

SCHEDULE and REGISTRATION

PRE-KINDERGARTEN FOUR YEAR OLD PROGRAM



Dahlgren School offers a half-day Pre-Kindergarten program for all students who will be age four by 30 September. The program is four days per week-**Monday through Thursday**, with Fridays reserved for parent workshops, conferences, and home visits.

All new students will need to comply with the registration requirements as listed on page

7.

MORNING SESSION	8:30-11:30 A.M.
8:30 A.M.	CALL TO CLASS
8:35 A.M.	LATE BELL
11:30 A.M	DISMISSAL

***Pre-K students are to be picked up promptly
at the noted dismissal time.***

DAILY SCHEDULE GRADES K-8

8:30 A.M.	* *	CALL TO CLASS
8:35 A.M.		TARDY BELL/ CLASSES BEGIN
10:30-10:40		RECESS for K-6
12:00-12:45 P.M.	* * *	LUNCH
12:35 P.M.	*	PLAYGROUND SUPERVISION BEGINS
12:45 P.M.		CALL TO CLASS
12:50 P.M.		LATE TO CLASS
3:00 P.M.		DISMISSAL OF ALL GRADES

* Students may not be on the playground prior to the "supervised" times specified.

** Students are not to be on school grounds prior to 8:25 a.m. unless participating in a "before school" program. Students participating in these programs are to report directly to their assigned classrooms. Any students arriving prior to 8:25 for any other reason must wait behind the school in Joy Park (preferably with parental supervision) no matter what the weather. The school will not be held liable for weather, will not permit early entrance to the buildings, or provide supervision prior to 8:25.

*** Students are not to return from their homes at lunchtime until 1235 at the earliest as this is when supervision will be provided.

SCHOOL REGISTRATION REQUIREMENTS

The Sponsor/Parent/Guardian of all new students will need to provide, along with the registration packet (Form 600), an original birth certificate/adoption decree/loco parentis (custody) papers, copy of orders, child's Social Security Card, immunization record, current (within one year of the first day of school) Virginia Physical Examination certification, and housing verification form at the time of registration.

Virginia School Law states that children are of school age (Kindergarten) if they have reached their fifth birthday on or before the 30th of September in the year that they will be enrolled.

HOUSING POLICY REGARDING VADESS DAHLGREN SCHOOL ELIGIBILITY

Dependent children of armed forces members residing in Naval District Washington-West family housing are eligible to attend the Dahlgren School. If housing is not immediately available, but is expected within 90 school days, the member's children may be allowed to attend the school while residing in an area adjacent to Dahlgren.



The NDW-W ICO will evaluate housing applications to decide whether it is likely that housing will be available within 90 school days. If not available in that period, the children will not be eligible to attend Dahlgren School.

In the instance of a member of the armed forces and his family moving off base *after* the start of the school year, the member's children will be allowed to continue attending the Dahlgren School for the remainder of that school year.

Armed forces members who retire from active duty and move into the surrounding community after the beginning of the school year are also eligible to have their children continue at Dahlgren School for that school year. They must, however, attend the outside/public schools after that school year has been completed.

Transportation for children under these last two conditions is the responsibility of the parent. All children must leave the school premises for lunch. All children must have transportation or day care arranged to permit them to leave the school grounds immediately after the school day ends.

For more information concerning Family Housing on NDW-W, please contact the Housing Office at (540)653-8505.

PHYSICAL EXAMINATIONS AND IMMUNIZATION REQUIREMENTS



All *new* students must have a Virginia physical examination dated within one year of the first day of that school year. This includes pre-kindergarten students who must then also have another physical before entering kindergarten. Other *returning* students are not required to have a new physical; however, immunizations updates are required.

The immunization requirements for enrollment in DoDEA schools are determined by the military. The guidelines for military dependent children follow the guidelines from the Center for Disease Control (CDC) and are based upon recommendations from the Advisory Committee on Immunization Practices (ACIP). The newest requirements, as of May 2006 are:

1. Meningococcal Conjugate Vaccine
2. Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine (TDAP-adolescent preparation)

(* Please note: DoDEA Immunization forms for new students were part of the registration packet as of June 2006. Students registered prior to that date will be receiving these forms on the first day of school. These forms must be completed and returned to the school.)

The 1991 Virginia General Assembly passed legislation requiring that all children must receive a second dose of measles vaccine before entering Kindergarten or First Grade. The 1992 legislation required that all children who have not yet received a second dose of measles (rubella) vaccine must receive a second dose before entering the sixth grade.

The 2000 Virginia General Assembly passed legislation requiring that all children entering the 6th grade must receive the three (3) dose series of the Hepatitis B Vaccine prior to entering the 6th grade.

“Sport” physicals must be done separately for a student to participate in any associated activities. This physical is “good” only for the school year in which it is accomplished.

SUPERVISION AND “LATCH-KEY” REGULATIONS



Our command has very clear supervisory guidelines in reference to the children that live on the base. Dahlgren School is charged with supporting and adhering to these regulations, and as such must report violations of this policy to the appropriate office.

While all children should be supervised both in their yards, in the playgrounds, and on their way to and from school, different degrees of supervision are required, according to the base policy, depending on the age and maturity level of the child. The base has provided the following as guidelines for parents of the children at this installation:

A: Never leave children **5 years of age** or younger unsupervised/unattended. A designated adult or appropriate babysitter must be **physically** present when these children are outside the home, including while on playgrounds. A child 5 years of age or younger should never be left unattended in a parked vehicle.

B: **Children between 6 and 9 years of age** must be within sight and/or sound by parent or designated responsible person while in housing and in public areas: e.g. playgrounds, shopping areas, parking lots, sidewalks.

C: **Children between 10 and 12** may be left without direct supervision for reasonable periods of time; however, parents should provide indirect supervision such as frequent phone calls by either parent or child, or occasional checks by adult neighbors or friends. These children should be carefully rehearsed in the event of an emergency: e.g. how to contact parents, a responsible adult, home alone procedures, and emergency services.

D: **Children 13 years of age or older** require varying degrees of supervision depending upon demonstrated levels of self-discipline and personal responsibility. **Children under 16, however, must have adult supervision overnight.**

E: **Children with special physical, mental, and emotional needs** must be supervised consistent with their developmental needs, but not less that the supervision requirements contained in these guidelines for children of similar age.

Children are defined as anyone 17 years old and younger.

Parents are defined as natural or step-parents, guardians, or the sponsor of family members under 18 years of age.

Babysitters are defined as responsible persons 13 years of age or older, or a 12 year old who has completed the FFSC or the American Red Cross Babysitters Course.

This partial excerpt, printed April 2004-Dahlgren Bullet, of the Command Policy supersedes the Latchkey Guidelines dated 15 May 1993.

LUNCH PROGRAM



Students attending Dahlgren School are encouraged to go home for lunch. This has always been considered to be one of the benefits to living on our base; the opportunity to have your children home with you at lunchtime. Modern times have hit Dahlgren as well, and due to the necessity of having many homes with two working parents in the household, there is a "Brown-Bag" program available to the children in lieu of a cafeteria. Parents may also avail themselves of this program intermittently if work schedules, emergencies or appointments make them unable to be at home during lunchtime. ***As space is limited due to Fire Marshall regulations, only those students whose parents absolutely need to use the program should do so.***

Lunches are to be carried to school in the morning by the child so that the teacher is aware that your child is going to the lunch program on that day. As there are no facilities for heating, cooling or purchasing supplemental items or drinks, please take this into consideration when selecting your child's lunch menu. When packing your child's lunch, please pack something you know your child likes and will eat. Lunches should be nutritious and represent the basic food groups. There is to be no candy in the lunch. We do not allow children to share or trade food. This is for your child's safety as we do not know what food allergies children may have.

