

RANDALL DAVID SHUGHART ELEMENTARY SCHOOL

**PARENT/STUDENT HANDBOOK
2012-2013**



Department of Defense Education Activity
North Carolina District: Fort Bragg Schools
SHUGHART ELEMENTARY SCHOOL
4800 Camel Road
Cameron, NC 28326
910-907-0210 (office) 910-643-0162 (fax)

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DEPARTMENT of DEFENSE
NORTH CAROLINA DISTRICT: FORT BRAGG SCHOOLS
Randall David Shughart Elementary School
Cameron, North Carolina 28326
(910) 907-2010

Dr. Carolyn D. Carr, Principal
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Mr. Robbie Swint, Assistant Principal
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Shughart Elementary School Purpose:

BELIEVE in who you are! **ACHIEVE** with excellence! **SUCCEED** in all you do!

Parents and Students,

Welcome to Randall David Shughart Elementary, SY2012-2013! On behalf of the faculty and staff, we look forward to working with your family to make our school a place where children feel safe, enjoy learning and experience success. We are excited to embark on this journey with you and look forward to the first day of school.

This handbook was created to provide you with guidelines and procedures that make our school a safe and secure learning environment for all stakeholders. We ask that you acknowledge receipt of the Parent/Student Handbook, Home Alone Policy, Bus Riders Guidelines (if applicable) and Student Rights and Responsibilities Policy by signing the signature page enclosed in your child's packet and returning it on the next school day.

At Shughart we have established a culture where high expectations and quality instructional programs are the norms, and recognize that one of the most critical aspects of educating children is the development of partnerships among all stakeholders. This occurs when there is open communication and ongoing collaboration between students, teachers, parents and administrators. Together, we can provide our children with every opportunity to achieve to their highest potential.

We officially open our doors to parents and students at *Open House on Wednesday, August 23rd from 3:30-5:30.* You will have an opportunity to visit your child's classroom and meet their teachers. You should also plan to visit the PTO tables and learn about volunteer opportunities at our school.

It is truly an honor and a privilege to serve the children and families of the Linden Oaks community. I would enjoy meeting each of you so stop by my office, or contact me directly at 907-0273. Thank you, and collectively we can make a difference.

Carolyn D. Carr
Principal



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PARENT/STUDENT HANDBOOK SIGNATURE PAGE



Please check the documents you have read and discussed with your child(ren), and return this signature page to your child's classroom teacher within the first 5 days of school. Thank you.

___ Parent/Student Handbook

___ Student Attendance Policy

___ Master Policy 87: Home Alone Policy

___ DoDEA Behavior Standards for School Bus Students (if applicable)

___ Student Rights and Responsibilities

___ Child Abuse Policy

Child's Name _____

Teacher _____

Parent Signature _____

Date _____

Shughart Elementary School: Home of the Pirates!



DODEA Vision Statement:

Communities committed to success for ALL students!

DODEA Mission Statement:

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Randall David Shughart Elementary School Purpose

BELIEVE in who you are. **ACHIEVE** with Excellence. **SUCCEED** in all you do.

Randall David Shughart Elementary School Motto

Future Leaders Under Construction!

Randall David Shughart Elementary School Guiding Principle

The Shughart Elementary School Community will work together to create a learning environment where all students experience social and academic success.

Office Hours

7:30-4:00

School Hours for Students

8:20-2:50 (MTThF) and 8:20-1:55 (W)
Breakfast will be served from 7:45-8:10

School Hours for Staff

8:00-3:30

SHUGHART ELEMENTARY SCHOOL PARENT HANDBOOK



Absences. Students should bring a written excuse to school stating the specific reason for the absence on the first school day following an absence. The absence will be coded as unexcused if a note is not received. Students absent for three or more consecutive days should bring in a doctor’s note.

Academic Program. The Department of Defense Education Activity (DoDEA) mandates the overall academic program of Shughart Elementary School. Curriculum materials are used and supplemented with additional resources. Classroom instruction is presented in a variety of ways that will enable students to master curriculum standards using critical thinking and in a method that matches their learning styles.

Arrival and Dismissal Procedures. Students will be in school from 8:20-2:50 on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays students’ school day is from 8:20-1:55. Students can enter their classrooms at 8:05 each morning. Pre-K students hours on MTTTF are: AM-8:30-10:50 and PM-12:20-2:50. PreK hours on Wednesday is from 8:20-10:40 (AM) and 11:40-1:55 (PM).

	ARRIVAL PROCEDURES	DISMISSAL PROCEDURES
WALKERS	Walking students should enter the school through the front doors at 8:05 and walk to their classroom.	Walking students are picked up in front of the school and will remain with their teacher until a parent (or legal guardian) arrives. Older siblings (within the Master Policy 87 guidelines) can sign and pick up younger siblings in the cafeteria. Kindergarten and first grade students will not be released to older siblings.
CAR RIDERS	The drop off point for car riders is located near the right parking lot facing the school. Car riders will be unloaded by a staff member and enter the school to line up outside of their classrooms. Students are not permitted to cross the line of traffic at any time.	Car riders will be loaded on the right side of their car by a staff member. Parents must remain in the flow of traffic to receive their child. Students will not be permitted to cross the line of traffic to load cars in the parking at any time.
BUS RIDERS	Bus riders will load and unload buses in the front of the school.	

- Car riders traffic flow: **ARRIVAL.** Parents in cars should turn **RIGHT** at the stop sign after crossing the bridge and drive around to the parent pick up lane.

