

**IRWIN INTERMEDIATE SCHOOL**

**P.O. Box 70089**

**Fort Bragg, North Carolina 28307**

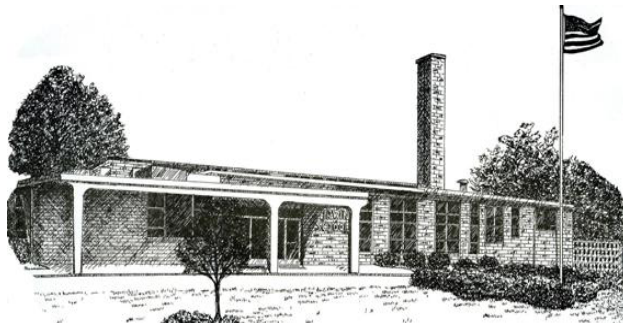
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**[www.am.dodea.org/bragg/irwin](http://www.am.dodea.org/bragg/irwin)**

**STUDENT HANDBOOK  
2009-2010**

**IRWIN INTERMEDIATE SCHOOL**



Principal: Tim Howle  
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Assistant Principal: Tracy Sharp  
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# FORT BRAGG SCHOOLS

## School Year 2009-2010 Calendar

**2009**

Updated 4/30/09

<b>August</b>	19-21	Wed-Fri	Administrative Day/Staff Workdays, First Day for All Staff
	20	Thursday	Open House 3:30-5:30 pm IRWIN / 4:00-6:00 pm ALBRITTON
	21	Friday	Open House 4:00- 6:00 p.m. ALL Elementary
	24	Monday	<b>1st Student Day for Grades 1 to 9: PreKindergarten / Kindergarten Orientation</b>
<b>September</b>	7	Monday	Labor Day Holiday, Non-Student/Non-Teacher Day
	25	Friday	Professional Development, Non-Student Day
<b>October</b>	12	Monday	Columbus Day Holiday, Non-Student/Non-Teacher Day
	28	Wednesday	End of 1st Reporting Period (45 days)
	30	Friday	<b>3-hour Early Dismissal for Students Grades K-9; Non-Student day for PreKindergarten Students only</b>
<b>November</b>	10	Tuesday	Report Cards Sent Home
	11	Wednesday	Veteran's Day Holiday, Non-Student/Non-Teacher Day
	10, 12,13	Tues, Thur, Fri	PreKindergarten Parent-Teacher Conference Days, <b>Non-Student Day for PreKindergarten Students only.</b>
	13	Friday	Parent-Teacher Conference Day, Non-Student Day
	25	Wednesday	Thanksgiving Break, Non-Student/Non-Teacher Day
	26	Thursday	Thanksgiving Holiday, Non-Student/Non-Teacher Day
	27	Friday	Thanksgiving Break, Non-Student/Non-Teacher Day
<b>December</b>	21-24	Mon-Thurs	Winter Break
	25	Friday	Christmas (Federal Holiday)
	28-31	Mon-Thurs	Winter Break

**2010**

<b>January</b>	1	Friday	New Year's Day (Federal Holiday)
	4	Monday	Students Return to School
	18	Monday	Martin Luther King, Jr. Day Holiday, Non-Student/Non-Teacher Day
	22	Friday	End of 2nd Reporting Period
	29	Friday	<b>3-hour Early Dismissal for Students Grades K-9; Non-Student day for PreKindergarten Students only</b>
<b>February</b>	5	Friday	Report Cards Sent Home
	12	Friday	Professional Development, Non-Student Day (Possible Storm Make-Up Day)
	15	Monday	President's Day Holiday, Non-Student/Non-Teacher Day
<b>March</b>	19	Friday	Professional Development, Non-Student Day (Possible Storm Make-Up Day)
	31	Wednesday	End of 3rd Reporting Period
<b>April</b>	2	Friday	<b>3-hour Early Dismissal for Students Grades K-9; Non-Student day for PreKindergarten Students only</b>
	5-9	Mon-Fri	Spring Break
	16	Friday	Report Cards Sent Home
<b>May</b>	6-7	Thurs-Fri	PreKindergarten & Kindergarten Registration
	6-7	Thurs-Fri	PreKindergarten Parent-Teacher Conference Days, <b>Non-Student Day for PreKindergarten Students only.</b>
	31	Monday	Memorial Day Holiday, Non-Student Day
<b>June</b>	4	Friday	<b>3-hour Early Dismissal for Students Grades K-9; Non-Student day for PreKindergarten Students only</b>
	9	Wednesday	Last Day for PreKindergarten Students
	11	Friday	Last Student Day for Grades K-9, Report Cards Sent Home for Elementary and Intermediate School Students. End of Reporting Period
	14	Monday	Staff Workday (Possible Storm Make-Up Day)
	21	Monday	Report Cards Mailed Home for Grades 7-9

**Notes:**

1. **ACCELERATED WITHDRAWAL DATE:** 14 May 2010 is the "Accelerated Withdrawal Date" for families who are leaving the area due to PCS orders. The Principal, on a case-by-case basis, will review each request. A set of PCS orders must be presented to the Principal before the Accelerated Withdrawal can be considered.
2. This calendar was endorsed by the Fort Bragg School Board at its regular meeting on 5 Feb 09.



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August 24, 2008

On behalf of our Assistant Principal, Tracy Sharp, and the entire Irwin Staff, I want to welcome you to the 2009-2010 school year at Irwin Intermediate School "the Home of Mustang Pride". We look forward to continuing the transition to an elementary school model this year. We seek to provide a strong academic environment, supported by a caring and nurturing school culture. Our hope is that every parent will be a strong, involved participant in their child's education. We will continue our commitment to provide a nurturing learning environment to support our students and their families.