In the case of an emergency, lunches may be brought to the school office for distribution. Parents are not to carry lunches to their child's classroom. Students will eat in a supervised environment in the Chapel Annex. Should you decide to have your child go to another child's house for lunch, please send a note to the teacher and the office. If you choose to have your child partake of the offerings available on the base (Subway, Galley, etc....) please make sure that your child falls within the regulations regarding supervision as printed above. *(See "Latch-Key" Guidelines on page 8)*

Use of the "Brown-Bag Lunch Program" is a service provided to the children of Dahlgren School as a privilege, not a "right". Children attending this program need to be aware that they are expected to follow the rules of the school while attending the Lunch Program. There are additional rules that are set out by the Lunch Room Monitors that have been established in the spirit of ensuring that *all* children in attendance are given the opportunity to eat, drink and socialize with each other. Violations/infractions of these, or any of the school rules, will result in disciplinary measures. The first infraction will result in a note being sent home to the parents to make them aware of the problem. A second infraction will be sent home as a warning that the child may be made ineligible to attend the program should the problem continue. If there is a third infraction, the notice will tell the parent what the infraction was, and also, how long the child will be removed from the program. This disciplinary measure has been established and is supported by the school principal.

There will be days that the lunch program will not be offered; "Early Release" days, "Teacher Work-Days", or when there are scheduling conflicts due to activities in the Annex. Other arrangements are to be made by the parents for their children on these days. Early release days are noted in the calendar on page 5. Other days will be listed in the Tiger Beat (Parent Newsletter) as they arise. Dahlgren School does not have a space available within the school to provide this service on these days.



PROMOTION AND RETENTION

Promotion from one grade to another is dependent upon the student's attendance and ability to master the subject matter, skills and techniques required at that particular grade level. Students who do not satisfactorily meet the minimum standards established by DDESS for one or more reasons, unless there are extenuating circumstances or other considerations, will be retained in the lower grades. Questions regarding promotion or retention will be resolved by the Student Support Team. This team is composed of the school Principal, guidance counselor, classroom teacher, parent and other committee members. The Principal, guided by this committee, has authority over this matter and will make the final determination in regard to promotion or retention.

Middle School students (grades 6-8) will not be promoted to the next grade if the student does not have a "year's average" grade of "passing" in each of the following, core classes: Language Arts **and** Math and at least **one** of the following:

Science or Social Studies

DoDEA Grading Scale Grades 4-8

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

DoDEA Grading Scale Grades K-3

E=Exceeds Expectations

M=Meets Expectations

S=Steady Progress Toward Expectations

L=Limited Progress Toward Expectations

SEVENTH AND EIGHTH GRADE

For eighth grade students to go on to the ninth grade, they must pass English 8 and Math 8 (or Algebra 1/Geometry), as well as one of the following courses:

- a. Social Studies 8
- b. Science 8

The Eighth Graders are required to take instruction in health. Health is part of the physical education course. Seventh and Eighth grade students may also take, as electives: Drama, Piano, AVID, Humanities, and READ 180. Algebra, Foreign Language, and Geometry are also available for high school credit for qualified students. (See below)

COURSES OFFERED FOR HIGH SCHOOL CREDIT

Qualified Eighth Grade students at Dahlgren School may be enrolled in **Foreign Language**. This program is classified as an "elective" but counts toward high school credit. Upon successful completion, the students grade will be accepted as the first level language requirement at King George High School with full course credit toward high school graduation. Successful Dahlgren graduates will be prepared for and recommended to the second level of this Foreign Language in any American high school that offers the same language as part of their curriculum.

Algebra 1 and **Geometry** is for seventh and eighth grade students who have proven their ability and scholarship in mathematics. Students must meet all criteria set forth by the teacher, and have the approval of the algebra/geometry teacher to take this class instead of Math 7 or 8. Both of these courses are classified as an "elective" at Dahlgren School. Upon successful completion of all course requirements, the student will earn full course credit, however: students must arrange with the county to take the SOL for these classes to have them count toward graduation.

PHYSICAL EDUCATION (PE) CLASS



A physical education teacher will instruct regularly scheduled class for Pre-Kindergarten through Eighth Grade.

GENERAL GUIDELINES :

1. All students must wear proper gym attire, which includes gym or tennis shoes *with* socks.
2. A note from a parent is required to excuse the student from active participation in the PE class. Suitable reasons to be excused include illness or incapacitation. A note from a doctor may be required if the student will be excused from active participation in more than three consecutive PE classes.
3. Cooperation will be expected always. This includes a good sense of fair play, helpful attitude and proper conduct.
4. While in the locker rooms, students will respect each other's privacy, personal belongings, and sensibilities, and conduct themselves appropriately.
5. Dahlgren School recommends that students leave valuables at home.
6. Dahlgren School is not responsible for items lost or stolen from the student's P.E. locker, hallway locker or items of value left in the classroom during their P.E. period.

ADDITIONAL GUIDELINES FOR GRADES 6 THROUGH 8:

Students will receive grades based on promptness, participation, achievement, effort, attitude, and proper dress.

DoDEA System-wide Assessments

All students in grades 1-8 are tested in accordance with Department of Defense Education Activity directives. These tests are:

TERRA NOVA-grades 3-8

NAEP (National Assessment of Educational Progress)-grades 4/8 (Odd Years Only)

DRA-(Developmental Reading Assessment)-grades K-3

Quarterly Algebra Assessment/END OF YEAR ALGEBRA ASSESSMENT

(For those enrolled in Algebra for High School Credit)

DoDEA On Line Assessments: Grade 3/6 Social Studies

Grade 5/7 Science

Note: DoDEA is currently working on specific tests for math and writing. Additional information will be provided, once these are set in place, via a letter home to all parents.



EXPECTATIONS FOR ALL CHILDREN ATTENDING DAHLGREN SCHOOL

PHYSICAL

1. Your child should be sufficiently rested.
2. Your child should have nourishing, well balanced meals (particularly breakfast and lunch) and sufficient time to eat them.
3. Your child should be dressed appropriately according to the weather.
4. Your child should have regular physical check-ups.
5. **Your child should be kept home from school when he or she has a fever or bad cough.**
6. Children will be sent home if they are running a fever, as determined by office personnel, of ninety-nine degrees or higher.
7. Children may **not** return to school or participate in school functions until they have been fever free, **WITHOUT MEDICATION**, for twenty four hours prior to their return. e.g. Your child is sent home at 10:30 a.m. with a fever, if any form of medication is administered for the fever-even if prescribed by medical personnel- that day, during the night, or upon awakening, the child is **not** to be sent to school the following day. They should not, of course, be returned-even without medication-if they are still running a fever.

PERSONAL

1. Your child will be responsible for personal possessions.
2. Personal possessions must be marked with the child's name.
3. Your child will be personally responsible for hanging up clothes, dressing appropriately, tying his or her own shoes, and performing the usual personal hygiene functions.

