot leave unless signed out by a parent. The time the student leaves the dance will be documented and signed by the parent. Only students in grades 6-8 may attend middle school dances.

### DISCIPLINE/DETENTION/SATURDAY SCHOOL/REFERRALS

Teachers are responsible for classroom discipline and management. All minor, level one infractions noted in the Discipline Matrix should be addressed by the teacher prior to referring the student to the assistant principal. A record of the steps taken to correct the behavior, including parent contact, should be kept by the teacher, and noted on the discipline referral form. Teachers may give the student a verbal warning and contact the parents as a first step. If the problem persists, teachers may issue lunch detentions or after school detentions. Examples of infractions are below:

- |  |                 |
|--|-----------------|
| ➤ Disrespect   | ➤ Horseplay     |
| ➤ Disruptive behavior  | ➤ Late homework |
| ➤ Did not come to class prepared (book, binder, pencil, paper, etc.) | ➤ Tardy         |
| ➤ Failing to follow instructions                                     | ➤ Other         |

More serious offenses, such as disrespect to adults, bullying, fighting, and other offenses listed in the discipline matrix will be written up on a Discipline Referral Form and given to the assistant principal who will determine consequences.



DEPARTMENT OF DEFENSE  
 DEPENDENTS SCHOOLS  
**OFFICE OF THE DISTRICT SUPERINTENDENT**  
**EUROPE SOUTH DISTRICT**  
**UNIT 31401, BOX 11**  
**APO AE 09630**



Europe South District Disciplinary Matrix

**STUDENT RIGHTS AND RESPONSIBILITIES**

DS Manual 2050.1 Student Rights and Responsibilities in DoDEA provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

This matrix of suggested consequences for student misconduct does not supersede DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school administrators to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from the suggested consequences identified in the table.

**In all cases of suspension and expulsions, a letter will be sent to the sponsor and to the sponsor's commander and DSO Superintendent.**

**Category I: Minor Infractions**

All sanctions for Category I infractions will start over at the beginning of the second semester.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Tardiness (to class or to school)</li> <li>➤ General classroom misconduct</li> <li>➤ Failure to follow general instructions</li> <li>➤ Public display of affection /Improper show of affection</li> <li>➤ Eating/drinking in class (gum included)</li> <li>➤ Loitering in an unauthorized area</li> <li>➤ No hall pass</li> <li>➤ Running, playing, or horseplay (hall or grounds) that may endanger self or others</li> <li>➤ Unauthorized sale of items (candy, etc.)</li> <li>➤ Dress code violations which the student refuses to correct</li> <li>➤ Minor disrespect (talking back, rolling eyes, etc.)</li> <li>➤ Other minor offenses</li> </ul>	<b>Referral 1:</b>	Warning and/or contact with the parent/guardian
	<b>Referrals 2 - 4:</b>	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	<b>For Referral 5 and each additional referral.</b>	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p style="text-align: center;"><b>An administrator may offer the following alternatives to Out-of-School Suspension:</b></p> <ul style="list-style-type: none"> <li>• A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only.</li> <li>• The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS).</li> </ul> <p><u>NOTE:</u> If the offense has taken place in the teacher's classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

## Category II: Serious Infractions

Category II: Serious Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, Blackberry's, iPhones; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities. (<i>Individual principals will determine the locale for keeping such devices during the school day.</i>)</li> <li>➤ Minor Vandalism (\$25 or less) (Restitution required)</li> <li>➤ Minor Theft (\$25 or less) (Restitution required)</li> <li>➤ Leaving school grounds without administrative permission (also includes failure to sign out)</li> <li>➤ Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal)</li> <li>➤ Abusive, profane, or obscene language, gestures or material (student to student): This includes, but is not limited to the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matters pertaining to sexuality.</li> <li>➤ Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).</li> <li>➤ Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, <i>and/or</i> the violation of <i>other rules</i> and guidance established for an orderly educational atmosphere.</li> <li>➤ Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut or related paraphernalia (lighters, matches, rolling paper, etc.)</li> <li>➤ Any activity that endangers self or others while at school</li> <li>➤ Violating attendance regulations or policies (i.e., truancy).</li> </ul>	<b>Referral 1:</b>	After School Detention
	<b>Referral 2:</b>	Detention or Saturday School or Work Detail  <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	<b>Referral 3:</b>	1 day In or Out of School Suspension
	<b>Referral 4:</b>	2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension
	<b>Referral 5:</b>	3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.
<p><b>An administrator may offer the following alternatives to Out-of-School Suspension:</b></p> <ul style="list-style-type: none"> <li>• A parent may opt to shadow their child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only.</li> <li>• The Principal at each school may limit the number of times that shadowing is allowed instead of OSS.</li> </ul>		