DISMISSAL. Parents in cars should turn **LEFT** at the stop sign after crossing the bridge, continue through the middle school car rider lane and around to the back of the schools. Car rider traffic during dismissal will enter the car rider lane at the elementary school from the back of the school.

- Staff members will be highly visible to monitor and supervise students during arrival and dismissal times. We appreciate your support with implementing these procedures and ensuring the safe arrival and dismissal of our children. .
- Students arriving to eat breakfast should be at school no earlier than 7:45am and no later than 8:10 to arrive to their classes on time and by 8:20.

The tardy bell rings at 8:20 each day. If a student arrives after the tardy bell, a parent must sign the student in at the office before they can go to class. Late students **must be** escorted to the front office by a parent and not dropped off to come in unescorted. Parents will be called to return to the school if late students arrive unattended.

- Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
- Parents should wait for their child outside at their dismissal location and avoid congregating in the main lobby and halls. We ask that strollers be placed outside unless there is more than one child to carry.
- Pre-K students will gather on the long sidewalk near the car riders drop off point
- On extremely cold or rainy days the children may enter the school when they arrive and sit outside of their classroom.

MASTER POLICY 87: HOME ALONE POLICY

Enclosed in the Shughart Elementary School handbook is a copy of Master Policy 87: the Home Alone Policy. The Home Alone Policy states that walking students ages 0-4th grade require direct supervision at all times and must be accompanied by a parent or legal guardian walking to and from school. Master Policy 87 will be enforced 100% at Shughart.

Attendance Policy. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. We ask that parents/guardians make attending school and arriving on time a priority for their children.

It is DoDEA's Attendance Policy that:

a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

b. School attendance is mandatory. *DoDEA REGULATION 2095.01*

(1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

(2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

(3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

(4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

(5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

DoDEA students shall:

a. Adhere to the school attendance policies and procedures identified in this Regulation and DoDEA Manual 2051.2 (Reference (d)).

b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.

c. Identify and make up all classroom activities, or assignments, which were missed as a result of the absence(s).

d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies, in accordance with DoDEA Regulation 2051.1 (Reference (a)).

e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan.

DoDEA Regulation 2095.01 (<http://www.dodea.edu/attendance/index.cfm>)

Awards Assemblies. Students are recognized throughout the year for good academic work and citizenship.

Behavior. Students and staff become active participants in creating a learning environment where positive interactions lead to success. At Shughart we strive to provide school experiences that allow children to enjoy

success each day they attend school. The child who enjoys success will have a positive feeling about school, school activities and staff members.

Students at Shughart Elementary will learn self-management skills which require respect for learning, themselves, others and property. When students are present on the campus, on a school bus, or participating in or attending any school sponsored event, students are expected to adhere to the school board policies regarding conduct. Students are expected to:

- Comply with directions of teacher, principal and other authorized school personnel.
- Respect the learning environment and be cooperative and courteous
- Respect themselves and others
- Respect their property and the property of others and the school.
- Leave any toys, dangerous and valuable items at home.
- Refrain from pushing, fighting, and horse playing
- Refrain from selling merchandise at school except for school sponsored items

The DoDEA Discipline Policy (2051.1) is located at the DoDEA website at www.am.dodea.edu.

Interventions used to manage inappropriate behaviors include:

- Providing verbal or nonverbal warnings to students about the behavior. Ask students to explain which infraction was broken and how it would have been handled differently.
- Isolating the child by removing him/her from the group for a short period of time (thinking chair, reading carrel, desk in a corner,). The teacher/supervising adult will explain the reason for isolating to the student. Student should not be isolated in the hall.
- Teachers/supervising adult will contact parent about problem issues and strategies that h have been employed with their child. The teacher will schedule a conference or call the parents to discuss concerns.
- Teachers/supervising adults will discuss severe infractions with the discipline committee or principal, and provide a summary of behaviors and interventions implemented.

Corporal punishment, physical activity or exercise will not be used as a consequence for inappropriate behaviors (running laps, pushups, crunches).

Buddy System. Students in PreK-3rd grade will transition through the school with a “Buddy.”.

Cafeteria Procedures. Shughart School serves breakfast and lunch each day. Students eating breakfast should arrive at 7:45AM (and no later than 8:10). Staff members will be available to supervise breakfast and lunch. Lunch choices include 2 meats (choose 1), 5 vegetables (choose 2), milk (white or chocolate) and dessert (occasionally). Ice cream and cookies are available at lunch for an additional cost.

- Payment for breakfast and lunch can be made daily, weekly, biweekly, and monthly at school or via the internet at <http://www.Lunchprepay.com>. If a child is pre-paying for breakfast or lunch, the money should be brought to the collection clerk in the morning. Prepayments must be made before 10:00 AM to ensure credit is properly given.
- Students that do not have lunch money may charge that day’s lunch. The school does not allow students to charge lunch two days in a row. Parents must send the money in the next day.
- PreK students are encouraged to join us for breakfast and lunch with a parent.

Cafeteria rules include:

1. Enter the serving line once to receive utensils and make meal selections.
2. Talk softly and pleasantly to the people at your table.
3. Clean up your own spills and trash.

Call Back System

A call back system is used to monitor students’ tardiness and absences. The system provides a two-way means of identifying students who are not present at school on a daily basis. Our calls emphasize the importance of arrival at school on time and attendance on a regular basis. This program supports the Fort Bragg Schools’ attendance policy.