SOCIAL

1. Your child will be expected to share equipment, turns and ideas with others.
2. Your child will be expected to be a follower and a leader.
3. Your child will be a good loser and a good winner.
4. Your child will be expected to play amicably with other children of various ages.
5. Your child will be expected to show progress in developing the habit of completing tasks.
6. Your child must respect the rights of others, both children and adults.

Parents and teachers should work cooperatively, each understanding the other's responsibility. Continuous study and understanding of the child's development are basic to everything done for his or her welfare.



GENERAL GUIDELINES FOR STUDENTS

Between 8:30 a.m. and 3: 30 p.m. the following areas are considered School Grounds. All school rules are expected to be followed while within this area.

A: Sampson Road: from Dahlgren Road to the Circle. (This includes both sides of the street, up to and including the sidewalks, the first 25 feet of any unpaved lot thereon and the street itself.)

B: Joy Park: from the back of the school building, crossing "School House Road", the playground equipment and grounds up to the Pavilion.

The following are general guidelines for all students at Dahlgren School:

1. Classes begin at 8:30 a.m. for students in Kindergarten through Eighth Grade. (Pre-Kindergarten see page 4) Students are not to be on school grounds prior to 8:25 a.m. The building will be opened at 8:00 a.m. for students who have been asked by their teacher or club coordinator, to come in early. These students will report directly to those locations.
2. Students are not to loiter on the front stairs of the school, or in the front "yard" portion of the grounds. Any students arriving prior to 8:25 for any other reason must wait behind the school in Joy Park (preferably with parental supervision) no matter what the weather.
3. Students are not permitted to enter the building to "drop off" back-packs at classrooms or lockers before going out back to the assigned waiting area.
4. Students are not permitted to cut through the school building to reach the back patio/designated waiting area.

On wet or cold days please plan your child's arrival time accordingly as they will not be permitted in the building. The school is not to be held liable for weather conditions, and will not permit early entrance to the buildings as we cannot provide supervision prior to 8:25.

5. During the lunch period, playground supervision begins at **12:35** p.m. for all students in grades K-8. **Students are not to re-enter the building, for any reason, prior to 12:35.** Students are not to cut through the school building to reach the back playground, drop off backpacks, or "get something from the lockers". There will be no students on the school grounds prior to this time. Dahlgren School will not be held liable for children on the grounds prior to 8:30 a.m., returning from lunch prior to 12:35 p.m., or remaining on the school grounds after school for anything other than school related and authorized activities. Students must go home, to the Youth Activities Center (YAC), or to their alternative care location as designated by their parents immediately after classes are dismissed, unless they are registered for and attending an extracurricular activity. **Lingering** on the school grounds is not allowed. Refusal to leave school grounds when directed by school personnel is cause for disciplinary action.
6. All necessary books, papers, homework, and other appropriate school materials must be in the student's possession when he or she arrives and departs the school.
7. Students will be held accountable for any lost, damaged or marred schoolbooks and property.
8. Students found cheating, forging signatures or assignments for themselves or others, or submitting plagiarized work will be subject to disciplinary and academic penalties.
9. **Playground Safety Rules** are as follows:
 - a. No **tackle** games are allowed. Keep your hands and feet to yourselves!
 - b. Participation in any sport during recesses that can result in bodily damage due to running impact, or necessity of any physical action (i.e.: kicking) as part of the regular part of the game, are played at the family/child's risk. Parents should be informed by their child that they plan to participate in this type of game, and should ensure that their child has the appropriate safety gear at the time that they are

participating. (i.e.: If your child plans to participate in an after lunch "soccer" game, it is their responsibility to wear shin guards)

- c. All playground equipment will be used as it is intended by the age group for which it is designed. There will be no climbing *up* slides, hanging upside down on bars, or leaping from platforms to exterior portions of the equipment.
- d. **Throwing snow or snowballs, rocks or any other objects that can cause injury is prohibited.**
- e. **Fighting or physically violent games are prohibited.**

10. **Injuries are to be reported immediately to the teacher on duty.**

11. **All electronic gear, including but limited to: I-PODS, beepers, CD Players, Walkman/Disc-man, walkie-talkies and pagers, must be left at home. Cellular phones** are allowed but must be kept out of sight and are **not** to be turned on or used on school property. Any violations will result in the device being confiscated by school personnel and held in the office. Parents are the only persons able to pick them up. Dahlgren School will not be held liable for loss, theft, or damage to any of these devices.

12. Chewing gum and candy are not allowed on school grounds. If cough drops are necessary, a note from home will be required.

13. Bicycle/Scooter riders may approach the school only by the paths through Joy Park. Bike/Scooter riders will dismount their bikes/Scooters when on school grounds. The sidewalks in front of, and beside the school **are** school grounds. There will be no riding of bicycles or scooters on the sidewalks that pass by the Media Center/Kindergarten arrival areas, or the sidewalk that runs from the sidewalk in front of the school, past the Chapel Annex. Bikes and scooters must be walked at all crosswalks. Violations of this rule will result in disciplinary action being taken. Loss of the "ride" privilege may result from repeated offenses.

14. Skateboards and roller blades are not allowed on school grounds **at any time.** Shoes with "built in" wheels are not authorized on school grounds during school hours.

15. Do not leave trash, litter, or paper of any kind on the school grounds. Trash receptacles are provided.

16. Students are required to walk quietly in hallways and outside near classroom windows.

17. Students must heed and obey instructions from the School Safety Patrol. Violations will be reported to the adult, Safety Patrol Coordinator.

18. Toys are not allowed on school grounds unless approved by the child's teacher as part of a classroom exercise or demonstration. This includes all electronic games and entertainment mechanisms. (ie: Game-boy, Walkman, Discman, etc..) These items will be confiscated and the will be parents notified to come to the office for removal from the premises. Dahlgren School is not liable if these items are lost, stolen or damaged.

19. The telephone in the hallway may not be used without permission from a staff member. The user must be in possession of a physical "phone-pass" issued by the faculty member authorizing such use. Phone pass is mandatory!

20. "In school" class parties may only be held for significant occasions, as determined by the teacher or principal.

21. Passing out individual invitations and/or birthday gifts or acknowledgments should be done outside the classroom setting.

22. The use or possession of alcohol, tobacco products, illegal or controlled substances; or possession of drug paraphernalia, is not allowed in the school building or on school grounds at any time. Violations will result in suspension from school and will be reported to Base Security as appropriate.

23. Gambling, in any form, is against school policy.

24. Traditional school functions, programs, and activities are observed by classes in Dahlgren School. Parents should notify the school concerning their objection to specific activities, holiday events, parties, or programs (based on religious preference) so that appropriate arrangements may be made for the student. Children

may be dismissed from school with a written note stating such reasons, but it is the parent's responsibility to assume supervision and transportation for their children at the time of dismissal from school for non-participation reasons.

25. Abusive, profane, vulgar language, obscene gestures, and threats or threatening behavior, are expressly forbidden. Violations will be reported to the Principal for disciplinary action.
26. **School programs, scout meetings, family outings, baby-sitting, or other extracurricular activities, including sports, are not acceptable excuses for not doing homework. Homework takes precedence over these other activities.**
27. DoDEA policy does not permit us to give your child medication at school unless it is in the original labeled container with the physician's instructions. Written permission and instructions must be obtained *before* your child can be administered any medications. A **MEDICATION DURING SCHOOL HOURS, PHYSICIAN/PARENT SIGNATURES/HOLD HARMLESS PERMISSION FORM JULY 2004 H.3.2 & H.3.3** (attached) and Health Plan must be completed prior to any form of medication being administered. Over-the-counter medication must also be labeled with your physician's instructions.