### Category III: Severe/Extreme Infractions

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h) (3) of 18 U.S.C. (reference (k)).
- Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. *A minimum 1-year expulsion is required for the possession of firearms.*
- Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
- Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. *A mandatory expulsion recommendation is required for a second offense.*
- Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
- Robbing or extorting, or attempting robbery or extortion.
- Damaging or vandalizing school, U.S. Government, contractor, or private property.
- Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
- Gambling in any form.
- Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
- Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
- Possessing or using fireworks or other explosive devices.
- Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
- Violating any law, rule, regulation, or policy of the military installation or the school.
- Failing to report or otherwise be complicit in the above-described acts.

## Europe South District Disciplinary Matrix for Electronic/Internet Resource Use Actions

SUBJECT: Computer Access and Internet Policy *DoDEA AI 6600.01*

POLICY: It is DoDEA policy that:

- a. The use of DoDEA IT resources shall be permitted for official and authorized purposes including communication, research, and educational or professional development in support of the DoDEA mission.
- b. Internet use for educational, administrative, and research purposes will be encouraged and supported in agreement with the terms and conditions contained in the **DoDEA Technology user agreement policy**
- c. All use of DoDEA IT resources will be accomplished through individual user accounts, except as specifically authorized by the Designated Approving Authority (DAA).

**If a student violates the DoDEA Technology user agreement policy, the following actions will be imposed.**

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Misuse of email</li> <li>➤ Using inappropriate language</li> <li>➤ Being abusive or impolite</li> <li>➤ SPAMMING</li> <li>➤ Contacting inappropriate persons</li> <li>➤ Using e-mail at inappropriate times</li> </ul>	<b>Referral 1:</b>	Warning, Parent contact, and/or Detention,
	<b>Referral 2:</b>	Suspension of email for 10 Days
	<b>Referral 3:</b>	Termination of email for SY and Administrative Action
	<b>Referral 4:</b>	**Administrative Action
Category II: Serious Infraction	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Sending or receiving offensive materials</li> <li>➤ Violating copy right</li> <li>➤ Using computer resources without permission</li> </ul>	<b>Referral 1:</b>	**Administrative Action
	<b>Referral 2:</b>	Suspension of LAN and email for 2 weeks
	<b>Referral 3:</b>	Termination of LAN & email accounts RESTRICTION of computer usage
	<b>Referral 4:</b>	**Administrative Action
Category III: Severe Infraction	Referral	Possible sanctions for Category III infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Damaging Hardware, Software, or network</li> <li>➤ Changing configurations</li> <li>➤ Accessing another users private Files (i.e. H:drive files)</li> <li>➤ Modifying using , deleting or misusing public files (K: or common drive, teacher files)</li> <li>➤ Using another user's account or allowing him/her to use yours</li> <li>➤ Attempting to get around safety and security measures ( i.e. web filters, virus scan, etc.)</li> <li>➤ Sexually Offensive behavior</li> <li>➤ Insubordination with disrespect and profanity</li> </ul>	<b>Referral 1:</b>	Suspension of LAN and email for 2 weeks
	<b>Referral 2:</b>	Termination of LAN & email accounts RESTRICTION of computer usage
	<b>Referral 3:</b>	Termination of ALL Computer privileges
	<b>Referral 4:</b>	**Administrative Action
Category IV: Extreme Infractions	Referral	Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> <li>➤ Using electronic means to threatening, bullying, harassment and/or abuse others</li> <li>➤ Accessing restricted private data</li> </ul>	<b>Referral</b>	<i>Immediate termination of all computer privileges and suspension from school</i>

\*\* Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail

3. **Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in.**
4. **Termination of computer privileges necessitates removal from computer courses for the semester or year.**

**ALL actions should be resolved at the classroom (Teacher/Parent/Student) level when possible.**

*In all cases, the administration reserves the right to determine the severity of consequences based on education impact on student.*

## FOOD AND DRINK

Students are allowed to consume light, nutritious food during a morning nutrition break during the first ten minutes of periods two and six from 0940 to 0950. Students must put away all food or dispose of it. There must be no trash or mess left in any classroom. **Only bottled water is allowed as a drink in the classrooms and halls at any time during the school day.** Due to the safety or cleanliness considerations, some teachers may choose not to allow snacks in their classrooms.