Contact Information. It is very important that we have accurate and up to date information on each student which would include correct address, home and work telephone numbers, and emergency contacts. Please contact the front office if any information changes for your child.

- Parents should include all persons they grant permission to sign out their child as emergency contacts. No student will be released to an adult without parent permission.
- In case of an emergency or if your student gets sick during the school day, the parent will be notified **first**. If the parent cannot be reached, the emergency designee would be contacted. Please ensure that we have an alternate phone number of friends or neighbors who can take care of your child until you can be notified. Emergency contacts should be people who reside in the local area. **Please keep this alternate contact information current at all times.**

Discipline. Teachers will review classroom behavior standards with their students. If necessary, a teacher will refer a student to the guidance counselor or principal for inappropriate behaviors. In all cases involving disciplinary actions, school personnel will notify the parents.

- School administrators should be kept informed of concerns so that issues can be resolved immediately.
- Reference DoDEA **Discipline Regulation 2051.1**. http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf

Dress Code. Students should be dressed appropriately for school. Students are expected to dress in a way that is consistent with a positive learning environment, that does not interfere with the educational performance of other students, or that causes a health or safety concern. Apparel worn to school should be neat and clean and should not disrupt the teaching/learning experience. Please keep in mind that students are involved in various activities throughout the school day. Students will engage in hands-on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc.

Guidelines to adhere to are as follows:

- No spaghetti strap tank tops or dresses, skirts and shorts that are 3 inches above the knee, pants worn at waist, and no visible undergarments.
- “Heelies” are not permitted at Shughart School. We suggest that on the days your child has P.E. he/she wear tennis shoes and shorts, pants or sweat pants so that he/she can participate fully in all activities. Flip-flops and open toed shoes increase the likelihood of falls, injuries and insect bites. Sneakers are a safer choice. After school begins, spirit wear will be available for purchase.
- Students should not wear ill-fitting clothing, halter-tops, swimsuits, shirts with spaghetti straps, baggy pants, shoes/boots with high heels, flip flops or clogs, dresses or skirts of an inappropriate length, or immodest apparel. For shorts, a good rule of thumb is that the shorts should be no higher than a student's fingertips when the hands are at his/her side.
- b. Large loop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons.
- c. Students should not wear hats or other headwear in the building except for medical reasons and special programs.
- Clothing with offensive language are not to be worn in the school. Also, clothing which promotes or depicts drugs, alcohol, tobacco, drug paraphernalia, violence, hate speech, or gang symbols is prohibited.

Early Checkouts. Early checkouts end at 2:00 on Mondays, Tuesdays, Thursdays and Fridays and at 1:00 on Wednesdays. Parents arriving after the early checkout will be asked to wait until students are dismissed to receive their child. Students will remain in their classroom until the parent has arrived at the school.

Emergency Procedures

Fire – In case of a fire, students will evacuate the building to their class’ designated area. Fire drills will be practiced every month.

Tornado – In the event of a tornado, students will evacuate to the hallway area and sit on their knees, bent over, with their heads covered up. Tornado drills will be practiced twice a year.

Lockdown – For a lockdown condition, the doors to every classroom are locked. Teachers will follow the procedures in their crisis intervention kit. All entrances will be secured and monitored until the lockdown is over. During a lockdown, no one will be allowed to enter or to leave the building.

Shelter in place – Students will remain or relocate to their classroom. Teachers will follow procedures as indicated by their crisis intervention kit.

- Should we have an emergency at the school, it would be understandable that parents would be concerned highly. However, parents are asked not to call students or the school during an emergency.
- Students will not be called from class due to the safety problem this could cause.

- We will provide an update for parents as soon as we are able to do so after implementing our crisis intervention procedures.

Gaggle.net. Third through fifth grade students have a Gaggle.net email account which provides a mode of communication between parents and students, teachers and students, and parents to teachers.

Grade speed. Grade speed is a computerized program used by teachers in 4th and 5th grades. Parents have access to the program and can view their child's grades. Teachers should post at a minimum of one grade in each core curriculum areas per week to document student progress. Grades of zero (0) do not reflect a student's ability or level of achievement and will not be accepted. We need your support to complete and make up missing assignments.

Grading and Report Cards. All teachers keep an accurate record of each student's progress during the school year. Progress reports and report cards will be generated quarterly should reflect an accurate account of student progress. Students and parents should not be surprised when they receive grades. Please keep informed and up to date about your child's progress or lack thereof.

Head Lice: Students found to have head lice will be excluded from school until pediculicide shampoo treatment is completed and appropriate actions are taken at student's residence. The school nurse will provide a preventive medicine information sheet detailing treatment protocol and appropriate home actions. Students may return after providing the head lice protocol sheet signed by a parent or guardian. Upon returning to school, the students are to report to the school clinic to be checked by the school nurse. Then they will be released to go to their classroom.

Homework. Teachers use homework to reinforce and review curriculum content. Research shows that when homework is turned in, graded, and discussed with students, it can improve grades and student's understanding of their schoolwork.