Dahlgren School does not have a medical clinic or nurse in the school. Inhalers, prescribed for asthma or cough, may be kept with the child at the parent's discretion under the above guidelines. Dahlgren personnel are not responsible for independent administration or permission for use of any medication or for determining its need except as outlined, in writing, by the parent and/or physician.

Dahlgren School does not maintain a stock of **any** medication for administering to the students-not even Tylenol. If your child requires medication, please ensure that you have completed the appropriate forms. Students are not to bring any medications to school unless a medication plan has been filed with the office. The named medication will be maintained in the office or with the classroom teacher as deemed appropriate.

28. **All parents and visitors must use the front entrance and check in with the office prior to going anywhere else on school grounds.** (*This includes the hours before and after official school hours.*)

Sexual Harassment Policy

Federal Law prohibits sexual harassment. Students, parents, and staff are expected to conduct themselves at all times in a manner to provide an atmosphere free from sexual harassment. Sexual harassment includes: unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a severe nature including: epithets, derogatory comments, slurs or suggestive jokes. Violation of this policy will result in disciplinary action.

WEAPONS

Students shall not possess, use or transport weapons, explosives and/or dangerous chemicals on school property. Violation of this policy may result in expulsion from school for one calendar year as determined by School Disciplinary Committee.

Examples of prohibited items and dangerous weapons or explosives include but are not limited to the following:

any firearm, firecracker, ammunition, dynamite, dynamite caps, any explosive devices, poisonous gasses, knives, dirks, Bowie knives, switchblade knives and razors, any piercing device whatever type or size, metal knuckles, brass knuckles, nunchuck sticks, fighting chains, blackjacks, mace, tear gas or other chemicals which have a potential for injury, and any other items the Principal deems detrimental to the welfare and safety of persons under school jurisdiction, including imitation or look-a-like weapons or explosives.

(See DoDEA/DDESS brochure and required signature page/statement of understanding regarding this topic at the end of this handbook)

DRESS CODE



The dress code at Dahlgren School emphasizes a sense of decency, cleanliness, and good grooming that, of itself, dictates the sort of dress appropriate to a **school environment**. **All** staff members have the authority to refer any student in questionable attire to the Principal. He will make a final determination in regard to the appropriateness of the clothing in question and set forth the corrective action to be taken.

The following guidelines will be followed by all grade levels:

1. Cleanliness and neatness will be required of each student.
2. Shoes must be worn at all times.
3. Shoes selected should be appropriate for the weather, and protect the feet from possible injury. Sandals *may* be worn, but the style/coverage must be appropriate for the safe transport of the child in their daily, school activities.
4. Sneakers *must* be worn for Gym Class/P.E. Students are responsible for bringing this type of shoe with them in the morning should they wear an alternative form of foot covering on the day that they will be going to the Gym.
5. The wearing of halter tops, jogging shorts; pants, shorts and tops that bare midriffs is forbidden. **The wearer must be able to raise their hands/arms straight into the air above their heads, without exposing their midriffs.** Tank tops and body shirts without proper undergarments are also outside of the Dahlgren School Dress Code. Swim suits and spaghetti strap tops also, are expressly forbidden. "Sleeveless" tops must cover the entire, upper, shoulder area, and be turned under or hemmed properly (no cut off or ragged edges).
6. Shorts, for both male and female students of all ages; as well as dresses, skirts, skorts, etc.... must be fingertip length or longer (without "hunching" up the shoulders).
7. Clothing should be worn the way it was designed to be worn. (shirts buttoned, **pants secured at waist level**, etc....)
8. "Extremes", such as too tight, too loose, too little, **too large** or **baggy**, or too short are outside of the Dahlgren School Dress-code. Undergarments are not, in any way, to be revealed, left uncovered, or be visible through, under, or sticking out of the covering article of clothing.
9. Items of clothing so large, long, baggy, or worn in such a manner that it inhibits the student's physical movement or ability to proceed safely through the hallways in an orderly manner; with hands and/or arms full or encumbered by academic materials, without the constant need for making "clothing adjustments", are not permitted.
10. During inclement weather, boots or overshoes, raincoats, and rain-hats, gloves, warm jackets and coats should be worn. Failure to do so may result in loss of recess privileges on that "inclement" day for the health and well being of the student.
11. Attire with suggestive or obscene slogans, or that advertise alcohol or drugs, will not be worn at Dahlgren School. Any clothing that causes a distraction or disruption within the confines of the school area are prohibited.
12. Clothing advertising or endorsing controlled substances will not be worn at Dahlgren School.
13. Hats, bandannas, skullcaps, stocking caps, and sunglasses are not to be worn in the building or at any school function **at any time**.

Standards of Behavior

1. Students are expected to be kind and consider the feelings of others. Verbal unkindness and physical abuse are unacceptable.
2. Students are expected to be honest in all matters.
3. An honest relationship is expected between the faculty and students. Student ideas and opinions are to be heard, and students are to be given respect, and in return, students must give all faculty and staff respect.
4. **The whole of the adult staff has authority when the students are under the school's jurisdiction in any capacity.**
5. Students are required to give proper respect to the faculty and Principal. All forms of rudeness or insubordination are unacceptable.
6. Students are required to respect school property and the property of others.
7. Vandalism in any form will be reported to base security. Violators will be responsible for restitution to restore the property damaged or destroyed. This includes but is not limited to: marking on walls, bathroom stalls, desktops, destruction of foliage around school, intentional uprooting of garden areas, skateboard damage to benches, rails, etc....
8. Profane, obscene, or abusive language or gestures are not allowed.
9. Students are to be punctual for all classes and to school daily.
10. Students are expected to demonstrate patience, kindness, unselfishness, honesty and loyalty.
11. Parents and teachers are expected to make every effort to be models of acceptable behavior to the students of Dahlgren School.
12. Violation of any of the above will result in corrective measures.

CORRECTIVE MEASURES

A student's failure to comply with school rules and regulations will result in the school taking one or more of the measures listed below. In the event that a school staff member refers a student to the principal for disciplinary action, the Discipline Referral shall be filled out and signed by the referring staff member prior to any action being taken by the principal. The principal is responsible for completing the form and indicating in writing any disciplinary action that has been taken. Situations of an emergency or immediate nature may arise in which a principal or "Teacher in Charge" will take disciplinary action prior to the completion of the Discipline Referral. In these cases, as a matter of record, a Discipline Referral should be completed following the incident.

The academic achievements of a student will be reflected in the student's grades. Therefore, the lowering of a student's grade as punishment for an infraction of the rules is *not* an acceptable practice. The prohibition on academic punishment will not include situations in which a student is absent from class because of some other form of punishment or fails to fulfill an assignment because of the imposition of some form of punishment.

The measures to be considered by the faculty member include, Admonition, Counseling, Mediation, Parent Conference, Assigned Tasks, Detention (lunch or after school), and Referral to the Administrator. (see next page for definitions)

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

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

MEDIATION: Mediation is used to provide intervention and peaceful settlement of problems. Peer mediators are available to help students resolve conflicts.

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

ASSIGNED TASKS: Assignment of students to complete special tasks at school may be beneficial to the student and the school. Parental permission is required.

DETENTION: Detention is held for a specified amount of time after school, during recess, or after lunch.

TIME OUT: During a "Time-Out" the student is removed from the assigned classrooms for a specific period of time.