We will see a few changes this year as we move away from the team model to a model in which teachers are responsible for teaching their homerooms all academic courses. We hope this will enhance the relationship between the teacher, the student, and the family. We will also provide a more inclusive setting for other services to include those for students with disabilities, gifted students, and students in our English as a Second Language (ESL) program.

Our entire staff is committed to doing everything possible to support our students and families. We will continue to monitor school attendance and tardiness very closely. We owe our children the very best education possible and as parents, it is up to us to ensure that children are in school, on time, every day. Students who are habitually absent or late for school have problems academically. I want everyone to know upfront that I will uphold the Fort Bragg Schools attendance policy and the North Carolina compulsory attendance law. This is not to say that there will not be special circumstances that will need to be addressed, each situation will have my personal attention.

My job is to support the Irwin staff and all school stakeholders in providing the very best educational opportunity for every student. My door is open to every stakeholder if you have concerns or questions. I believe that we have to form a team to meet the needs of our students.

At Irwin, we will set high expectations for academic achievement and behavior for every student. It is my hope that our students will meet and exceed these expectations. As parents, please remember that the ultimate responsibility for your child rests with you. The Irwin staff will do everything possible to support you and your child. Please ensure you have read and are familiar with all student expectations as addressed in the Irwin Student Handbook.

Please join us at the Irwin Open House on Thursday, August 20th from 3:30-5:30. Parents and students are invited to meet our outstanding teachers, visit classrooms and receive an overview of Irwin's instructional programs. The PTO will be available in the cafeteria and you can receive information on volunteering. We invite you to further your involvement by becoming a parent volunteer. Your participation and diverse skills would greatly benefit students and staff. We hope to see you throughout the year at Irwin!

Dr. Tim Howle  
Principal

## **IRWIN INTERMEDIATE SCHOOL MISSION STATEMENT**

**Irwin Intermediate School is a community of learners motivated to do meaningful, creative problem solving using various strategies, technology, and deep thinking.**

**“Home of Mustang Pride”**



## **IRWIN INTERMEDIATE SCHOOL VISION**

**Irwin Intermediate School, navigate the future!**

## **SCHOOL HISTORY**

**Irwin Junior High School opened on February 26, 1962 with twenty-eight classrooms. The seventh grade from Holbrook School and the eighth grade from Riley School were combined into a student body of almost six hundred students. The dedication was held on May 24, 1962.**

**Irwin School was named in memory of Lieutenant General Stafford LeRoy Irwin, who served as Post Commander of Fort Bragg from July 11, 1946 to October 31, 1948. General Irwin retired from the Army in 1952 with thirty-seven years service.**

**Irwin School has undergone several changes over the years. In 1964, the ninth grade was added and two seventh grade classes had to be moved to Bowley School until the new south wing for ninth graders could be completed. This increased the school's enrollment to 1,167 students and an assistant principal position was added. By the 1974-1975 school year, Irwin had grown to a student body of 1167 students. A second assistant principal was hired and four modular classrooms were added to provide adequate classroom space. Due to the growth in student population, the ninth grade classes were sent to Alexander Graham Junior High School in Fayetteville in the fall of 1976.**

**At the beginning of the 1983-1984 school year, Irwin became a middle school for fifth, sixth, seventh, and eighth grades. In 1989, Irwin became a middle school for all fifth and sixth grade students living on Fort Bragg and Pope Air Force Base attend Irwin. In 2004, Irwin Middle School became Irwin Intermediate School. Irwin Intermediate School serves 657 students.**

**DDESS (Domestic Dependent Elementary and Secondary Schools) is the department under DoDEA (Department of Defense Education Activity) which oversees the domestic military schools to include stateside, Puerto Rico, and Guam Schools. In addition to DDESS, DoDEA consists of Department of Defense Dependents' Schools (DoDDS), which also services dependents of the military overseas. The Fort Bragg Schools include one junior high school, one intermediate school, and seven elementary schools. The school is located on a military reservation and serves the children of active duty personnel residing on the post.**

# **ATTENDANCE INFORMATION**

## **ATTENDANCE**

The Fort Bragg Schools believe that regular attendance and punctuality are important to all students' (Pre-K-9<sup>th</sup>) progress in school. Parents must promote daily attendance, so their children can obtain maximum benefit from the instructional program. Students must make-up assignments missed due to any type of absence.

### **The Fort Bragg Schools authorize excused absences for:**

1. Legitimate illness or quarantine of a student;
2. Serious illness/death in the family;
3. Emergency or block leave by military sponsor;
4. Appointment with a health professional.

When students return to school after an absence, they **MUST** bring a note signed by their parent(s) or guardian(s) stating the reason for the absence. The school will also accept signed statements from health professionals, test examiners, and judges as verification of excused absence. Absences due to illness in excess of ten school days per school year may require documentation from a physician.

### **Excessive absences will result in the following actions:**

If a student has:

Six absences or tardies – a letter will be sent to the sponsor from the school principal with an attached letter from the Fort Bragg Garrison Commander, which indicates command's support of the educational process in the Fort Bragg Schools.

Twelve absences or tardies – a letter will be sent to the sponsor from the Superintendent, which stresses the importance of students consistently attending school.

Eighteen absences or tardies – a letter will again be sent to the sponsor from the Superintendent, which emphasizes the importance of students consistently attending school and indicating the sponsor's command has also been notified.