- Parents can assist with homework by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the school supplies that your children need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support. .
- The amount of homework varies by grade level.
Kindergarten – Monday – Thurs 5-10 minutes
Grades 1 & 2 - Ten to twenty minutes, three to four times per week
Grades 3, 4, 5 - Thirty to sixty minutes, three to five times per week
- We recommend that all students read or be read to at home each day (This is in addition to any assigned homework). If your child consistently takes longer than the recommended time to complete homework, please contact your child's teacher.
- The amount of help you offer your child depends on each child's grade level, knowledge of skills and study habits. First, make sure the child understands the directions by completing a few problems together. Praise right answers, and show how to correct mistakes. Students should generally be able to complete the assignments independently.
- Teachers want students to learn from homework. Tell the teacher if your child thinks the homework is too easy or too hard. This will help the teacher match homework with student ability and maturity levels.
- Each grade will communicate with parents on a consistent basis about their children's homework assignments, via an assignment sheet, homework folder, or other reporting methods.
- Avoid "hovering" over your child while they work on homework. You do not want your child to be dependent on you to complete the tasks.
- Help older students organize their assignments by recording them on calendars or planners, along with due dates, dates turned in, etc.

Inclement Weather. Please prearrange pick up for your child in the event that school has to close early. The school will call your emergency contact person if you are unable to be reached. Rainy day plans should also be discussed with your child.

Lost and Found Articles. Lost and found articles are placed in the Treasure Chest located near the Information Center. Money and valuable articles should be labeled and given to the school secretary. Students should be sent to look for their lost items. Items not claimed will be donated to a charitable organization at the end of each quarter.

Lunch Guest. Parents are invited to have lunch with their child in the cafeteria during their designated lunch time. All adult lunches are a la carte and each item is priced individually. The DoDEA Food Services Regulations prohibit it's patrons to bring in outside food (McDonalds, KFC) to eat for school lunch.

One Call Now. Our families are often contacted with information about school activities and events through our mass communication system, One Call Now. Please notify the office if your contact information changes. Other important information can be found on our school website: http://www.am.dodea.edu/bragg/shughart_es/index.htm

Parent Conferences. Parent/Teacher Conferences are scheduled regularly throughout the year. Contact your child's teacher if you would like to schedule a conference at any other time by sending in a note with your child or calling the office to schedule a conference. Your child's teacher will respond and schedule an appropriate meeting time. We value the instructional time of students and suggest you schedule a meeting before and after school, or during the class's special are time (art, music pe).

Parent Teacher Organization. Shughart School has a very active PTO. The PTO plays a pivotal role in their support of school programs and in promoting an educational partnership for students, staff and school officials. A membership campaign is conducted at the beginning of the school year for a minimal membership fee. PTO meetings are held at least three times yearly. The PTO is involved in organizing many school activities throughout the year. Parents are encouraged to become involved in the PTO. Parent leaders help to make Shughart Elementary School a successful place for students.

Parking. Visitors' parking is located in the parking lot in front of the school and overflow parking for the elementary school is located in the staff parking lot on the east side of the school. Cars are prohibited from parking along the inside curb of parent lots and on the grassy areas around the school.

Parties. Class parties are limited to one per school year and do not include birthday parties. Birthday parties are not celebrated at school, nor should invitations to birthday parties be distributed at school. Simple birthday treats (individually wrapped, without peanuts) may be brought in by parents and distributed during snack or lunchtime.

Balloons, flowers and other parental gifts for children cannot be delivered to classrooms. In the event that such gifts arrive they will be placed in the front office and parents will be notified to pick them up.

Pets. Pets are prohibited from being on school grounds.

Purple Communication Folders. Purple communication folders will be sent home school wide each Tuesday. Folders can contain work samples, newsletters, PTO information and school news and events.

School Cancellations. When school must be cancelled or closed, the district superintendent's office will notify local radio and television stations and send a mass communication message to all families using the One Call Now system.

Snacks. Students are provided an opportunity to have a small snack during the instructional day. To maximize instructional time, snack time is integrated into centers, during silent reading, recess or during journal writing.

Telephone Use. Cell phones should not be visible and be turned "OFF" during the school day. If cell phone is taken, it will be stored in the assistant principal's office for parent pick up. Parents will be contacted to pick up their child's cell phones on the first offense. Repeated offenses will require a parent conference.

- Students are not permitted to receive phone calls during the instructional day. A message will be delivered to your child, should you need to contact them.

Visitors. The Shughart staff welcomes parents and encourages them to be involved in their child's education. Visitors must exchange an ID card for a visitor's badge before signing in at the front office and the badge should be visible at all times. ID cards are secured in the main office and returned when a visitor signs out.

- Visitors are expected to adhere to all school policies and procedures while interacting within our school.

Volunteers. Volunteers are needed and welcomed throughout the school. Volunteer applications are sent in August listing the many areas in which help is needed. If you have time to devote to your child's school, we hope you will sign up to volunteer in classrooms and school sponsored activities. When volunteering, you must sign in and out at the volunteer reception table in the main hallway. It is extremely important that the school maintains accurate records of volunteer hours. Volunteers are recognized each year during Volunteer Week. Volunteers are required to wear name tags during the time they are working in the building.

All volunteers must register with VMIS, and registration procedures have been included in this handbook. In addition, a DD Form 2793 is required for statutory volunteer positions, such as field trip chaperones. The form may be obtained at the school office.

Withdrawals. Parents should notify the school as soon as they receive orders, or know they are leaving Fort Bragg. Before the child's last day of school, parents are to go to the school office to clear the student's records, pick up a transfer card, and sign the record release form. It is helpful to leave a forwarding address if one is known.



Section 2. ACADEMIC SERVICES

Fine Arts

Shughart students participate in music and art classes. These classes provide an avenue to create, explore, listen and develop an awareness of the student's physical environment.

The music program provides opportunities for students to discover melody, rhythm, harmony, and more. Students are also encouraged to participate in the musical programs and activities outside of school.