- Students must bring their own snack – no sharing. Please no peanut-based snacks due to allergies.
- Students must not make excessive noise or a mess.
- Students must choose nutritious, healthy foods.
- Students who do not abide by this policy may have their snack privileges revoked.

## GANG AWARENESS AND PREVENTION

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDEA, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDEA schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.” Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDEA schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or

other undesirable behaviors. DoDEA schools promote open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the well-being and security of all students.

### GRADE POINT VALUES

Teachers assign students a letter grade at the end of each nine-week period. The letter grade given by the teacher indicates the level of performance the student has achieved. Grading is the individual responsibility of the teacher, and each teacher has his or her own criteria for establishing grades. Computation of grades and grade point average for middle school students is as follows:

		<u>MARK PERCENTAGE</u>		<u>GRADE POINTS</u>	
A-EXCELLENT	90-100	4.0		D-POOR	60-69
B-GOOD	80-89	3.0		F-FAILURE	0-59
C-AVERAGE	70-79	2.0		I-INCOMPLETE	0.0

An "I" grade will be given when a student has been unable to complete required work because of circumstances completely beyond his/her control, (i.e. serious illness). These should be made up before the end of the second week of the next marking period. If this is not done, the "I" grade will be removed and a grade of "F" will be given.

### GRADES FOR NEW STUDENTS

Teachers, when submitting report card grades of new students, must use the new student's withdrawal grades from the previous school. The earned Withdraw Grade will be averaged with all the work that they have completed at Vicenza Middle School.

### GRADE POINT AVERAGE (GPA)

The GPA is computed by applying the following formula: "sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted." All courses having grade-point value must be used in computing GPA. "WF" (withdrawn failing) is used to denote a withdrawal that is counted as an "F" in the course for purpose of GPA. The "+" or "-" does not have any value in computing a student's GPA. Computation of a GPA for a student who arrives in DoDEA from another school will be accomplished in the same manner as indicated above, using the grades provided from the previous school. Computation will be accomplished without regard to the method that may have been used at the previous school. In other words, all incoming grades (not incoming GPA's) will be used to compute the GPA using the DoDEA's scale.

### GUIDANCE AND COUNSELING

The Guidance Counselor provides a full range of student counseling functions through a competency-based guidance program focused primarily on student, parent and faculty competencies. The program is designed to aid in the facilitation of the DoDEA educational program and to promote the welfare of the students. Parents who wish to see the counselor are encouraged to make an appointment by phoning DSN: 637-8670 or 0444-61-8670.

### HOMEWORK

At Vicenza Middle School we expect every student to complete every homework assignment. The expectation is that homework is turned in on time. The amount of time required by a subject will vary according to the ability of the individual and the courses he or she chooses. Each student in middle school should spend 1 - 2 hours a day in outside study. Students preparing for further education or those who have a difficult time with their studies may have to do more than others.

The faculty and administration have developed policies and procedures to ensure that all homework is completed. This policy may include the assignment at lunch to homework centers of those students who have not completed their homework. It will also include after school detention, afterschool Homework clubs, and Saturday Academy for students who chronically do not meet their homework responsibilities.

#### HOMEWORK POLICY

- A. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- B. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- C. Homework assignments shall be designed to meet the needs and abilities of individual students.
- D. Homework will be done outside class time, not during the instructional period.
- E. The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be given to school events and other subject area requirements.
- F. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students.

#### HONOR ROLL

Students meeting the criteria for the school Honor Roll will be recognized for their hard work academically. Students will receive a certificate commending them for their achievements during quarter 1, 2 and 3 assemblies.