Letters are sent regardless of the cause of absences or tardies; however, extenuating circumstances related to the excessive absences will be included in the notification to command. The Superintendent reserves the right to selectively forward this letter to command. Instances in which there are extenuating circumstances, such as an accident, extended illness, hospitalization, etc, will be addressed on a case by case basis by the Superintendent.

If attendance does not improve, the child will be reviewed by the School Placement Committee to see if the child has satisfied all the objectives of the current grade level. Potential of success at the next grade level will also be addressed.

## **CANCELLATION OF SCHOOL**

In the event it is necessary to close school or dismiss early because of weather conditions, announcements will be made over local radio and television stations. If weather conditions deteriorate during the day, you should be alert to a possible early dismissal. Please plan with your children, so they will know the procedures to follow in the event that school is dismissed early. It is imperative that each family has in place a plan for early school dismissal. A sufficient number of telephones are not available for all students to call parents. Contacting parents during the school day is frequently very difficult. Please ensure that you have returned to your child's classroom teacher the Inclement Weather/Early Release form.

## **LENGTH OF SCHOOL YEAR**

The maximum number of duty days for teachers is 190. Students are scheduled for 180 days of classroom instruction. Teacher workdays and in-service training days are included in the 190-day calendar.

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

Children will be released from school ONLY to their parents OR to persons authorized in writing by their parents. Parents or other authorized persons must sign out and pick up children from the school office. Your child will be called to the office WHEN you arrive at the school.

If you plan to pick up your child from school during school hours, please send a note in advance stating the purpose for leaving and the time you plan to pick up your child. No students will be called to the office to wait for parents to arrive for pickup. Students will not be checked out from the office after 2:30 p.m. except in cases of emergency. For reasons of safety and child welfare, no student will be allowed to walk or ride a bicycle home during school hours.

## SCHOOL HOURS

### ENTRY – BREAKFAST

### STUDENTS ENTER BUILDING

7:45 a.m. For Breakfast Students Only

8:05 a.m. Students are released from buses and car drop-off to enter classrooms.

### TARDY BELL

8:15 a.m. Parents are required to sign their child in.

### DISMISSAL Monday, Tuesday, Thursday and Friday

3:15 p.m.

### \*\*\*DISMISSAL Wednesday

2:00 p.m.

### AFTER SCHOOL ACTIVITIES DISMISSED

4:00 p.m.

### TOLSON ACTIVITIES BUS TIMES

3:15 p.m. and 4:00 p.m. Tolson will not pick up students with after school detention.

Students are expected to leave the school grounds immediately after school unless they are participating in after-school activities.

## TARDY

Absences of less than half a school day will be recorded as tardy. When students are tardy, they must be signed in by a parent or guardian. If parent or guardian does not sign the student(s) in properly, the tardy will be unexcused. Any student signed in after the instructional day begins and before 11:30 AM will be considered tardy. Students signed in after 11:30 AM will be counted as absent for the day per DoDEA regulations.

## TRUANCY

A total of three unexcused absences constitutes simple truancy. Students reported truant more than three times will be declared habitually truant. When a student is truant for the first time, after three unexcused absences, a staff member will conduct a conference with the student. Parents or guardians will be notified of the problem by telephone or letter. If a student is truant a second time, the Principal will require the parents or guardians to attend a conference with the student.

If students are truant three or more times (nine unexcused absences), the parents or guardians will receive a certified letter from the Principal notifying them that the student is in violation of compulsory attendance. Further violations will result in a report to the Superintendent, Schools Officer and /or other appropriate officials. They will take appropriate action(s), which may include, but not be limited to:

1. Conferencing with the military sponsor;
2. Reporting the truancy to the Unit Commander;
3. Reporting the sponsor for child neglect.

## CLASSES & GRADING

### REPORTING STUDENT PROGRESS

At Irwin Intermediate School teachers use several methods of reporting pupil progress to parents: telephone calls, progress reports at mid-term, report cards, GradeSpeed, and parent/teacher conferences. Reported grades represent your child's achievement of the learning goals for the grade level and are intended to communicate achievement only. They do not include student behavior, effort, and/or attitude. These learning goals, the DoDEA curriculum standards, are outlined on the back of the report card. At the end of each nine-week period, report cards are sent home. The report contains letter grades, which reflect numerical ratings of academic progress. The marking system is as follows:

### Student Achievement

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 60	=	U

### Student Performance

E	=	Exceeds grade level expectations
M	=	Meets grade level expectations
S	=	Steady progress towards grade level expectations
L	=	Limited progress towards grade level expectations

### Report cards will be sent home:

November 10, 2009  
February 5, 2010  
April 16, 2010  
June 11, 2010

Parent/Teacher Conferences will be held on November 13, 2009. Please feel free to schedule additional conferences as the need arises.

Irwin Intermediate School students participate in the DoDEA standardized testing programs. Tests administered include the Terra Nova, a standardized test that measures a student's achievement in reading, language arts, math, science, social studies and the DoDEA Writing Assessment for students in the fifth grade. You will receive specific information concerning testing programs prior to the specific test dates. The instructional program at Irwin Intermediate School is organized so that children of varying abilities and interests can work together in groups, with each child engaged in tasks on his/her own instructional level.

## AWARDS

An Award's Ceremony will be held after each grading period to recognize students' academic accomplishments and special achievements.

### GOLDEN MUSTANG

Each grading period students who work to their potential, self-manage their behavior and always turn in their homework will receive a Golden Mustang Award. This award is the highest form of recognition given to students.

