

IRWIN INTERMEDIATE SCHOOL

P.O. Box 70089

Fort Bragg, North Carolina 28307

Phone (910) 907-0206 Fax (910) 907-1247

www.am.dodea.edu/bragg/irwin

STUDENT HANDBOOK

2012-2013



Principal: Charles Council
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Assistant Principal: Linda Shriner
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Charles Council
 Principal

August 20, 2010

Linda Shriner
 Assistant Principal

Welcome to Irwin Intermediate School. On behalf of our entire staff, I would like to say that we all look forward to working with you and your family this year. This year we plan to take the motto of “Mustang Pride” to a higher level and I know if we work diligently together as a team, we can certainly achieve this goal. As always, we will provide a strong, positive atmosphere that is conducive for learning. We are also proud of the caring and nurturing school culture found in our school that blends well to ensure that we also have a safe and secure environment. It is our hope and expectation that every parent will be an involved participant in the learning process for all of our students. We are committed in our efforts to provide a positive learning environment in which all of our students can experience success.

This year, will be unlike previous years at Irwin in that we moved into a brand new facility, and it is one that we can all be proud of. We will also experience change in that we will now welcome second graders to our school and we look forward to working with all of those families. We welcome the students who previously attended Murray PS and McNair ES; we will all be part of the Mustang family. Not only are we welcoming new students to our school, but we are blending into one staff several staff members of the staffs of those schools as well. I am in the unique position to know all of the teachers who will be a part of the new Irwin staff as I have been the principal at one time in all three of those schools. I can tell you without hesitation or reservation, this new staff is a wonderful staff and one that any principal would be proud to serve with, as am I.

Our staff is committed to utilizing any tools available to us to support our students and families. We, as educators, and you, as parents, owe it to the children the best academic experience possible. I will tell you that one stumbling block that we face chronically is in the area of attendance. We have far too many students who are absent on a regular basis, or arrive to school far too often. We understand the need to miss school occasionally and know that we all run late from time to time. That being said; please know in advance that we plan to and will aggressively uphold the Fort Bragg Schools attendance policy. We will use any means necessary to ensure our students are in school on a regular basis. There is no argument against the fact that students who are habitually absent, or late, suffer academically. Please know that I understand that there may well be special circumstances and I am more than happy to deal with those circumstances personally.

I believe in open lines of communication and I fully embrace an open door policy. If there is a reason that would prevent you from coming in for a conference, I am certainly more than willing to talk with you by telephone or to correspond with you via email. If you have a question, please ask and do it sooner, rather than later; we cannot afford to wait, or ponder; we have to work together to ensure success for your child.

We set high goals for academic achievement and good behavior at Irwin Intermediate School. We expect students to give their best at all times and to exhibit good behavior at school. We know that you will support us as we seek to meet these goals. As said previously, we will do everything we can to support you and your child. Please be sure to read the entire handbook and that you are familiar with all expectations within the handbook.

Charles Council
 Principal

DODEA MISSION STATEMENT

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

IRWIN VISION STATEMENT

Opening Minds to Lifelong Learning

INSTRUCTIONAL FOCUS **CONTINUOUS SCHOOL IMPROVEMENT GOALS**

Our instructional focus at Irwin is Reading and Math. A minimum of 120 minutes of Literacy instruction and 60 minutes of Math instruction are provided daily.

Goal 1: All students will improve their vocabulary skills by utilizing word-learning strategic and fostering word consciousness.

Goal 2: All students will increase their problem-solving skills, utilizing selected strategies to understand a problem, create and carry out a plan of action and evaluate the response.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY **COMMUNITY STRATEGIC PLAN**

Goal 1: Highest Student Achievement All students will meet or exceed changing standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

Goal 2: Performance-Driven, Efficient Management Systems DoDEA will use a Performance driven management system that operates in a timely, efficient and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Goal 3: Motivated, High Performing, Diverse Workforce The DoDEA workforce will be motivated, diverse and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4: Network of Partnerships Promoting Achievement Every level of DoDEA will develop, promote and maintain a network of partnerships to enhance optimum student achievement.

Success for All Students
Trust and Respect for Others
Uncompromising Advocacy for Students
Development of Lifelong Learners
Equal Access to Quality, Rigorous Education
New and Motivation Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment

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 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. In 2004, Irwin Middle School became Irwin Intermediate School. Irwin Intermediate School served 657 students. In 2011, Irwin Intermediate School transitioned from a 5 – 6 grade school to a Grade 3 – 5 school. Irwin moved to the new building located at the corner of Rhine and Normandy Roads in June 2012. The “new” Irwin is Grades 2 – 5.