The art program includes drawing, painting, printmaking, pottery, crafts and other experiences. Selected art work is displayed in the local cultural arts show at Cross Creek Mall to highlight their artistic abilities.

Physical Education

The P.E. program at Shughart seeks to foster the total growth and development of each child through a developmental, highly individualized child-centered program. Children are recognized for self-discipline, self-responsibility, extra effort, and excellence.

Students participate in a wide variety of physical activities such as basic movement skills, rhythm/aerobics, individual fitness activities and team sports.

Guidance Counselor

Guidance programs are available to assist individuals and groups to develop social skills and a sense of self. The guidance counselor is not only a resource person for parents, staff, and students, but also a coordinator, consultant and liaison with outside agencies. In addition to providing individual and small group counseling, classroom guidance classes are held. The school counselor promotes motivational activities for students which may include B.U.G. (Bring Up Grades) and Terrific Kids.

Exceptional Children's Program

Student identification and placement procedures are outlined in the Exceptional Children's Procedure manual available through the school's Case Study Committee (CSC). Placement is based on serving the child in the least restrictive, appropriate setting.

School Health Program

The school health program is a vital part of the total school operation. It provides a variety of services within the school setting that influences the health of the students.

The school nurse is a registered nurse available to screen students for vision or hearing deficits, and illnesses that need the evaluation of a physician. The nurse also offers counseling to students and parents requesting additional health information on particular health concerns.

Children who are sick and unable to remain in the classroom will be sent to the school nurse with a referral form. If the child has a fever, contagious ailment, or is too ill to stay at school, the parent or emergency contact will be called to pick up the child. Parents should make certain all contact phone numbers are kept up to date.

Students taking medication during school hours must do so in the nurse's office. Students are not allowed to carry medication into the classrooms. All medicine taken during school hours must have a prescription label and parents must sign a permission form, which allows the school staff to administer it.

If a child is ill at home in the morning, the child should not be sent to school. The child should be kept at home and/or taken for evaluation by a physician if needed. When a student is referred to a physician by the nurse, a written referral will be made to the doctor. In some instances the school nurse will assist in obtaining an appointment for a child who needs to be seen as soon as possible.

It is the parent's responsibility to keep the appointment, carry the referral to the doctor, and return the completed referral to the school nurse so the referral can be closed. Staff members will be informed on a "need to know" basis and the referral is kept in the child's record.

Information Center

The Information Center provides a flexible media program that enriches the classroom programs and fulfills student and faculty needs. Students in grades K-1 may check out 1 book at a time. Students in grades 2-4 may check out 1-2 books, plus any resources needed for special assignments. Books are checked out for 5 school days and returned to the information center. All books must be returned before more can be checked out. Students may not check out magazines or other resource materials (videos, sound books or AV equipment). Parents are welcome at any time and may check out up to 5 books. If a book is lost or damaged it must be replaced with a book of equal value. Holiday books cannot be checked out overnight.

Students transferring from Shughart must be cleared through the Information Center before receiving final clearance from the main office. Lost or damaged books need to be replaced with a book of equal value.

Military Family Life Consultant. A Military Family Life Consultant (MFLC) is available for students, staff and parents. The MFLC, under the direct supervision of the SHUGHART staff provides individual, small group and large group services to support our military families. They facilitate family meetings, deployments groups and provide resources to families when requested. Parents must grant the MFLC permission to meet with their child.

School Psychologist. The School Psychologist provides a wide range of services to assist students in their learning, and growth and development. The psychologist provides supportive services to help students meet academic and emotional challenges by implementing direct and indirect interventions that require involvement with all stakeholders (students, teachers, counselors, families, community agencies, and others). The school psychologists works closely with school counselors, nurses and the exceptional children's staff, and is an active participant on the SST and CSC.

Appendix 1. STUDENT ATTENDANCE

Regular student attendance is a high priority at Shughart Elementary School. Regular attendance at school is vitally important to each student since attendance affects a student's academic progress and the development of attitudes for his/her adult life. Absences and tardies will be monitored closely throughout the school year. All appropriate parties will be notified if absences or tardies become excessive (more than five days). We ask that parents/guardians make attending school and arriving on time a priority for their children.

It is DoDEA policy that:

- a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.
- b. School attendance is mandatory. *DoDEA REGULATION 2095.01*
 - (1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
 - (2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
 - (3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
 - (4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
 - (5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
 - (6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

DoDEA STUDENTS.

The student shall:

- a. Adhere to the school attendance policies and procedures identified in this Regulation and DoDEA Manual 2051.2 (Reference (d)).
 - b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.
 - c. Identify and make up all classroom activities, or assignments, which were missed as a result of the absence(s).
 - d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies, in accordance with DoDEA Regulation 2051.1 (Reference (a)).
 - e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan. (See Appendix to Enclosure 2)
- 9-1

MONITORING STUDENT ATTENDANCE. The attendance policy is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect.

- d. Students Identified as At-risk. Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:
 - (1) Meeting with parent or sponsor.
 - (2) Command assistance.
 - (3) Participation in make up class(es).
 - (4) Participation in summer school course(s).