The following disciplinary measures are assigned by the Administrator or Teacher in Charge.

RESTRICTION OF ACTIVITIES:

Restriction from activities will be set for a fixed period of time or until certain conditions have been satisfactorily met. The student is responsible for making up any missed assignments. The principal can revoke participation in Athletics, Field Trips, and other school sponsored, extra-curricular activities as deemed necessary.

Each curricular area has its own value and importance in a well-rounded curriculum. Withholding attendance in another class will not be considered a first choice. If missing a special class is a logical consequence, the classroom teacher, special area teacher, parent and principal will communicate and agree on the plan of action.

If a student has an ongoing problem with class work, homework, or behavior, teachers, parents or the Principal may ask for a Student Support Team (SST) meeting to discuss options for addressing the problem.

I.S.S SITUATION: During an I.S.S the student is removed from the assigned class for a specific period of time, but not required to be outside of the school building. They are placed in a supervised environment, and are responsible for making up any missed assignments.

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

OUT-of-SCHOOL SUSPENSION (OSS): A student may be suspended from school up to 365 days for serious disciplinary infractions. A student receiving OSS for five days or more shall be placed on Disciplinary Probation (based on the behavior in question) for 90 calendar days. Further disciplinary infractions of any type during their probationary period will result in more serious punishment. Therefore, the act of suspension is reserved for serious violations of the rules or for a series of minor offenses.

1. Suspension will be based on the Principal's judgment that the student's continued presence may result in hazards to health, bodily harm, destruction of property, or disruption of regular classroom procedures, or of any function of the school.
2. When a student is suspended, the Principal will notify the parents and Superintendent in writing of the suspension, describing the reasons for suspension, and remedial actions, if any, tried before the suspension.
3. A parent conference must be held before the child is allowed to return to school.
4. The Principal may suspend a student for up to 10 school days. The Superintendent may handle suspensions of more than 10 school days. The School Discipline Committee will be involved with any suspension greater than 10 days.
5. A student under suspension is denied access to the school grounds except with permission of the Principal. If a student violates this rule, he or she may be deemed a trespasser.
6. Any appeal of suspension should be submitted in writing within three days to the Superintendent. The Superintendent will act on the appeal within two weeks from the time the appeal is received.

NO TRESSPASSING ORDER: In extreme cases, when directions of school personnel have been disregarded, a no-trespassing order may be issued to a student or parent.

BASE SECURITY/COURT ACTION: A student's or parent's failure to comply with school regulations and/or requirement of law may result in legal action. Offenses involving weapons, alcohol/drugs, intentional injury, and other serious violations shall be reported to base security or other appropriate authorities.

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

ATTENDANCE POLICY

The Dahlgren School is required to hold 180 days of classroom instruction per school year. There is a direct correlation to attendance and academic performance. Dahlgren School expects that families anticipating having successful students, will ensure that they are in class unless ill.

You, the parent, *are* required to contact the school office should your child be required to miss school for any reason or for any portion of the day. Notification sent only to the teacher does not "excuse" the absence. The teacher is not responsible for notifying the office.

ABSENTEEISM

Excused Absences from school are granted for personal illness, death in the family, religious holidays, and medical or dental appointments *for that student (not their siblings)*. **A note from the treatment facility, confirming their treatment that day is required.** Students are responsible for arranging make-up work with their teachers. Students must bring a note (excuse) signed by a parent within three (3) days of this absence in order to have it considered "excused" if the absence was not due to a medical appointment. This note is to be brought to the office. **All absences will be marked as "unexcused" until proper documentation is provided to the office.**

Unexcused Absences include skipping, truancy, suspension, family errands, shopping, babysitting, and other reasons considered invalid by the Principal. **Students may not make up work missed due to an un-excused absence or tardiness.** A grade of zero will be given for all such work missed for that day (including homework).

Pre-arranged Absences, and the request that work be provided for completion during the time gone, requires that a note, signed by the parent or guardian, be presented ***to the office a minimum of one week*** prior to the first day of absence. This note must specify not only the dates, but also the reason. The principal will indicate to the teacher whether the request for advance work is authorized. Notification to the teacher only, verbal requests or failing to meet the minimum request time will result in the request being denied.

All absences, no matter the "type" or reason, count against perfect attendance.



TARDINESS

Students arriving after 8:35 a.m., returning late after lunch, or beginning their school day after lunch, **must report to the office for a tardy slip**. A note from the parent is required to excuse this late arrival. Any student arriving at their homeroom without a late slip from the office will be sent to the office to receive one. **Students who do not report to the office for a tardy slip after attendance has been submitted, will remain marked as "absent"**. Unexcused tardiness to homeroom or to classes will be investigated and handled by the individual teacher involved. Examples of "Unexcused Tardy": "alarm didn't go off", "slept late", "was up late", "my (sibling/neighbor) wouldn't walk faster/cooperate", "didn't pay attention to the clock". Examples of "excused tardy" are: medical or dental appointments, unexpected gate congestion or vehicle failure (for those residing off base only), or at the discretion of the principal.

After the teacher has investigated, the student (if needed) will be counseled and the parents notified. If discipline is warranted, it may include detention or other assignments but may not include deduction of points from his or her grade. Repeated tardiness to an unacceptable level will result in the student being sent to the Principal.

Three or more unexcused "tardies" to school during a marking period, either in the morning or returning from lunch, will result in a detention being given to the student. After the initial three "tardies", each *subsequent* tardy will result in a minimum of detention. Removal of privileges/detention may be used in hopes of correcting this behavior in those students who are chronically tardy. Privileges include but are not limited to: removal from field trips, class events, recess and extracurricular sporting events.

All "tardies" are erased at the beginning of a new grading period. This provides the child the opportunity to improve their performance in this area of responsibility. However, continued tardiness may result in suspension of the student by the Principal.



ILLNESS OR INJURY

Each student must have on file in the school office an "**Emergency Authorization to Consent to Medical Care Form**". This form must be updated annually and have a notarized signature from the parent. While general first aid will be administered by Dahlgren School Staff for the minor injuries that occur in any child's day to day activities (scrapes, bumps, and minor cuts); if a student suffers a *serious* accident or onset of illness, all reasonable attempts will be made to contact the parent before any outside medical treatment is sought or authorized. If reasonable attempts to reach the parent or designated adult fail, the school will present the "Emergency Authorization to Consent to Medical Care Form" for the guidance of medical personnel. This form must have a notarized signature.

If your child has any serious health problems, allergies or any injury that would prevent his or her participation in any school activity (certain physical activities, games, etc.), please notify his or her classroom teacher, as well as the office, in writing so that we will have a record. If necessary, a "Medical Intervention Plan" will be written for your child.



CONTAGIOUS/INFECTIOUS DISEASES and FEVERS

Children whose general, apparent health is impairing their ability to perform in the classroom, who are suspected of having a condition, contagious disease, or who are running a fever of 99 degrees or higher (*as determined by school staff*) will be sent home from school as "sick". They must be picked up by their parent/guardian or an assigned emergency contact person within a reasonable timeframe after contact. (i.e.: 15 minutes). Dahlgren school does not have a nurse or clinic to provide supervision for sick children for extended periods of time.



Children are not to be sent to school on Monday or after holidays if they were running a fever over their break, or to "return" to school or school based functions (ie: basketball practice/art club/program rehearsals) after being sent home with a fever until they have been fever free, *without use of fever reducing medication*, for at least 24 hours. Children sent to school on fever reducing medication because they were running a fever "last night" or "when I got up", **will** be sent home.