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 eight 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-8th) 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 will require documentation from a physician.

IMPORTANT EXCERPTS FROM THE DoDEA ATTENDANCE POLICY

1. Request for extended absences MUST be approved by administration. Please do not send an email to the teacher requesting extended absences. They can't approve this type of request.
2. When a student is absent, a note from the parent is needed to mark the absence "excused". It is important to note that the principal has the final authority to identify absences as excused from school and can institute a Student Educational Monitoring Plan be completed during the absences when appropriate.
3. Unexcused absences and tardies will result in a disciplinary action (i.e. lunch detention, after-school detention, in-school detention).
4. After 5 cumulative absences (excused or unexcused) in a semester, a letter will be sent home by the teacher about the absences and a copy sent to the administrators.
5. After 7 cumulative absences (excused or unexcused) in a semester, an SST meeting will be convened to review the student's academic, social and emotional progress and develop or revise an intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
6. **Students identified as "at risk" of not fulfilling the grade or course standards, will be monitored throughout the year and an SST meeting will be convened as necessary to consider the student's unique circumstances and determine what additional support is needed, such as:**

Meeting with the parent or sponsor
Command assistance
Participation in make-up classes
Participation in summer school courses
Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST

Our expectation is that children attend school on a regular basis. We do understand that children can have a prolonged illness or be hospitalized for a period of time. In these case, we will work with the family to meet the needs of the child.

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, pre-registered contacts, 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. **WE HAVE A 100% ID CHECK POLICY.**

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.

- **STUDENTS WILL NOT BE CHECKED OUT FROM THE OFFICE AFTER 2:15 P.M. EXCEPT IN CASES OF EMERGENCY**
- No students will be called to the office to wait for parents to arrive for pickup.
- For reasons of safety and child welfare, no student will be allowed to walk or ride a bicycle home during school hours.
- PLEASE KEEP REQUESTS TO GIVE YOUR CHILD A MESSAGE TO A MINIMUM. It disrupts the learning when a secretary has to call and interrupt the class. All transportation changes should be made with your child the evening before when at all possible. We understand emergencies do occur and it is not within your control to make arrangements the night before.

SCHOOL HOURS

ENTRY – BREAKFAST	7:45 a.m.	For Breakfast Students Only
STUDENTS ENTER BUILDING	8:05 a.m.	Students are released from buses and car drop-off to enter classrooms.
TARDY BELL	8:20 a.m.	Parents are required to sign their child in after this time.
DISMISSAL	2:50 p.m.	Monday, Tuesday, Thursday and Friday
***DISMISSAL Wednesday	2:00 p.m.	
AFTER SCHOOL ACTIVITIES DISMISSED	3:50 p.m.	
BAEZ ACTIVITIES BUS TIMES	2:50 p.m. and 3:50 p.m.	Baez Childcare will not pick up students serving 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. **The reason for the tardy must be written on the sign-in log in the appropriate column.** 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.

After **2 unexcused tardies**, students will serve lunch detention
 After **3 unexcused tardies**, a parent conference will be arranged.

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 6, 2012

February 5, 2013

April 17, 2013

June 21, 2013

Parent/Teacher Conferences will be held on November 9, 2012 and April 26, 2013. 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

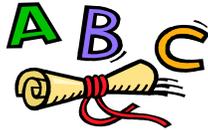
An Awards Ceremony will be held after each grading period to recognize students' academic accomplishments and special achievements.

HONOR ROLL

There are two categories of Academic Honor Lists:

- 4th & 5th Grades: "A" HONOR ROLL: All A's in core subjects
"A/B" HONOR ROLL: All A's and /or B's in core subjects
- 2nd & 3rd Grade: Will have an Awards Assembly to recognize their achievements in other categories.

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 12 DDESS schools on Fort Bragg and Pope Army Airfield. 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 TerraNova, 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 student's 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 8:20 a.m. until 2:50 p.m.

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

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 of equal value. Books will only be accepted if they meet the following criteria: Appropriate for 2nd through 5th grade students, in excellent condition, and similar in price to the one that was lost or damaged. Cash cannot be accepted for lost or damaged books.

MUSIC

Two objectives for our music program 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

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

<http://www.dodea.edu/regs/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, lunch 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 use 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:

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

6. Discipline for Bus Safety Violations include:

- Warning / Call to Parents
- Lunch Detention / Call to parents
- 2 Day Bus Suspension
- 4 Day Bus Suspension
- Automatic 3 Day Bus Suspension for fighting

ENROLLMENT / WITHDRAWAL INFORMATION

Parents may go to the website:

- Fort Bragg Schools (www.am.dodea.edu/bragg)
- Click on “Information for Parents”
- Click on “Registration Information”
- You will find two prompts: DoDEA Student Re-Registration Forms (PDF Docs) and The DoDEA Online Student Registration site.