### HONOR ROLL

There are two categories of Academic Honor Lists:

“A” HONOR ROLL: All A's in core subjects

“A/B” HONOR ROLL: All A's and /or B's in core subjects

Other awards may be added to the awards ceremony as determined by the faculty and staff.

## INSTRUCTIONAL PROGRAM

Irwin Intermediate School is one of the nine DDESS schools on Fort Bragg and Pope Air Force Base. Headquarters for DDESS is located in Peach Tree City, Georgia.

The school is financed primarily by appropriated funds from Congress. It is well supplied with textbooks, library books, computers and audio-visual equipment. The school is staffed with experienced teachers, who are certified by the Department of Defense. Recent studies have shown that DDESS students score well above the national average on standardized achievement measures.

Irwin Intermediate School students participate in DoDEA approved standardized testing programs. The Terra Nova, a standardized test that measures a student's achievement in reading, language arts, math, science and social studies is administered in the spring of each year. You will receive test results and specific information concerning testing programs prior to the specific test dates. The instructional program at Irwin Intermediate School is organized so that children of varying abilities and interests can work together in groups while engaging in learning activities on his/her own instructional level.

## **SPECIAL INSTRUCTIONAL PROGRAMS**

### **ART**

The goals of the art program are to develop creative expression, perceptual awareness, technical skills and an appreciation of the contributions of art to our culture. Students receive instruction based on the DDESS art curriculum from our art specialists. They work with a variety of materials such as clay, plaster, charcoal, pastels and paint. The program includes instruction in drawing, design, painting, sculpture, crafts and art appreciation.

### **COUNSELING SERVICES**

Irwin Intermediate School has two counselors. The basic counseling services are listed below:

1. Individual and group counseling;
2. Classroom guidance services;
3. Consultation to faculty, parents and community agencies;
4. Coordination of services to special needs students;
5. Coordination of services from school to community agencies.

Referrals to the counselor may be accomplished through:

Self-referral by a student;

Referral of a student by a parent, faculty member or community agency.

Counselors assist students with scheduling, personal concerns, academic planning, social adjustment, and referrals to other community services. Parents are encouraged to schedule appointments with a counselor. Students need a pass from their teacher before going to the Guidance Office.

### **ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ESL) Program is available to all students who have a first language other than English and are limited in English speaking and/or proficiency skills. There are two main learning objectives for the ESL Program:

1. The student will acquire necessary components of the English language for success in the regular classroom.
2. The student will acquire skills to function effectively in a U.S. culture, while incorporating the cultural aspects of the students' background.

### **INFORMATION CENTER**

We welcome all students and parents to explore the Information Center. Our hope is that students, parents and staff develop a lifelong love for books and learning. Hours of operation are 8:15 a.m. until 3:00 p.m.

Our Information Center's resources include books, magazines and Internet access. The information Center staff provides a wide range of media services.

The Information Center operates on a flexible schedule. This format allows maximum access to the available materials and services of the center. Teachers may bring their entire class for research or checkout or they may send small groups, as well as individual students. Students may also visit during lunch with permission. Books are checked out for two-week intervals and may be renewed. Checkout privilege are suspended when a book is overdue or damaged.

If a book is lost or damaged parents may replace the book with another book. Books will only be accepted if they meet the following criteria: Appropriate for 5<sup>th</sup> and 6<sup>th</sup> grade students, in excellent condition, and similar in price to the one that was lost or damaged. Cash can not be accepted for lost or damaged books.

## MUSIC

Chorus and Band are offered to students. Several objectives of our music programs are to help children understand:

1. Music is all around them and that there are a variety of musical styles and sounds;
2. Music is a form of communication and self-expression.

## PHYSICAL EDUCATION

The physical education curriculum at Irwin Intermediate School provides opportunities to gain athletic skills and promote physical development. These opportunities are provided through games, sports, and dance and rhythm activities.

Due to personal safety concerns, no jewelry can be worn during PE. Students should wear tennis-shoes on PE days.

Students who need to be excused from a physical education class must bring a note from their parent/guardian. Even though a student may be excused from participating, he/she is still expected to pay attention to the lesson. Extended non-participation will require a physician's explanation.

## SPECIAL EDUCATION AND RELATED SERVICES

Irwin Intermediate School follows Department of Defense Instruction (DODI) 1342.12 "Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents (DoD)", 11 April 2005.

[http://www.dodea.edu/foia/iod/pdf/1342\\_12.pdf](http://www.dodea.edu/foia/iod/pdf/1342_12.pdf)

and Department of Defense Education Activity Special Education Procedural Guide, 2500.13-G, September 2005.

<http://www.dodea.edu/regis/SPEDproceduralGuide.pdf>

in the provision of Special Education to eligible students.

If you believe that your child has a handicapping condition that is adversely affecting educational performance, contact the Irwin Case Study Committee (CSC) Chairperson, the counselor, or administrators regarding your concern.

## DISCIPLINE

1. *Student Rights and Responsibilities:* Students have the right to learn in an educational environment where they may achieve their intellectual potential. All students are expected to comply with school rules and regulations and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teachers and support personnel to create an environment that is conducive to learning and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students, who are accused of a violation of school rules, will be provided due process in accordance with that regulation.

2. *Consequences of Conduct Violations and Penalties:* Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

3. *Discipline for Minor or First Offenses:* A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others. Some disciplinary actions include written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, community service, after school detention, loss of extracurricular privileges (school dance or other evening activities) and other interventions deemed appropriate by the teacher or school administrators. Examples of conduct for which minor discipline may be appropriate include chewing gum or eating food in class, running or horseplay, and disruptive behavior in the classroom.