A student will not be permitted to attend school if there is suspicion that they are suffering from a contagious or infectious disease, infestation; or if physically so unclean as to be offensive to other students and school personnel. Parents of children who fall into these categories will be contacted by school personnel and requested to pursue medical treatment. Children who have been identified by medical and/or health officials as carriers of a contagious or infectious ailment will be required to provide written documentation of treatment and authorization from medical officials to return to school.

If medical attention is sought after a child has been sent home with a fever, and a licensed Doctor (not nurse or PA) states, contrary to school policy, that they *may* return to school "even though running a fever", a note must be presented to the office by the parent, signed by that medical authority, stating that the child is medically authorized to return to school even though running the fever.

If the child was sent home with a suspected contagious disease, infestation, or an injury believed to require medical attention or diagnosis, the school must have a note, signed by a licensed Doctor (not nurse or PA) stating when the child may return to school with the condition/injury, any limitations for the child' activities, *or* that the suspected medical condition is *not* contagious.

Dahlgren School will not be held liable for any ill effect this decision may have on the child's health.

REPORT CARDS AND SUPPLEMENTAL REPORTS

Report cards, which inform parents of the student's scholastic progress, attendance, conduct, citizenship, and other information regarding the student, will be sent home with the children one week after the end of each nine-week grading period. Parents are required to sign the envelope and have the child return it to the teacher within three school days. By DODEA direction, the final report card for the year may be mailed home at the school's discretion. Please ensure that your address is correct in the office records.

All students will receive an "interim report" for the first marking period. Interim reports are not required to be sent for the remaining marking periods unless there is a significant change in academic status which indicates the need for intervention. However, supplemental reports to parents through personal contact, correspondence, or telephone will be made when necessary to solicit additional parental support to help the student.

CONFERENCES



A series of days in the fall is set aside for teacher-parent conferences. There will be early dismissal from school and no lunch program on those days. Parents are invited to visit their children's teachers at specific times during the conference day. We have found this program to be very beneficial to parents, teachers, and children. It is advisable to make appointments with the teacher in advance.

The Conference Days are not a substitute for necessary conferences throughout the year between parents and teachers. We do request that parents refrain from calling teachers at home. If you desire a conference with a teacher or the guidance counselor, call for an appointment. The Principal is also available for conferences and will be happy to talk to parents. Please call (540)653-8822 for appointments.

Parents should make every effort to resolve differences with the teachers involved. If the results of those attempts are not satisfactory to the parent, the parent should ask the Principal to help in finding a solution. If the parent is still not satisfied, he or she can submit in writing a request to confer with the Superintendent.

CREATIVE AND INNOVATIVE PROGRAMS

The School Board encourages the development of creative teaching and the introduction of innovative programs into the curriculum. In considering the approval of innovative programs, the School Board will examine the relationship of the program to the goals and objectives of the school division, the need for the program, the research and documentation supporting the program, and the evaluation procedures used.

Pilot programs or subjects that may introduce new courses of study or methods of teaching must have the Superintendent's approval before their implementation. Parents of the students involved in experimental or pilot programs should be included in the planning, if possible, and parents may request that their children be withdrawn from the proposed program at any time.

Currently, Dahlgren School offers:

READING COUNTS-or "RC-is the school wide reading program. Students read books based on their "lexile" score (*see Scholastic Reading Inventory*) and then take a quiz. Students who pass the quiz earn points which go toward recognition and incentives for the students.

SCHOLASTIC READING INVENTORY-(SRI)-is a diagnostic reading program which uses reading/comprehension to indicate the level of proficiency of the student. "Lexiles" are used as the unit of measure in this program which is a companion program to Reading Counts. This program is used throughout DoDEA.

READ 180-Grades 3-8-is a reading program which uses a three pronged approach to Reading Improvement. Terra Nova scores are used for initial placement and involves a 90 minute block of time daily with the Read 180 Teacher. Results are dramatic in terms of student reading improvement. This program is used throughout DoDEA

AVID-"Advancement VIA Individual Determination"-(grades 6 through 8)-is a course designed to encourage and assist the "average" middle school age student to pursue higher education through improvement of study skills, test taking strategies, mentoring, and career exploration. This class meets daily for 45 minutes. This program is used throughout DoDEA. Students must meet eligibility criteria to be part of the AVID program.

PRE-SCHOOL SCREENINGS

Developmental screening will be offered to at-risk three and four year olds whose parents reside on base or who are in an eligible status for on-base housing. Children will be screened in fine and gross motor concepts, speech and language, hearing and vision, and behavior. If delays are apparent in the screening, more in-depth testing will be recommended. Further evaluations will be completed by the school system, and if significant delays are noted, a preschool program will be recommended.

The Student Support Team (SST) is also available to screen students experiencing difficulties academically, socially and/or behaviorally. Referral for Special Education Screening/Testing can be done by the SST Team as well.

SCHOOL IMPROVEMENT PLAN

Dahlgren School is committed to the Department of Defense Education Activity Community Strategic Plan. Under this plan, school personnel work cooperatively with parents and members of the community in establishing school improvement goals, designing strategies to meet identified benchmarks, and measuring progress. This is a continuous school improvement process and strategies are established each year to guide everyone's efforts in improving teaching and learning. *We welcome parents to become a part of the School Improvement Process!!*

GIFTED, SPEECH-LANGUAGE and/or SPECIAL EDUCATION PROGRAMS

Students transferring into Dahlgren School from local or public schools, even those already receiving Gifted, Speech-Language, OR Special Education Services within those schools, will be assessed by DoDEA standards to identify those who qualify for services within the DDESS System. Please provide all support documentation from the previous school in regard to their placement in order to speed the processing. Gifted students in the areas of Language Arts (grades 1-8) and Mathematics (grades 3-8) are identified and serviced by a teacher who is certified in Gifted/Talented. This instruction takes place in a special classroom. Special Education OR Speech Language needs are addressed by a certified Special Education or Speech Language Pathologist as needed or identified, throughout the curriculum. Services are administered and addressed in the atmosphere or setting that is most beneficial, but least restrictive to the student receiving the services. The curriculum framework of both programs supports differentiated instruction and both enrichment and accelerative opportunities.

HOME/SCHOOL/COMMUNITY PARTNERSHIP



Dahlgren School maintains close ties with parents and the community to provide services to children. Staff members are included on the Interagency Coordinating Council (ICC) to promote and support early intervention services for infants and toddlers. A staff member also serves as a school representative on the Family Advocacy Committee (FAC) which focuses on issues of concern to military families. Parents serve as volunteers to support the school in every way to promote the social, emotional and academic growth of children. The *Parent Volunteer Coordinator(s)* will solicit parent volunteers at the beginning of the school year and will have a "sign-up" at "New Student Orientation" in August, as well as "Back to School Night".



MENTOR PROGRAM

The purpose of the Mentor Program is to create an organized way of providing assistance to students, which in turn will enhance the overall effectiveness of the Dahlgren School. Volunteer mentors will meet with students each week in a one-on-one mentoring sessions and support activities designed to aggressively improve students' basic skills and ability to succeed. The role of the mentor is three-fold: to tutor, to be a role model, and to provide support to the student.