In addition to the 8 forms found on this website, other documentation needed is:

- Students must live on Fort Bragg, Pope Army Airfield, 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 **OR** a Housing Lease Agreement (This must be updated yearly.)
- Custody papers or child’s military ID if the sponsor is not the natural parent
- Birth certificate
- Immunization Records
- Most recent Report Card
- Copy of sponsor’s orders within 36 months or sponsor’s military ID
- Special Program Information if available (Gifted Education, Special Education, etc.)

*******There is a mandatory immunization policy for pupils attending DoD Dependents’**

Schools. *A child will have 30 days from the 1st day of enrollment to show proof of the following immunizations:*

1. DTap (4 doses);
2. Tdap (1 dose);
3. Polio (3 doses);
4. Hib (1-4 doses);
5. Hep B (3 doses);
6. MMR (2 doses);
7. Varicella (2 doses);
8. Hep A (2 doses);
9. Meningococcal (1 dose)

Immunizations #1 and 9 are highly recommended after age 11 but are not required until age 13.

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. Parent notifies the Registrar 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 Registrar.
3. If applicable, grades requested from teachers for report card.
4. Last day in attendance, student receives transfer form from Registrar. (Clearance includes Information Center, Cafeteria Clerk, Homeroom Teacher, and School Support Assistant).
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 expected 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. We have a 100% ID check policy. Your picture ID will be taken and a "Visitor's" Badge will be issued while you are in the building and on the grounds. 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, if possible 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.

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 whole school. Past fund-raisers have included school pictures and book fairs. 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.

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.

CONTINUOUS 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.

CONTINUOUS SCHOOL IMPROVEMENT TEAM

The Continuous School Improvement Team (CSI) 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 the school improvement process and many instructional and extracurricular activities.

Volunteer services to the school include:

- Assist in the Information Center
- Work at special events
- Share special talents
- Correct papers, etc. for teachers (no grading)
- Work with individual students or skill groups
- Participate as a member of the Continuous School Improvement Team
- Participate in PTO activities and events

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 parents have 30 days after the enrollment of the child to present the immunization records to the school nurse.

1. DTap (4 doses);
2. Tdap (1 dose);
3. Polio (3 doses);
4. Hib (1-4 doses);
5. Hep B (3 doses);
6. MMR (2 doses);
7. Varicella (2 doses);
8. Hep A (2 doses);
9. Meningococcal (1 dose)

Immunizations #1 and 9 are highly recommended after age 11 but not required until age 13.

The school nurse or an administrator in the nurse's office must administer all medications, which are required during the school day. Medication cannot 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.

STUDENT INFORMATION

AFTER-SCHOOL CLUBS AND ACTIVITIES

Clubs may change from year to year. Other clubs that have been established in the past are Yearbook, Homework, After School Book Club, ESL Club, Science and History Clubs). More information will be forthcoming about the SY2012 - 2013 available clubs and activities. Your child will receive information and permission letters will be sent home for you to sign.

LOST AND FOUND

A "Lost and Found" storage bin is located in the lobby area of the school. Students should check the Lost & Found whenever an article of clothing is lost. Valuable items, such as watches, jewelry and money will be kept in the main office. Students should not bring valuables to school. Because of the volume of items that are accumulated in the Lost and Found, unclaimed clothing will be removed monthly and will be donated to charity.



LUNCH & BREAKFAST PROGRAM

- Due to the limited time allowed for lunch, students are required to remain at school. The student may either eat a school lunch or bring a lunch from home. To assist you in determining which choice is best for you, a monthly menu is posted in classrooms, placed as a link on our web site and also published in the military and city newspapers.
- Complete lunches must also be purchased. Any additional items must be paid for at the time of purchase. Students may not purchase additional ala carte items from their accounts unless a written authorization to do so is signed by the parent and on file in the Food Services Office.
- Hot breakfast and lunch programs are provided in the school cafeteria. Students not eating breakfast are not allowed in the cafeteria. In accordance with federal regulations, a complete breakfast must be purchased. Students may not go into the cafeteria and just get milk or any other item ala carte in the mornings.
- **Breakfast and lunch prices are as follows:**
 - **Breakfast - \$1.00 for all grades**
 - **Lunch - \$2.25 for all grades**
 - **Reduced meal prices are \$0.30 for breakfast and \$0.40 for lunch.**

Parents will be provided eligibility information for the free and reduced breakfast and lunch program. Students may prepay for their lunch and breakfast meals in advance. Weekly, bi-weekly or monthly payments will be acceptable. Students who forget money will be allowed to get a charge slip for one day. After one charge, if a student does not have money for breakfast or lunch, the cafeteria collection clerk will contact the child's parent or guardian to provide the money. Should parents or guardians consistently fail to provide a breakfast, lunch or money to cover the purchase of meals; follow-up actions will be taken to include contacting the sponsor's commander. The cost of breakfast is \$1.00 and lunch is \$2.25. It is helpful when students have the correct change. Students will have a choice between two entrees daily.