(5) Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.

e. Elementary and Middle School Students. The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DODEA Regulation 2000.03 (Reference)

f. The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

Absences

If a student is going to be absent, his/her parent should notify the front office by 8:20 a.m. (907-0210). **When the student returns to school, his/her parent must send or provide a note to the student's teacher stating the reason(s) for the absence. The note will need to include the student's name, date(s) of absence, the reason(s) for the absence, and the parent's/guardian's signature. If a note is not received, the student's absence will be recorded as unexcused.** If a student is absent three or more consecutive days, we request a doctor's note. The following reasons constitute excused absences according to DODEA Regulation

2095.01(<http://www.dodea.edu/attendance/index.cfm>):

Personal Illness

Medical, dental, or mental health appointment

Serious illness in the student's immediate family

A death in the student's immediate family or of a relative

Religious holidays

Emergency conditions such as fire, flood, or storm.

Unique family circumstances warranting absence and coordinated with school administration.

College visits that cannot be scheduled on non-school days.

Pandemic event.

Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences. (See appendix to Enclosure 2 in DODEA Regulation 2095.01<http://www.dodea.edu/attendance/index.cfm>)

Parental Contact

Classroom teacher will contact the student's parent if the student accumulates two unexcused absences, and again if the student accumulates a total of four unexcused absences. Maintain a phone log of all calls made to the parents. We request that parents encourage students to complete missed work.

Tardiness

We appreciate the parents' efforts to bring their children to school on time. If a student arrives at school after 8:20 a.m., he or she will be tardy. The parent or an adult authorized in writing by the parent will need to sign in the student at the front office. A signed, dated note from the parent will need to be provided to the student's teacher stating the reason(s) for the student being tardy. If a note is not received, the student's tardy will be recorded as unexcused until the office has received a note. The reasons that constitute an excused absence (page 9-1) will constitute an excused tardy.

Students who enter their classroom late will miss the opening activities that set a foundation for learning for the day. Being tardy could cause the student to fall behind in his/her studies and school work. This could affect the student's ability to master the curriculum standards, which could detract from the student's success in school.

EXCESSIVE TARDY

(a) School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

(b) After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has

impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

(c) As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year

Call Back System

A call back system is used to monitor students' tardiness and absences. The system provides a two-way means of identifying students who are not present at school on a daily basis. Our calls emphasize the importance of arrival at school on time and attendance on a regular basis. This program supports the Fort Bragg Schools' attendance policy.

Appendix 2. MASTER POLICY 87: HOME ALONE POLICY

Arrival and Dismissal

MASTER POLICY 87



FORT BRAGG CHILD SUPERVISION GUIDELINES

GRADES/AGES	LEVEL OF SUPERVISION	LENGTH OF TIME
0 yrs to 4th Grade	Direct Supervision	At all times
5th and 6th Grade (at least 10 yrs)	Monitored Care	2 consecutive hrs
7th and 8th Grade	Self Care	4 consecutive hrs
9th thru 10th Grade	Self Care	6 consecutive hrs
11th thru 12th Grade (age 16—17)	Self Care	10 consecutive hrs

Children ages 16-17 may be under self-care overnight in their assigned quarters. "Overnight" is defined as 2200-0500 Sunday through Thursday and 2300-0500 Friday through Saturday.

The Fort Bragg Home Alone Master Policy 87, dated December 2009, requires that children under the age of 10 must be directly supervised at all times, including while waiting at bus stops, walking home and playing in common areas like playgrounds. Parents should also consider the maturity of their children as age is not always the best indicator of a child's ability to behave responsibly. Monitoring your children can help prevent unsafe or irresponsible behavior and prevent children from endangering their safety or the safety of other children.

It is a parental responsibility to provide for the appropriate level of supervision of their children. This policy uses age and education level of the child as the primary factor in establishing an appropriate minimum level of supervision. The Parent must use good judgment and common sense in deciding whether the child's maturity and ability to care for one's self dictates a greater degree of supervision.

A violation of this policy will be referred to the Case Review Committee IAW AR 608-18, The Army Family Advocacy Program, para 2-3, 30 Oct 07, for a determination as to whether the circumstances constitute child neglect.

PARENTS WHO VIOLATE THIS POLICY MAY FACE ADMINISTRATIVE AND /OR PUNITIVE ACTION FOR CHILD NEGLECT.

Appendix 3 DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.

I, the DDESS sponsor, acknowledge that I have received a copy of the Behavior Standards for School Bus Students. I have explained the school bus behavior standards and necessity for those standards to my child, and I have explained that I expect these school bus behavior standards to be followed. I understand that actions for misbehavior which could include suspension or revocation of bus rider privileges. I understand and agree to reimburse the U.S. Treasury for the costs incurred by the school to repair damage caused by my child's misconduct to the school bus.

Appendix 4. STUDENT RIGHT AND RESPONSIBILITIES

ENCLOSURE 3

STUDENT RIGHTS AND RESPONSIBILITIES AND RELATED SCHOOL DUTIES

1. EQUAL ACCESS FOR STUDENT-SPONSORED NONCURRICULUM RELATED GROUPS. If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single noncurriculum related student group access to school facilities, the principal shall ensure that all noncurriculum related student groups (including activities of a religious nature) are permitted equal access to meet on school premises and use school facilities during noninstructional time. Access to groups may be disallowed in accordance with Enclosure 4.

a. Students may:

(1) Initiate and organize noncurriculum related student groups that are open to all students upon approval of the group by the principal, or designee, if the student group is able to obtain a voluntary faculty or school employee to monitor the student activity to ensure compliance with applicable school policies. A student initiated group that is unable to find a faculty member or other school employee to volunteer for this purpose will not be permitted access to or use of school facilities.

(2) Meet only during noninstructional time; student attendance and participation shall be voluntary.