The Mentor Program goal is for a group of dedicated individuals willing to commit for a year of service consisting of approximately 1-2 hours a week in a structured environment at the school. The application process is relatively simple, but designed to protect both the student and the volunteer. If on active duty, the volunteer must receive permission from his chain of command to participate, be of good moral character and if selected, participate in a training course administered by the school staff prior to being assigned a student. Other potential sources of volunteers include parents and base employees. As a volunteer, individuals would have the opportunity to influence the life of a child in a positive fashion, to serve as a role model, and to support the local base community.

Parents are also invited to become involved as mentors, or if they feel their child could benefit from having a mentor, request that their child be enrolled in the program, so they can know how the activity will benefit their child. Additionally, teachers of children enrolled in the Mentor Program will work closely with both the volunteer and the parents to ensure that the child receives the tailored support that will benefit them the most. The Mentor Program was conceived as a collaborative effort between parents, teachers and mentors to ensure maximum benefit for the child.

For information on the Mentor Program enrollment process, contact Mrs. Georgia Vinup at 653-8822 or by email at Georgia.Vinup@am.dodea.edu

FIELD TRIPS

All student activities sponsored by the school require reasonable supervision by a school employee. EMPHASIS IS PLACED ON BOTH THE EDUCATIONAL BENEFITS TO BE DERIVED FROM THESE ACTIVITIES AND THE SAFETY OF THE STUDENT. Parents may be asked to help school employees with the supervision of students during these activities. However, primary responsibility for the safety of the students will lie with the school employee.

Field trips to selected historical sites, scientific or business displays (or tours), or other suitable points of interest will be arranged for some classes. Bus transportation may be provided, but sometimes parents will be requested to provide transportation. Parents will be requested to help supervise student groups while on field trips. Volunteer supervising parents are not permitted to bring siblings or additional children on field trips. Parents have the option to not allow their child to go on a field trip but must make arrangements for their child to be properly supervised **at home**.

As field trips often incorporate the lunch period, parents need to pack a lunch for their child for that day unless otherwise notified. When packing your child's lunch for the trip, please pack something you know your child likes and will eat. We do not allow children to share or trade food. This is for your child's safety as we do not know what food allergies children may have. ***Eating and drinking by students, teachers or chaperones is not allowed on the bus under any circumstances.***

If your child has a special medical or dietary condition which requires a snack in the morning or mid-afternoon, please notify the child's teacher and the office in writing. If this is a medical condition (diabetes, hypoglycemia, etc..) please provide the office with medical documentation for our records. Arrangements will be made to accommodate a documented medical requirement.

EXTRA-CURRICULAR ACTIVITIES

Dahlgren School is pleased to be able to provide many extra-curricular avenues for your child to explore. Many of these activities are of a nature in which you, as a parent, can also play an active part. Some of the activities listed have specific academic requirements. All of them fall under the guidelines outlined in the disciplinary sections later in this book. Please ensure your child understands that failure to comply with these requirements will cause removal from the activity.

GARDEN CLUB	SAFETY PATROL (6 th – 8 th GRADE)
SCHOOL NEWSPAPER	TRACK (4 TH -8 TH GRADE) (One Track Meet in the Spring)
CHORAL CLUB	
ART CLUB	Boys & Girls BASKETBALL TEAMS (GRADES 5-8)
MEDIA HELPERS	
PEER MEDIATORS	SPELLING BEE READING COUNTS
NATIONAL JUNIOR HONOR SOCIETY	WINTER and SPRING PROGRAMS

SPORTS/CLUB ELIGIBILITY REQUIREMENTS:

1. You must be enrolled in and in good standing in the school you represent.
2. Eighth grade students may participate in high school athletic activities and at the sub-varsity level in high school athletic activities for one year only while in the eighth grade without affecting high school eligibility.
3. You may not have **any** failing grades or eligibility is forfeited.
4. SPORTS: You must have submitted a complete copy of a current Athletic Participation/Parental Consent/Physical Examination Form, including the required physical by a doctor, prior to practice, tryouts or membership on any school athletic team.



SPECIAL INFORMATION

PRE-KINDERGARTEN



It is very important that you carry out these requests so your child can be properly cared for always.

1. if your child is going to be absent from school, you need to call the school before your child's class begins (653-8822).
2. If your child is going to be absent and is participating in the Youth Activities Center (YAC) program, or attends morning or afternoon sessions in the Child Development Center (CDC) in conjunction with a program at the Dahlgren School, you will need to contact the YAC (653-8009) and/or CDC (653-4994).
3. If your child is picked up early from school, you will need to notify the YAC and/or the CDC and let them know that he or she will not be coming or returning to the YAC/CDC after school dismisses.
4. If your child has a change in his or her after-school plans, you will need to notify the Kindergarten or Pre-kindergarten teacher with a note or phone call.
5. Students are to be picked up promptly at dismissal time. 11:30 for a.m. session and 3:00 p.m. for the afternoon.

ROOM PARENTS

Room Parents assist the teacher by helping supervise the children during special events and providing leadership when a group of parents is needed. One or more parents will be asked by each teacher to act as a Room Parent and their assistance is appreciated.

Room Parents must still sign in at the front office and use the volunteer book.

BOOKS, SUPPLIES and SCHOOL PROPERTY

All textbooks, workbooks and library books are lent by the school free of charge. Students are expected to bring their own paper, pencils and other individual classroom supplies as specified by the teacher. The school will provide Art supplies for Art Class.

Students are expected to take care of schoolbooks. Dahlgren School should be reimbursed for lost or damaged books. We ask the help of parents in encouraging students to keep the textbooks clean and free from pencil and ink marks. Students are required to always protect the schoolbooks in their possession. Book-bags or other suitable devices are recommended.

As a measure in teaching responsibility, children damaging, breaking or causing school property or grounds to be placed in an unusable state shall be held accountable for their actions. Parents will be notified and any disciplinary actions to be taken will be discussed at that time. Financial responsibility for the replacement or repair of the damaged or destroyed school property shall be placed with the parent or guardian.



EARLY DISMISSAL FROM SCHOOL (Individual Student)

Students are entrusted to the care of the Dahlgren School during the school day and, therefore, will not be released before the end of the day without the permission of the Principal. The Principal may allow students to leave school under one of the following circumstances:

- if the student is accompanied by a parent;
- if the student has the verified written permission of a parent;
- if the student is accompanied by a school employee;
- if the student is engaged in a school activity;
- or, if under other circumstances, the Principal is reasonably certain that the age, maturity, and safety of the student justifies an early release from school-s based on the NDW-W Latch-Key policy.

If the parents of a student are separated, divorced or not living in the same household, upon proper notification being provided to the school, the Principal will only authorize the release of the

student to the parent having legal custody. This will be certified by that parent on the Emergency Authorization to Consent to Medical Care Form.

STUDENT INTERVIEWS

Interviews of students at the Dahlgren school will not normally occur without written permission of the parents or guardians. Persons attempting to conduct interviews will be denied access to the students and directed to the Principal. Official representatives of Federal, State, or Local agencies may conduct interviews before receiving parental permission if they have obtained and presented authorization from the Commander, Naval District Washington – West/Dahlgren to the Principal. Parents may be advised of conducted interviews by the Principal unless otherwise directed by the Commander, NSWCDD.