4. *Discipline for Major or Repeated Offenses:* More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or principal determines that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. A principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before

a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

- a. Cause, threaten or attempt to cause physical injury to another person.
- b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
- c. Possess, use or distribute, or attempt such, of alcoholic beverages.
- d. Possess or used tobacco or tobacco products.
- e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
- k. Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official.
- m. Engage in gambling in any form.
- n. Fighting or otherwise engaging in conduct endangering others.
- o. Bullying, intimidating, taunting, hazing, name calling, or harassment.
- p. Unauthorized use or possession of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.

5. *Consequences Deemed Inappropriate for the Purpose of Discipline Include:*

- a. Running or any other form of physical activity.
- b. Grade reduction or increased homework.
- c. Exclusion from curricular activities.
- d. Isolation in any setting without supervision.

## **ENROLLMENT/WITHDRAWAL INFORMATION**

Students must live on Fort Bragg, Pope Air Force Base, or bring a letter from the base housing office stating that the sponsor is on a waiting list for housing and will be in housing within 90 days.

To enroll, parents will need to bring the following:

- Birth Certificate (wallet/mini certificates can not be accepted)
- Custody papers or child's military ID if the sponsor is not the natural parent
- Immunization Records
- Most recent Report Card
- Housing Lease Agreement (this must be updated yearly)
- Copy of sponsor's orders within 36 months or sponsor's military ID

Special Program Information (Gifted Education, Special Education, etc.)

*There is a mandatory immunization policy for pupils attending DoD Dependents' Schools. A child will not be allowed to start school without proof of the following immunizations: 1 Hepatitis A, 3 Diphtheria, Pertussis, Tetanus, 2 Measles, Mumps, Rubella, 3 Oral Polio Vaccine, 3 Hepatitis B, 1 Varicella, 1 Haemophilus Influenza type B (Hib immunization is not required for individuals 5 years of age).*

## EMERGENCY INFORMATION

**To ensure the safety of the students, the school must maintain the correct current address (home and unit), as well as the home and duty telephone numbers of the sponsor. It is important for parents to notify the school promptly of any change in addresses and telephone numbers of the sponsor and the emergency contact person(s).** You can send the information in writing with your child or email or mail the school necessary updates. Please send all updates or changes to the main office or the guidance office.

## WITHDRAWAL

Withdrawal from school consists of the following procedures:

1. Notification to the guidance office of intent to withdraw at least one week prior to departing. If we have earlier notification, we can assist the student by providing transition assistance counseling.
2. Teacher notified by Guidance Office Secretary.
3. If applicable, grades requested from teachers for report card.
4. Last day in attendance, student receives transfer form from Guidance Office Secretary. (Clearance includes Information Center, Cafeteria Clerk, Homeroom Teacher, and Supply Technician).
5. Report card given to homeroom teacher.
6. Early withdrawal – Families on PCS orders may request to withdraw a student up to 20 school days prior to the end of the school year. The written request and a copy of the orders must be presented to the principal at least two weeks before the proposed withdrawal date. It is assumed that the end of term work will be completed at an accelerated rate prior to the departure of the student.

## PARENT/COMMUNITY INVOLVEMENT

We strongly encourage parent participation at Irwin Intermediate School. For the safety and security of our students all visitors are to report to the office and sign in upon entering the building. Parents are encouraged to visit our classrooms. Classroom observations should be scheduled with the teacher. Unscheduled arrivals may interrupt a lesson or test in the classroom. Parent conferences will be scheduled after the school day has ended or during teacher's planning period.

Parents may meet with the principal without an appointment; however, making an appointment ensures that you will not have to wait for a principal to become available.

## GUESTS AT SCHOOL

Students may not bring guests to school. Lunchtime seating is limited due to the size of our cafeteria; so only parents, guardians and relatives are invited to eat lunch with our students.

## PARENT TEACHER ORGANIZATION (P.T.O.)

The Parent Teacher Organization at Irwin Intermediate School is very active. Parents and teachers collaborate on various academic activities, health screenings and fund-raising activities which benefit the entire school. Past fund-raisers have included school pictures, book fairs and cookie dough sales. The money raised from these projects has been used to purchase learning materials and support special projects. We hope you will join the P.T.O. this year and become an active participant in the daily life of our school.

## **SAFETY RULES**

All students are provided guidance on safety issues throughout the school. Safety directives are to be observed while in transit to and from school and while in attendance at school. Toys, skateboards, roller blades, firearms of any kind, baseballs, sling shots or any other items, which could endanger fellow students, will not be permitted on school premises.

Crossing guards are stationed at designated crossings to assist the students. They are on duty from 7:30 – 8:15 a.m. and 2:30 – 3:30 p.m. Monday through Thursday and 7:30 – 8:15 a.m. and 2:30 – 3:15 on Friday. Everyone is to obey the safety patrols and the crossing guards. Teachers or assistants are assigned to hallway and outside duties, as students arrive and depart each day. Students, who normally are picked up or ride the bus, will not be permitted to walk home from afterschool activities.

## **SCHOOL HEALTH POLICIES**

The school nurse is considered a health consultant. The nurse's role includes: appraising the health status of students, identifying health needs and conferring with individual students and their parents regarding particular health problems.

DoDEA Regulations state that children cannot be enrolled in school unless immunization records are presented and the immunization requirements are met. You may want to double check that your child has had 2 MMR 3 DPT, 3 OPV, 3 HEPB, 2 HEP A, 1 CHPOX, and 1 HIB (depending on age) immunizations.