All course work will be assessed to determine eligibility. Those students earning all A's are eligible for the Principal's Honor Roll. Students earning A's and B's are eligible for the A/B Honor Roll. **Students earning a C, D, or F in any subject are not eligible for the VMS honor roll.**

#### INFORMATION CENTER

##### **USE OF THE INFORMATION CENTER (IC)**

Individual students: The IC is open for students to read, do research or study quietly. During school hours, a student must have a valid library pass from his/her teacher.

##### **BOOK CHECK OUT**

Students: The loan period for materials is three weeks, with renewal if needed.

##### **RETURN OF MATERIALS**

Materials may be deposited in the book return at the circulation desk. A student is responsible for the books he/she checks out of the library. Therefore, advise your students not to send their books to the library with friends, as they may get lost or become overdue. If a book is lost, sponsors must pay for a replacement of the lost book or material.

## **REFERENCE MATERIALS: OVERNIGHT CHECKOUTS ONLY.**

Students may check out reference materials at the end of the last class period and it must be returned the next morning before the first class period.

### LOCKERS

Each student will be assigned a locker and a combination. Students should make sure the locker is locked at all times. The school cannot be held responsible for loss or theft from lockers. The office makes assignment of lockers. Failure to comply with the guidelines below may result in suspension of locker privileges. The following rules apply to use of lockers:

1. Students will use the locker assigned: **NO TRADING.**
2. Students will not share lockers unless assigned to do so. **DO NOT GIVE OUT LOCKER COMBINATION.**
3. **Students who VIOLATE these rules WILL LOOSE THEIR LOCKER PRIVILEGES.**
4. Only decorations promoting school activities or spirit may be placed on the outsides of lockers. Flyers must have the administration's approval before they can be placed on lockers or anywhere else in the school.
5. Students will be responsible for removing decorations at the end of the school year or when checking out of school.
6. Cleanliness of lockers is the business of the student, but lockers will be monitored periodically.
7. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
8. Lockers for physical education classes will be handled within the Physical Education Department.

### LOST AND FOUND

The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be turned in to the school office. We make every attempt to help you recover your lost item; however, each year we have clothing, keys, watches, glasses, etc., which are unclaimed. The school is not responsible for stolen items such as phones, iPads, iPods, musical equipment, calculators, books, clothing, or other items. The school cannot reimburse students for missing items. **DO NOT STORE VALUABLES AT SCHOOL.**

### LUNCH

Lunchtime is from 1231-1316 and it is **CLOSED CAMPUS**. Students are not allowed to go off-school grounds to eat lunch. Students will be able to go outside on a daily basis – weather permitting.

## **LUNCHROOM GUIDELINES**

IN THE CAFETERIA:

1. Students are to leave all backpacks and books in their lockers.
2. Enter the cafeteria and either go directly to a table with their sack lunch or get in one of the two lines. Get all utensils and napkins before you sit down. Students must remain in the seat they originally selected.
3. Students go to the end of the line and buy food only for themselves.
4. Once seated, a student remains in his/her seat unless he/she has raised a hand and received permission from a lunchroom monitor.
5. Students go back into the building before lunch ends only if they have a pass from a teacher. Be sure table is clean when students leave. Be sure to remove your crumbs and trash before you leave the table.

6. Students will remain at their table until they are dismissed by a lunchroom monitor.
7. Students are expected to bring coats when it is cold. They will not be permitted to return to their locker.
8. Students will not take food or drinks out of the lunchroom.
9. Students are expected to be respectful and courteous and to behave in a safe and considerate manner.

**OUTDOORS:**

1. Students are expected to go outdoors unless the monitors deem the weather to be inclement.
2. If recess is indoors, students are expected to follow the instructions for that day. It will vary depending upon the availability of facilities.
3. Students must remain in authorized areas at all times.
4. All play stops when the whistle is blown. NO ball throwing after that time. (If playing beyond the bell - we'll collect the ball)
5. Students will be lined up before entering the building. Whistles and called instructions will signal which groups are to line up first.
6. No running to get further up in the line.

MIDDLE SCHOOL PARTICIPATION IN HIGH SCHOOL ATHLETICS

Middle School students may only participate in individual sports. They are not permitted to participate in team sports.