(3) Invite nonschool persons to attend meetings as long as the nonschool person does not direct, conduct, control, or regularly attend meetings. Nonschool persons shall follow the school's established procedure for gaining access to school facilities.

(4) Have equal access during noninstructional time to school facilities and equipment, including the use of bulletin boards, the public address system, and copiers, subject to reasonable limitations of time and expense as determined by the principal, or designee.

b. Principals or designees, and school employees shall not:

(1) Deny the use of school facilities to a noncurriculum-related student group if at least one such group has been allowed access to school facilities.

(2) Sponsor any noncurriculum related student groups.

(3) Participate in a religious meeting of a noncurriculum related student group.

(4) Compel any faculty member or other school employees to serve as a faculty monitor.

(5) Expend appropriated funds beyond incidental costs.

(6) Impose a minimum size limit on student groups.

(7) Allow a student activity at which attendance of the students is not completely voluntary.

(8) Allow a student activity that violates any of the standards prescribed in Enclosure 4 of this Administrative Instruction.

c. For the purpose of this section only, the following definitions apply:

(1) noncurriculum related student groups. Student-led groups not directly related to a school's curriculum because of one of the following:

(a) The subject matter of the group is not actually taught, or will not soon be taught, in a regularly offered course at the school.

(b) The subject matter of the group does not concern the school's body of courses as a whole.

(c) Participation in the group is not required for a particular course.

(d) Participation in the group does not result in academic credit.

(2) noninstructional time. Time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. Schools that permit the use of facilities during lunch and recess periods shall make this time available to all noncurriculum related student groups.

(3) nonschool persons. Persons who are not students, employees, or authorized volunteers of the school.

2. FREEDOM OF EXPRESSION

a. Speech

(1) Students:

(a) May express their individual views in a respectful manner that does not violate the standards in Enclosure 4 of this Administrative Instruction.

(b) Shall respect the rights of fellow students to hold and express an individual or different viewpoint.

(c) Shall refrain from the use of vulgar or plainly offensive, obscene, or sexually explicit language, symbols, caricatures, drawings, or any other visual, auditory, or sensory

expression in any media.. that detracts from a positive learning environment, is inconsistent with the goal of maintaining an atmosphere of mutual respect, or undermines the mission of the school.

(2) School employees shall encourage tolerance of different viewpoints that do not violate the standards of Enclosure 4 and respect for each student's right to his or her opinion. However, such expressive rights may be curtailed in accordance with Enclosure 4.

b. School-sponsored Publications, Productions, and Other Media

(1) Newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays, shall be approved by the principal or designee.

(2) Principals or designees may edit content or prevent dissemination of publications if the content or activity violates any of the standards described in Enclosure 4 of this Administrative Instruction.

(3) As with other school-sponsored activities, principals or designees shall identify for each publication/production a faculty member or advisor who shall:

(a) Establish, with the input of the student editorial staff, publication requirements and guidelines.

(b) Ensure that a variety of viewpoints are represented, and that students have the opportunity to express their views within the requirements and guidelines of the activity.

c. Non-school Sponsored Publications, Productions, and Other Media

(1) Students may distribute or display non-school sponsored publications or materials in accordance with school guidelines established by the principal or designee.

(2) Principals or designees shall:

(a) Establish the time, place, and manner of distribution or display based on reasonable content-neutral guidelines. Distribution or display may include designating a bulletin board, wall space, or other area that may be used to post non-school sponsored materials.

(b) Edit or prevent the distribution or display of publications or materials that violate the standards prescribed by Enclosure 4 of this Administrative Instruction.

(c) Inform students of the reason if distribution or display is edited or prevented.

d. Dress Code

(1) Students shall not be prohibited from self-expression in their style of dress or grooming unless it violates the school's dress code or the standards prescribed by Enclosure 4 of this Administrative Instruction.

(2) Student exemption to a school's dress code policy may be requested by a parent for a sincerely held religious or philosophical belief, disability, medical reason, or due to financial hardship. Principals or designees may require a written request at the beginning of each school year stating the basis for the exemption.

(3) Students may be subject to discipline, in accordance with Reference (j), for violating the dress code, particularly for repeat offenses, and for refusing to cooperate with teacher or administrator requests to bring the student into compliance with the dress code

e. Patriotic Exercise

(1) Students shall:

(a) Have a daily opportunity to participate in patriotic exercises, such as reciting the Pledge of Allegiance under section 4 of title 4, United States Code (Reference (m)), and saluting the U.S. flag. However, they may not be compelled to participate if they or their parents object, and may decline to do so.

(b) Not be disciplined or stigmatized for participating or abstaining from participating in patriotic exercises, but may be disciplined for conduct that disrupts or interferes school activities or the educational environment in accordance with Reference (j).

(c) Respect and not interfere with the rights of others who wish to participate in patriotic exercises.

(d) Respect the customs and flags of all nations.

3. RELIGIOUS EXPRESSION

a. Students shall:

(1) Ensure that they do not violate the rights of other students when exercising their own religious expression under Amendment I of Reference (h).

(2) Show proper respect for the religious or nonreligious beliefs of other individuals.

b. School employees shall ensure that:

(2) School-sponsored courses, activities, or events neither encourage nor discourage religion or religious practice.

(3) Students are not coerced to participate in student-initiated religious activities.

c. Students may:

(1) Engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion.

(2) Observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, so long as the practice does not violate the standards prescribed in Enclosure 4 of this Administrative Instruction.