**The school nurse or an administrator in the nurse's office must administer all medications, which are required during the school day. Medication should not be transported daily by students to/from school. The medication must be brought to school by the parent/guardian of the student in the correct medicine bottle with pharmacy label. If medication is not properly labeled, it will not be given. Parents must complete and sign an "Administration of Medicine Request Form". The school administration is responsible for keeping medication locked in a secure place. The school administration may designate the responsibility for security and/or administration of medication to a public school employee. Non-prescription medications will not be given unless accompanied by a written doctor's order and supplied in the original container with appropriate label intact. A medication log will be kept which records time and date of administration. When students are subject to unusual health hazards, such as allergies or bee stings, it is the parent/guardian's responsibility to ensure that a written school emergency plan is developed for the child and that written permission is given to institute emergency measures. The school will assume no legal responsibility for students who self-medicate.**

**PLEASE keep home, work, and emergency contact phone numbers current.**

Vision, hearing and dental screenings are provided during the year. Any time notification is sent home regarding a child's failure to pass a particular screening, the written follow-up by the health care provider should be returned for the student's school health file. If the school nurse is not informed regarding the follow-up status, it can only be assumed that there are no changes. If you are having difficulty getting an appointment, please contact the school nurse and she will try to assist you. Please keep the school nurse informed should your child develop a communicable condition like Chicken Pox, Measles, Ringworm, Impetigo, etc. Your assistance is greatly appreciated.

## **SCHOOL IMPROVEMENT PROCESS**

Each school year educators and parents work together to identify the educational needs of our students. A School Improvement Plan is developed with identified goals and outcomes. The plan is refined throughout the school year, on evaluation and assessment results. We have targeted student achievement and citizenship, staff development, and parental participation as priorities. All educators are involved in the process of school improvement, serving on one of the goal committees. We need and encourage parent's active participation in the process of making Irwin Intermediate School an even more effective learning environment for our students.

## **SCHOOL IMPROVEMENT TEAM**

The School Improvement Team (SIT) is a decision-making committee comprised of parents, military command, teachers and the school administration. This committee provides guidance for all school improvement efforts. We hope that you will volunteer to become a part of the decision-making process this year.

## **VOLUNTEERS**

The Irwin Intermediate School has a highly successful school volunteer program. Research indicates that parental involvement is one of the key ingredients to maximizing students' academic success. Our home-school partnership enables parents to be consistently involved. Parents participate in interviews for teaching positions, the school improvement process, and many instructional and extracurricular activities.

Volunteer services to the school include:

Assist in the Information Center

Share special talents

Work with individual students or skill groups

Participate in PTO activities and events

Work at special events

Correct papers, etc. for teachers (no grading)

Participate as members of the School Improvement Team

## **STUDENT INFORMATION**

### **AFTER-SCHOOL CLUBS AND ACTIVITIES**

(Clubs may change from year to year. Other clubs that have been established in the past are Spanish, Homework, Battle of the Books, Science, and History Clubs)

**Art Club** – This program is designed for the visual-artistic student. The club meetings are held once a week throughout the year. Students are selected based upon their application and teacher recommendation. The club is limited to 25 students.

**Mustang Chorus** – The program is designed for students having a genuine love of music and a desire to perform. Students are selected based upon an individual audition and teacher recommendation. The chorus does not have a participation limit.

**Mustang Yearbook** – Students participate by taking pictures, selecting pictures for placement in the yearbook, manually laying-out the pictures on pages and using the computer to finalize the yearbook lay-out and design. This activity is a hand-on learning experience. Students are selected based upon their application and teacher recommendation. The yearbook staff is limited to 25 students.

**National Junior Beta Club** – This club is established to recognize and honor students for scholastic achievement and citizenship. Nominations are made following criteria outlined by the National Beta Club and Irwin Intermediate School. This group works to improve the school and assist in the community. Their motto is "Let us lead by serving others." Students must maintain A's and B's in all subject areas. New members from rising 6<sup>th</sup> grade are inducted each spring.

**Student Council** – This activity is designed to promote student leadership and community service. Participation is based upon classroom and school-wide elections. Elected officers are required to develop and present a campaign speech. This organization frequently collaborates with the National Junior Beta Club on community service projects.



## PROHIBITED ITEMS

Please assist us by assuring that the following items are not brought to school:

<b>Valuable items**</b>	<b>Large sums of money</b>
<b>Hand-held Electronic Games</b>	<b>Radios, tape or cassette players, CD/DVD players</b>
<b>Beepers, cellular phones or electronic devices</b>	<b>Toys</b>
<b>Knives (real or toy)</b>	<b>Guns (any variety real or toy)</b>
<b>Caps</b>	<b>Razor blades</b>
<b>Skate boards</b>	<b>Scooters</b>
<b>Roller Blades</b>	<b>Darts</b>
<b>Cards</b>	<b>Gum – Candy</b>
<b>Any item for resale</b>	<b>Animals</b>
<b>Makeup</b>	

**\*\* The school is not responsible for any item of value that is brought to school. CD players, pagers, tape players, Walkmans, cellular phones, radios, videos and other such electronic devices are particularly distracting to instruction. When found, these items will be confiscated and kept in the office until a parent comes to claim them.**

**We have a zero tolerance policy for drugs and weapons or facsimiles of weapons. Students bringing these items will be suspended or recommended to the superintendent for expulsion.**