Extract from DoDEA Manual 2740.2

“4. 7th and 8th Grade Eligibility. Exceptions that include 7th and 8th grade students in unofficial or exhibition capacity are granted for the following sports:

Cross Country Golf Gymnastics	Swimming Tennis Track and Field	Wrestling
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These exceptions are granted with the following limitations:

- 8.5. Grade Level: No student may participate on a high school team who has not entered the 9th grade.
- 8.5.1. Students must be officially enrolled in the particular school for which they participate.
- 8.5.2. A 9th grade student from a DoD school within the commuting area is eligible to participate for the high school varsity or junior varsity program.
- 8.5.3. 7th and 8th Grade Eligibility
  - 8.5.3.1. No 7th or 8th grader may practice or play in a team sport.
  - 8.5.3.2. Exceptions that include 7th and 8th grade students in unofficial or exhibition capacity are granted for the following sports: Cross Country, Golf, Tennis, Wrestling, Track and Field
  - 8.5.4. Exceptions for 7th or 8th grade students are granted with the following limitations:
    - 8.5.3.1. No varsity or junior varsity participation and recognition.
    - 8.5.3.3. 7th and 8th grade students are not authorized to fly to athletic events.
    - 8.5.3.4 Participation does not exclude a 9-12 grade student.
    - 8.5.3.5. No team points awarded for 7th or 8th grade participation.
    - 8.5.3.6. All 7th and 8th grade participants are clearly identified before the contest begins.
    - 8.5.3.7. 7th and 8th grade students are not authorized to travel to or participate in post season championships: (divisional, conference, sectional, European).

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) is the nation's premier organization that recognizes outstanding Middle School students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship, and character. Membership in the Vicenza Middle School Chapter of the National Junior Honor Society is an honor bestowed upon a student who has demonstrated these qualities over time, and is not a right or an elective position. It is a privilege enjoyed by students who meet the criteria, who complete an application, and who are inducted into the National Junior Honor Society.

In order to receive an invitation to apply for membership, students must have achieved a 3.5 GPA during the seventh grade year and have no serious discipline referrals. Membership is not automatically conveyed simply because a student achieves a 3.5 GPA or submits a NJHS Application Form. The NJHS selection committee reviews each application and selects students for induction into the NJHS. Once selected, members have the responsibility to continue to demonstrate and document the qualities of scholarship, citizenship, character, leadership, and service, including maintaining a 3.5 GPA and completing ten hours of community service each semester.

Selections are made based on semester GPA calculations, recommendations from teachers, the written essay, and an evaluation of the application packet by the NJHS committee. Members who do not remain in good standing will be put on probation for one quarter. If the necessary service hours or GPA are not achieved in that quarter, or if the student has a serious disciplinary incident, then the student will be removed from NJHS.

## NOTICES

All notices for bulletin boards, posters, daily bulletins, flyers or handbills, or any type of advertisement distributed on school premises (other than faculty sponsored) must have prior administrative approval and must be removed as soon as they are no longer in effect.

## PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)

The PTSA Executive Board has elected representatives of parents, teachers, students, and administrators. The PTSA is a positive and vital force in bringing about a closer cooperative relationship between parents, teachers, students, and administrators so that our united efforts will secure for all youth the best possible mental, physical, and social education.

The PTSA is a nonprofit organization that depends upon volunteers to help with projects that provide monetary assistance for supplies and activities to support school and student needs. The PTSA is a member of European Congress of American Parents, Teachers and Students (ECAPTS) and thus, of the National PTA.

The PTSA is your organization and needs your involvement to be a successful bridge between home and school. The PTSA seeks to keep parents, teachers and students informed about school issues and to provide support for school and student endeavors.

## PLAGIARISM

Plagiarism is a serious breach of academic and personal integrity and considered a major offense. Student violating the plagiarism policy will receive a zero credit for the assignment, as well as feedback on the revisions necessary to successfully complete the assignment. Upon successful completion of the revised assignment, students will receive no more than 50 % of the original credit points. Assignments containing borderline Plagiarism (paraphrasing that is too close to a source, etc.) may receive a reduced grade for failure to demonstrate topic comprehension. Assignments containing a great deal of quoted material may receive a reduced grade for failure to demonstrate topic comprehension, even though the material is properly quoted and cited. Assignments containing severe and deliberate plagiarism (false citations, paper is totally plagiarized, etc.) will be grounds for disciplinary measures appropriate to the grade level. Second offenses of plagiarism by the same student will receive no credit and student will not have the opportunity to make-up the assignment.