(3) Express their beliefs about religion in the form of homework, artwork, presentations, and other written and oral assignments, free from discrimination by school faculty or other students based on the religious content of their submissions. Such assignments and submissions shall be assessed by curricular standards or other relevant instructional criteria. This expression is subject to the standards in Enclosure 4.

4. SEARCH AND SEIZURE

a. General / Non-individualized Searches

(1) Principals may conduct a general search of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis.

(2) The search shall be conducted by the principal in the presence of another school employee, who will serve as a witness. When practicable, teachers will not be used to perform search functions.

(3) The school affords students and parents adequate prior notice of its general search policy, by alerting students and parents of the search policy each school year. This is done by issuing a memorandum, by publishing and distributing a student handbook containing the notice, or by publishing such a notice on the school website.

(4) General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband.

b. Individualized / Reasonable Suspicion / Targeted Searches. Principals may conduct a targeted search of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or

other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Prohibited items include illegal drugs, weapons, or other items that are evidence of misconduct (as defined in DoDEA Regulation 2051.1 (Reference (j))) in violation of federal, state, or local law, or DoD (or any military installation thereof), or DoDEA policy, rule, or regulation. Such items shall be confiscated.

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

(2) A targeted search of the student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non public area, conducted by a school official of the same sex as the student being searched, and witnessed by one additional school employee of the same sex as the student. When practicable, teachers will not be used to perform search functions.

(3) Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances. The principal, or designee, shall advise the student and parent of the circumstances justifying the search and seizure.

(4) Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

c. Surveillance

(1) Schools may use video surveillance in public locations of school property to monitor school grounds and on school-provided transportation.

(2) Principals or designees shall post in a visible place, notification regarding the presence of surveillance equipment and that students may be disciplined based on evidence gathered through surveillance equipment.

d. Seizure

(1) Illegal drugs, weapons, or other items prohibited by or constituting evidence of misconduct under Reference (j), that belong to or are found in the possession of any student and are found during a general or targeted search, shall be confiscated (seized). Appropriate discipline will be imposed for possession of the seized evidence in accordance with Reference (i).

(2) Unless possession of confiscated items is illegal or dangerous, the confiscated items shall be returned to the rightful student-owner or to the student-owner's parent as soon as is practicable and safe, or otherwise, a receipt for its retention shall be issued until such time as it may be returned.

(3) The confiscation of items shall not be considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of a disciplinary action.

5. STUDENT COMPLAINTS

a. A student with a complaint about misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, may report the complaint to any school employee with whom they feel comfortable making such a report (e.g., teacher, counselor, psychologist, coach, administrator).

(1) Students may personally, or through a representative, file a written complaint for a violation of this Administrative Instruction or of discrimination or harassment based on race, sex, color, national origin, religion, age, sexual orientation, status as a parent, or disability, or retaliation.

(2) Any school employee who receives a complaint by a student or parent that involves misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, shall promptly notify the principal or designee and assist as necessary in the investigation of the complaint.

b. Principals or designees shall:

(1) Establish and publicize procedures by which a student who alleges a complaint can report such incidents.

(2) Promptly report a complaint involving an allegation of child abuse to the local Family Advocacy Program in accordance with Reference (k).

(3) Investigate and attempt to resolve complaints, when not inconsistent with b. (2), above.

(4) Ensure confidentiality to the maximum extent possible about the complaint, any resulting investigation, resolution, and any other information pertaining to the complaint.

(5) Follow proper protocol if the nature of a complaint requires communication of the complaint information to other officials.

Appendix 5. VOLUNTEER REGISTRATION INFORMATION

All volunteers must register with VMIS. Also, a DD Form 2793 is required for statutory volunteer positions, such as field trip chaperones. The form may be obtained at the school office.

How to register with VMIS:

Please note that you must have an e-mail address to register.

- Go to www.MyArmyOneSource.com.
- Click on the Become a Volunteer tab in the upper right corner.
- Click on Online Opportunity Locator.
- Use the drop down box & select the Military Community, Fort Bragg (located under Southeast Region).
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page.

- Click on the Register for this Site link on the right.
- Click here to Register Now, and complete the registration information.
- Click continue.
- Verify information and click Register at the bottom right hand corner.
- Screen will show “Registration Complete” and “Thank You for Registering”. You have been pre-approved and logged into the site.
- Click continue (returns you to homepage).

An email will go to our Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may begin to log your hours.

How to log your hours on VMIS:

If you have never logged hours...

- Go to www.MyArmyOneSource.com and log in.
- Place cursor over Family Programs & Services.
- Scroll down to Volunteering.
- Select Volunteer Tools from side menu.
- Click on Service History.
- Click on the Hours button (highlighted in blue) next to your position.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

If you have previously logged hours....

- Log on to www.MyArmyOneSource.com.
- Click on Log In at the top of the page.
- Click on My AOS Page (upper right corner)
- Scroll down to Volunteer Center and you will see AVC Volunteer.
- Click on Service History.
- Click on the Hours button (highlighted in blue) to the right of the position you want to log hours for.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

Updating your profile

Go to www.MyArmyOneSource.com. Click on Update Profile, then Edit Profile. Click on SAVE when done.

Appendix 6. CHILD ABUSE

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

The regulation (2050.9) defines child abuse/neglect as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
 - For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
- A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program* (FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or installations may have additional reporting requirements, processes, or procedures. These additional responsibilities **do not** however, relieve a DDESS employee from their duty to report suspected abuse to their appropriate school administrator and their FAP.