## SCHOOL SUPPLIES

### 5th Grade Supply List

6 Folders with Prongs and Pockets	
Wide Rule loose Leaf Paper ( 4 pack)	Graph Paper ( 2)
Black/white Composition Notebook ( 2)	Spiral Notebook ( 2)
# 2 Pencils ( box of 10)	Colored Pencils ( Box of 24)
Scissors	Glue Stick
Dry Erase marker ( Low Odor)	Dry Eraser
Tissue ( 2 )	Highlighter ( 2) yellow
Ruler- should have inch/ metric ( nonflexible)	Zipper Pencil Bag ( NO BOXES)
Student Planner ( PTO will sell at school)	3 x 5 ruled index cards
For ART:	
1 Spiral Bound Sketch book (8 1/2x11) 50sheets	2 Large Erasers

### 6th Grade Supply List

2inch 3-ring binder with 9 subject dividers with Pockets	
Wide Rule loose Leaf Paper ( 4 pack)	Graph Paper ( 2)
Black/white Composition Notebook ( 2)	Spiral Notebook ( 2)
# 2 Pencils ( box of 10)	Colored Pencils ( Box of 24)
Scissors	Glue Stick
Dry Erase marker ( Low Odor)	Dry Eraser
Tissue ( 2 )	Highlighter ( 2) yellow
Ruler- should have inch/ metric ( nonflexible)	Zipper Pencil Bag ( NO BOXES)
Student Planner ( PTO will sell at school)	5x 8 ruled index cards
For ART:	
1 Spiral Bound Sketch book (8 1/2x11) 50sheets	2 Large Erasers

SOME TEACHERS MIGHT REQUIRE ADDITIONAL ITEMS. STUDENTS DO NOT NEED A PE UNIFORM. Students should have a sweater/ sweatshirt (solid Navy Blue, Red or White)-NO HOODS

\*\*\*\*\* WHEELED BOOKBAGS ARE NOT ALLOWED \*\*\*\*\*

## **TELEPHONE SERVICES**

Staff members may be reached by calling 907-0206. Staff members supervising students will not be interrupted during instructional times. A message will be left for a return call.

Students are not to use the telephone without permission from the teacher or other school officials. **The use of school telephones by students is primarily reserved for EMERGENCY situations.**

Please keep your requests for us to deliver telephone messages to your student to a minimum. This type of request forces us to interrupt classes. Arrangements for afterschool dismissal and activities should be made before students leave home in the morning and any changes should be sent in writing.

## **TEXTBOOKS**

Textbooks are issued free to students, who must accept responsibility for their care.

## **TRANSPORTATION INFORMATION**

### **BICYCLES**

Students are allowed to bring bicycles to school. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles must be locked to the bicycle racks and may not be ridden on school grounds. Students must walk bikes across any streets or driveways. Students who ride bicycles are required to wear safety helmets. (Fort Bragg Regulation 385-10) Skateboards, roller blades, and scooters are not allowed at school.

### **SCHOOL BUS INFORMATION**

Fort Bragg schools have a bus contract with Bragg Lines. Bragg Lines determines bus routes and assigns drivers. Bus route, numbers, and pick up times will be available at open house. Concerns or questions regarding busing may be directed to the principal or assistant principal. The principal and assistant principal will respond to bus discipline infractions. Corrective actions range from verbal warnings to a suspension of bus riding privileges. Incidences that occur at the bus stop can be reported to the Military Police and school administration. Parents are responsible for the behavior of their children. Engaging in any activity that causes disruption, unsafe condition, or delay is not permitted and will be subject to disciplinary action.

### **STUDY TRIPS**

Study trips at Irwin Intermediate School serve an important function. They supplement the curriculum and make learning “come alive” for students. Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent/guardian and returned to the school. Failure to return the signed permission slip will prevent the child from attending the trip with the class.

If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips. Parents can not take children home from the study trip site. If a student develops a history of behavior problems that cause concern for the safety of him/her and others, parents may be specifically requested to chaperone a study trip. If a parent is unavailable, alternate activities may be planned for the student to remain at school.

All students are expected to wear the adopted school uniform of the Fort Bragg Schools in grades 5-9. For a complete description of the uniform, please refer to your copy of the uniform policy. If the superintendent of schools has granted a student an accommodation to policy, the following dress standards will still apply. All students must adhere to the standards for hair, jewelry, jackets, etc. as explained in the following paragraphs.

## **WALKERS/CAR RIDERS**

The safety of walkers is of great concern. Please discuss with your child the importance of walking on the sidewalk and respecting the property of residents in the community. When your child walks to school, please advise him/her of safety rules for walking.

The circular driveway at the North end of Irwin School is the designated drop-off and pick-up point for parents bringing students to school in private vehicles. Staff members will be available to provide directions and assistance.

## **DRESS STANDARDS**

Students are expected to be neat and clean in appearance and to wear clothing that is acceptable to the community and suitable for school activities. Hats, headgear, headbands, or sunglasses are not to be worn in the building. Clothing which exposes the midriff is not to be worn in school. Tank tops are not permitted. Students may not wear pants, shorts, or slacks with self-made slits, tears, or frayed fringe. Biking attire and cut-offs are not appropriate attire for school. Shirts must be buttoned and shirttails tucked in. No “spaghetti straps”.

Students will not be allowed to wear pants that sag below their hips. A student’s pants will be considered sagging when the pants are more than three inches below the navel. Parents will be contacted to bring a change of clothes for those students determined to be wearing pants that sag. A belt is required for pants or skirts with belt loops. Belts may not be hanging more than three inches from pants.