**Common Knowledge** is defined as information that can be found in multiple sources (i.e., George Washington was the first president of the United States). When in doubt, always acknowledge the source.

**Sanctions:** Plagiarism will be addressed at all grade levels, beginning with formal instruction during the first few weeks of school to ensure that students understand the terminology, school policy, and consequences involved with plagiarism. Students who violate the plagiarism policy may be placed on academic probation, as well as receive other disciplinary punishments (i.e., Saturday School). In addition, membership in honor societies may also be jeopardized. Teachers will consult with the student's family and will provide the student/family a letter explaining the problem and the proposed remedy. Students violating the plagiarism policy a second time will be subjected to stronger penalties. All Vicenza Middle School students are subject to the same standards, with allowance for developmental differences.

**Technology Misuse:** Computers, computer networks, and other electronic technology shall only be used for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by the Code of Conduct and DoDEA's Computer Access and Internet Policy. Students must have an "Internet Use Agreement" form signed by the student and parent to use telecommunications technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.) on file.

**Unacceptable uses of technology include, but are not limited to:** Violating the privacy rights of others; to include accessing, manipulating, and/or deleting the files of others. Viewing, using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others. Pornographic material on disk or saved electronically will be considered in the same manner as if it were a hard copy. Copying commercial software in violation of copyright law. Using technology for financial gain or commercial or illegal activity. Using technology for product advertisement or political endorsement. Re-posting personal communications without the author's prior consent. Installing software or peripheral devices to a school computer without the consent of an appropriate school staff member. Using technology in violation of the Code of Conduct. Violation of these policies may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law.

We acknowledge the University of Virginia Plagiarism Website and Head-Royce School Policy on Plagiarism for some of the ideas incorporated into this document.

#### PROGRESS REPORTS

The purpose of the progress report is to inform parents of their son or daughter's school performance. Experience shows that the greatest amount of achievement by students is made when there is close cooperation between students, teachers, and parents. Progress reports are required from each teacher for students who have "F's" and are sent home about the fifth week of each marking period.

#### PROHIBITED ARTICLES

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. Students who have any doubt about bringing any article to school should consult teachers or the principal. Prohibited articles may be confiscated by any teacher or by the administration. Students possessing these articles may face disciplinary action.

- aerosol spray type products



- alcohol/drugs products

- any article considered a nuisance-causing device
- any article considered unsafe
- chains
- computer games
- firecrackers
- knives

- laser pointers
- lighters or matches
- shaving cream
- skateboards
- toys of any kind
- water pistols
- weapons

### PUPIL PERSONNEL SERVICES

Vicenza Middle School has a guidance counselor, psychologist, nurse, and ASACS counselor.

#### REPORT CARDS

Report cards will be issued every 9 weeks. Parents are notified of unsatisfactory student achievement of a “D” or “F” in the middle of each marking period; parents and students will receive this notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement.

The report card uses the following approved system-wide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, P=Passing, N=No Grade (used in Pass/Fail courses in lieu of “F”), WP=Withdrawn Passing and WF=Withdrawn Failing. The use of “+” and “-“ to denote slightly higher or lower grade marks is approved for use on report cards, but will not place any value on the grade point average.

Use of the incomplete “I” Mark. The “I” for incomplete may be given to a student in a subject, with the approval of the principal, when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. If the work is not completed in the allotted time, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion is 2 weeks after the end of the 9-week grading period. The grade “I” will not be recorded on the permanent record card (transcript). In preliminary computations of the student’s grade point average, the grade of incomplete is equivalent to zero grade points.