VACATIONS



When it is necessary for students to accompany their parents on vacation during school days, it is recommended that assignments be requested before departure, and the following procedure will be followed:

- 1: Each case will be handled on an individual basis by the Principal. A written note from the parent must be provided to the office with the dates that the child will miss school **at least one week prior** to departure. The teacher will then be notified and, if possible, work will be sent with the child.
- 2: The student must complete makeup work within a reasonable period of time, as determined by the teacher, after returning to school. This responsibility rests with the student.
- 3: No absences for vacation purposes will be extended unless an agreement is prearranged with the student, parent, teacher and Principal.
- 4: All absences, even if arranged prior to departure, count against perfect attendance.

VISITATIONS

Parents are invited to visit their child's classroom while school is in session. For the purpose of safety and accountability, requirements for visiting parents are listed below:

- 1: All parents and visitors **MUST** report to the school office to sign in and receive and display an identification badge before, during and after school hours.
- 2: All visits to individual classrooms must be scheduled through the Principal in advance.
- 3: Parents are in the classroom as observers, not participants, and will not take part in any classroom activities unless requested by the teacher.
- 4: The Principal will decide the length and frequency of classroom visitation.

FILMING IN DAHLGREN SCHOOL

On occasion an outside organization will film or videotape showcase programs or activities which involve the students. Should you prefer that your child not participate and appear on camera, please inform the school prior to the event.



PETS We at the school love our animals as much as anyone, however, due to concern for our charges due to allergies and sanitation concerns; and in respect of other peoples feelings and fears that often revolve around animals other than their own:

Pets are **not** allowed in or on the grounds surrounding the Dahlgren School anytime without prior approval from the Principal; even if on a leash. Please make sure that pets do not follow your children to school. If an animal comes to the Dahlgren School, whether they appear to be a threat to anyone or not: the base police will be called immediately to pick up the animal.

SMOKE-FREE WORKPLACE

Dahlgren School has been designated as a smoke-free school. The use of **any** tobacco product is not permitted on school property. This includes parking areas adjacent to the school property as well as the playgrounds and walkways immediately behind the school buildings. Parents are expected to abide by this policy and not use tobacco products while on school property. Your cooperation is appreciated. Students who are observed smoking or in possession of tobacco products on school property will be suspended for at least one day.



EMERGENCY PROCEDURES

Please post this page in a convenient location for reference:

EMERGENCY CLOSINGS AT DAHLGREN SCHOOL

In case of snow or hazardous weather conditions, Dahlgren School will be open when the base is open, and closed when the base is closed. We do not run by the closures and time statements for King George County Schools.

There may be occasions when the school has a delayed opening. If unsure, the phone at the school is usually updated by 0730. 540-653-8822

If this is the case, the time that students are to report will be indicated in the message. If you only receive the regular, taped message, the school will be opening on time.



If it is announced that the base will close early the school will also dismiss early: as soon as all students have been retrieved by the parent or, when not available: their emergency contact. Arrangements should be made ahead of time for those children living off base to be picked up early and to ensure that younger children whose parents both work have a safe place to go during such school weather closings. Please update your emergency contact information regularly.

Call the following 24-hour alert telephone numbers for the status of Dahlgren School.

When a winter, tropical, or severe storm or emergency develops overnight the information is updated by 0500: (540)653-3224. Emergency information can also be found on the base website.

EMERGENCY DRILLS

Fire and other "Emergency" drills will be conducted on a routine basis. Throughout the school year classroom teachers will go over proper procedures with their classes. Students are expected to comply with all emergency procedures and take them seriously. In the event that the school needs to be evacuated due to a Bomb Threat or other condition, students will follow procedures outlined by the classroom teacher. Pre-arranged sites on the base (Base Gym or Parade Field) will be designated areas to which the students will be taken as appropriate.

CODE YELLOW LOCK DOWN PROCEDURE

In the event the school needs to be "locked-down", a "Code Yellow" will be announced. Teachers will review Code Yellow procedures with their classes. An "All Clear" will be given once the threat condition has been eliminated. Drills for these types of procedures will be run periodically throughout the school year.

BASE CLOSURE DURING A SCHOOL DAY

In the event of Base Closure during the school day, whether for inclement weather or security issues, we will hold students here in the school building, until a parent or another adult designated by the parent can come to pick up the (their) child(ren). If age appropriate according to base policy, parents may contact the school to give verbal permission for their children to leave and proceed to *their* home or to a designated alternate location by themselves.

We will do our best to notify all commands via phone and e-mail and we will try to set up an emergency database of all parent e-mails in our system so that we can send out a blanket message to all parents announcing the closure of school.

Zero Tolerance for Weapons

ddess

DEPARTMENT OF DEFENSE
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS

Safe Schools Record

DDESS schools have a historical "safe schools" record with no significant incidences related to firearms, other deadly weapons, drugs, or gang-related violence.

Zero Tolerance Weapons Policy

Possession of weapons is not tolerated in Department of Defense Education Activity (DoDEA) schools. Weapons are items carried, presented, or used in the presence of other persons in a manner to make reasonable persons fear for their safety.

Students Rights and Responsibilities

DDESS schools follow guidelines set forth in DoDEA Manual 2051.2, "Student Responsibilities and Privileges," February 26, 1997. References to this manual are published yearly in the Parent-Student Handbook that is provided to parents at the beginning of each school year.

Disciplinary Rules and Procedures

The DDESS Student Disciplinary Guide, 2004, spells out the grounds for student suspension or expulsion and provides a consistent guide for student discipline on campuses, at school activities, and on school buses. Information is published yearly in the Parent-Student Handbook.

All students receive due process rights. However, the extent of the due process that is owed a student is contingent upon the seriousness of the offense.

DEFINITIONS AND CONSEQUENCES

Inherently Deadly Weapons

An instrument that is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use.

Dangerous Objects

Items or devices intentionally used in a manner that could injure any person or be used to threaten or intimidate others. A dangerous object includes items which may not be designed to inflict injury, such as a pencil or nail file, but are used or threatened to be used in a manner which could cause injury.

Potentially Dangerous Items

Items inappropriate on school grounds that are not used to injure others or inflict fear.

Threats

Communicating threats of physical harm.

Accomplices

Assisting someone with a weapon or threat is a violation of the ZTW and is punishable.

Knowledgeable Party

Knowing about a weapon or threat without reporting it to a school official is considered a policy infraction and is punishable.

Consequences

Possession of a weapon or communicating a threat is punishable by short or long term suspension or expulsion from school. A *short term suspension* is disciplinary action that removes a student from school for 10 days or less. A *long term suspension* is removal from school for over 10 days. An *expulsion* is removal from school for up to one school year. In determining the consequences for a given incident, all aggravating and mitigating circumstances as well as the infliction of injury should be considered.

Offenders are immediately referred to an administrator and the appropriate law enforcement official.

DDESS chooses to follow the **Gun-Free Schools Act of 1994**. This federal law requires that any child who brings a firearm to school must be considered for expulsion.

This informational brochure is intended for families in DDESS schools.

For detailed information please contact your school or district office.

REFERENCES

- DDESS Zero Tolerance for Weapons Administrative Instruction, 2005. (DRAFT)
- DDESS Student Disciplinary Guide, 2005. (DRAFT)DoDEA-M 2005.1, Department of Defense Dependent Schools Administrators' Guide, dated January 5, 1996.
- DS Regulation 4800.1, "School Safety Program," September 1993.
- DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," August 16, 1996.
- DoDEA Manual 2051.2, "Student Responsibilities and Privileges," February 26, 1997

For more information visit

www.dodea.edu

DoDEA Publications,

DoDEA Regulations and Issuances.