Walking shorts, Bermuda shorts, and culottes are permitted. Shorts or skirts should be no higher than four inches above the knee.

Students may not wear clothing that advertises alcohol products, cigarettes, or drugs. Students may not wear clothing that symbolizes gang activity, satanic cult logos, or advertises any group or organization other than the school. Bandanas, large loose jackets, chains, large belt buckles and sagging pants are not permitted. Jewelry (earrings, pins, pendants, etc.) should not be more than one inch in diameter for safety in physical activities. No wallet chains or belt chains can be worn. Shoes must be laced and tied. Large loose jackets in the building can present a safety problem and may not be worn in the classrooms. Jackets will not be allowed in class. If students find that they are cold inside the building, they should wear a sweatshirt or sweater per the uniform policy. Jackets must be left in lockers or other designated areas. We expect student’s hair to remain its natural color. Hair picks will not be worn in the hair. The intent of a dress code is to ensure a safe, orderly learning environment for all students. Any attire that causes a disruption to the learning environment may be considered in violation of the dress code. This code applies to clothing, hairstyles or colors, and make-up.

## **UNIFORM POLICY**

The first requirement of a good school is a safe and disciplined learning environment. Researchers report that the adoption of school uniform policies can promote school safety, improve discipline, and enhance the learning environment. The Fort Bragg Schools Uniform Task Force began meetings in October 1999 and identified six (6) topics for the focus of their work:

1. Legal Issues;
2. Parent and Student Surveys;
3. Look at other School Systems Uniform Policies;
4. Financial Impact on Families;
5. DoDEA/DDESS Policy;
6. Age Appropriate Dress.

Research indicated there were many benefits to students wearing uniforms while at school. Potential benefits of school uniforms are:

1. Decreasing violence and theft – even life-threatening situations, among students over designer clothing or expensive sneakers;
2. Helping prevent gang members from wearing gang colors and insignia at school;
3. Instilling students with discipline;
4. Helping parents and students resist peer pressure;
5. Helping student’s concentrate on their schoolwork;
6. Helping school officials recognize intruders who come into the school.

The task force made the following recommendations based on the information collected.

## **GRADES 5 TO 9**

### *Shirts:*

Collared red, white or navy blue shirt. Shirts must have sleeves, but can be short or long sleeves.

Sleeves cannot be rolled up.

Shirts must have buttons fastened and be of an appropriate length to be tucked in at all times.

School logo may be worn on school shirts – no other logo is acceptable.

No exaggerated, oversized or undersized shirts are permitted.

No sheer fabrics or denim are allowed.

Extra curricular shirts must be approved by the school administration.

Writing or drawing on school uniforms is not permitted.

### *Slacks:*

Plain tailored chino-type slacks (tailored means not baggy, oversized or skin tight).

No pockets on sides of the pant legs (cargo). No overalls.

Khaki (tan tone) or navy, no side stripes or piping.

Must be worn at waist.

Bottom of slacks legs will not touch the ground, be split or rolled up. No bell-bottoms or flares.

Slacks with belt loops require that a belt be worn at the waist – No Suspenders.

No denim type fabric allowed.

### *Skirts, Skorts, and Jumpers:*

Khaki (tan tone) or navy, no side stripes or piping.

Length including the slit be no more than 4” above the knee (length may be longer).

Worn at the waist.

No denim type fabric allowed.

### *Shorts:*

Khaki (tan tone) or navy walking type shorts. No cargo pockets, no side stripes or piping.

Length including the slit must be no more than 4” above the knee (length may be longer).

Plain tailored shorts (tailoring means not baggy, oversized or skin tight).

Shorts with belt loops require that a belt be worn at the waist – no suspenders.

No denim type fabric allowed.

### *Sweaters and School Sweatshirts:*

White, navy or school colored worn over collared shirt identified in the “shirts” section.

School logo may be worn on school color sweater or sweatshirt – no other logo acceptable.

No exaggerated, oversized or undersized sweaters or sweatshirts allowed.

Hooded sweatshirts will not be worn within the building. Students may wear them to school, and then place them in their locker until the end of the day. These items can be retrieved if necessary during recess. Jackets or sweatshirts should not be worn around students’ waists.

### *Shoes:*

Dress or tennis shoes.

Closed toe and heeled shoes must be worn at all times.

Shoe heels must be no higher than one (1) inch – no platform shoes.

### *Hats:*

Hats and headgear will not be allowed in any school buildings. This includes bandanas and kerchiefs.

### *Jewelry:*

Students may wear up to three pieces of jewelry. Necklaces must be placed inside of shirts.

Parents will be contacted if children are inappropriately dressed. Appropriate clothing must be provided by parents at school or students will be sent home to change. Students will be given a change of clothes if parents are not available to bring clothes.

**ACCOMMODATION – LIMITED TO THE FOLLOWING:**

1. **MEDICAL ACCOMMODATION:** Must include valid documentation from a medical doctor that includes justification statements.
2. **RELIGIOUS ACCOMMODATIONS:** Must include valid documentation from the Installation Chaplain that includes justification statements. For those having off-post/base religious affiliation documentation will be provided by their religious affiliation leader justifying an accommodation to the Superintendent of Schools. The Superintendent will then seek a written recommendation from the installation Chaplain's Office.
3. Accommodations are good for the school year in which they are approved.
4. All accommodations requests, with required documentation, must be submitted to the Superintendent of Schools for a final decision.
5. The Superintendent of Schools will make the final decision on accommodations.

*Let's create a working partnership designed to promote the highest quality learning experiences, which will maximize academic and social growth for each of our students!*