No Grade “N”. The “N” for no grade is used to show that a student did not achieve passing mastery in a Pass/Fail course. The “N” grade will result in the course appearing on the student’s transcript, but no credit will be awarded and the course will not be included in the computation of the student’s grade point average. This mark may be used whenever, in the opinion of the principal, the assignment of a grade is not appropriate. Use of the Withdrawn “WP” and “WF”. The mark “WP” for withdrawn passing is used to denote a withdrawal without prejudice (e.g. the course is not used in the computation of the grade point average). The mark of “WF” for withdrawn failing is used to denote a withdrawal that is counted as an “F” in the course for purposes of grade point average computation. Students, who withdraw, either passing or failing, do not receive credit for the course, but it does appear on their transcript. Use of “+” or “-“. The use of “+” or “-“ with grade marks is authorized for use on report cards and permanent record cards, however, the “+” or “-“ does not have any value in computing a student’s grade point average.

### SCHEDULE CHANGES

The school expects students to register for the courses that meet their needs. Students who have schedule conflicts with their schedules complete a Schedule Change Request Form through the counselor. For quarter or semester-long courses, there will be no schedule changes after the end of the second week of the

respective first or second semester. For yearlong courses, there will be no schedule changes after the second week of the first semester.

### SCHOOL OFFICE HOURS

Registration for school and requests for records and other administrative issues can be addressed to the school administrative personnel during office hours 0730-1600 on regular school days.

### SCHOOL SUPPLY GUIDELINES

DoDEA has provided the following basic guidelines for school supplies. Parents are expected to provide the following for their children as needed:

- Book bag or backpack
- Bound composition book
- Clipboards
- Colored pencils, colored markers, crayons
- Glue (sticks/bottles)
- Gym clothes and shoes
- Highlighters
- Notebook – 3 ring binder
- Notebook dividers
- Paints (watercolor)
- Paper – loose leaf
- Pens and pencils
- Performance Attire
- Plastic supply box
- Pocket folders
- Protractor
- Rubber eraser
- Ruler
- Scissors
- Spiral notebooks
- Tissues (1 box, max.)

### SMOKING

Students are prohibited from possessing or using tobacco products during the school day on school property, on school-owned and operated buses or on chartered buses, on their way to or from school, or when participating in school-sponsored activities on or off campus. Violation of this policy will result in disciplinary action in accordance with the table of penalties and referral to counseling.

### STUDENT GOVERNMENT

Vicenza Middle School has an active student government for grades 6, 7, and 8. Elections for Student Government officers are usually held in September.

### STUDENT RECORDS

Student records are developed and maintained by DoDEA schools in order to record and store information about students for legitimate educational purposes.

**Forwarding of records upon transfer to another school:** Each parent is encouraged to review his or her child's records before they are released to the new school. Parents may hand-carry copies of records with them to their new duty station.

**Retirement of records:** Student records (permanent transcripts) will be maintained at this school for four years. During this period, you may request transcripts through us, at the following address:

Guidance/Registrar Office  
Vicenza Middle School  
Unit 31401 Box # 11  
APO AE 09630  
[VicenzaMSOffice@eu.dodea.edu](mailto:VicenzaMSOffice@eu.dodea.edu)  
Fax: 39-0444-71-5823

**REMEMBER:** No copy will be provided without appropriate written authorization and signature of either parent/guardian.

### VISITORS

The school welcomes visitors. DoDEA Regulation 4700.2, Enclosure 4, requires all visitors to report to the main office to obtain a Visitor's Badge prior to going to the classroom. With the teacher's approval, a time and date can be determined for a classroom visit.

#### STUDENT VISITORS

Students must request permission to have a visitor at school with at least 1 day notice, and no teacher is required to admit a visitor without administrative approval. The proper procedure for a student to obtain permission to bring a visitor to school is:

- Request permission from the teacher to bring the visitor to school with 1 day notice.
- Report to the main office and obtain a Visitor Request Form.
- The student will take the form to all his/her teachers for their approval.

- After receiving the teachers' approval, it will be returned to the office.

Visitors who try to enter class without following this procedure should be refused entry and the administration should be informed of the unauthorized visitor.

#### PARENT VISITORS

Parents must gain permission from the principal and teacher(s) before visiting. The principal or teacher(s) will then advise the parent of a good time to visit. All visitors are to report to the office prior to going to class so that we can welcome them, issue them a pass and, if necessary, escort them to their destination. Visitors without passes should be sent to the office to get one.