*******Students may not bring sodas to drink with their lunches. Fast food lunches may not be brought into the cafeteria in original packaging. DoDEA guidelines require that food from outside vendors, i.e. McDonalds, Pizza Hut, etc. must be rewrapped before entering the cafeteria.**

CAFETERIA RULES

Take everything you need as you go through the line
Use and take care of the utensils properly
Eat only the food on your tray
Eat first, then talk quietly to the people sitting next to you
Clean up your own spills and trash
Lunch should be eaten before dessert or ice cream
Glass containers are not permitted

*****Parents are welcome to eat lunch with their children, but seating is limited.

BIRTHDAYS

With teacher permission special treats to celebrate a student's birthday are permitted. An individual treat must be provided for each student. The treat must be store purchased per DoDEA guidelines. Before bringing the treats in the school, check with the teacher to see if any student in the class has a specific allergy. These treats are not allowed in the cafeteria.



PROHIBITED ITEMS

Please assist us by assuring that the following items are **NOT** brought to school

- Cell Phones (If a school staff member sees or hears the phone, we will take the phone.
 - A parent will have to pick up the phone in the main office.
- Valuable items**
- Large sums of money
- Hand-held Electronic Games
- Any device that plays music
- Electronic devices
- Toys
- Knives (real or toy)
- Guns (any variety real or toy)
- Caps
- Razor blades
- Skate boards
- Scooters
- Roller Blades
- Darts
- Cards
- Gum – Candy
- Any item for resale
- Animals
- Makeup

**** 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.**

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.

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 parents have 30 days after the enrollment of the child to present the immunization records to the school nurse.

1. DTap (4 doses);
2. Tdap (1 dose);
3. Polio (3 doses);
4. Hib (1-4 doses);
5. Hep B (3 doses);
6. MMR (2 doses);
7. Varicella (2 doses);
8. Hep A (2 doses);
9. Meningococcal (1 dose)

Immunizations #1 and 9 are highly recommended after age 11 but not required until age 13.

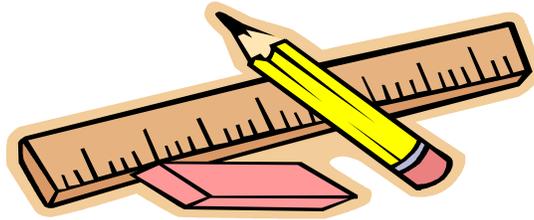
The school nurse or an administrator in the nurse's office must administer all medications, which are required during the school day. Medication cannot be transported daily by students to/from school. The medication must be brought to school by the parent/guardian of the student in the correct medicine 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 SUPPLIES



2ND Grade

- BackPack – No Wheels
- 1 pair Fiskars Child Scissors
- 1 Pink Pearl brand eraser
- 1 box of 24 Crayola Crayons
- 1 pack of Crayola Washable Markers (thin or thick)
- 2 or more Highlighters
- 1 pack of #2 Pencils
- 1 box Facial Tissue
- 1 bottle Elmer's Glue
- 3 Glue Sticks
- 2 Composition Books (no spiral notebooks)
- 1 Pack Wet Wipes (alcohol free)
- 1 Pencil Box
- 1 box each: Plastic Zip storage bags (Quart & Gallon)

3RD GRADE

- Backpack – No Wheels
- 1 pair Fiskars pointed tip Scissors
- 1 pack Crayons (no larger than 24 count)
- 2 packs of #2 Pencils
- 1 box Facial Tissues
- 1 pack Loose Leaf Filler Paper (Wide Rule)
- 2 Composition Notebooks (hardback cover)
- 1 pack of Wet Wipes (alcohol free)
- 3 Glue Sticks

4th GRADE

- Backpack – No Wheels
- 2 large Pink Pearl Erasers
- 1 pack # 2 Pencils (24 count)
- Choose 1 or 2:
 - 8 count Markers
 - 24 count Crayons
 - 12 count Colored Pencils
- Vinyl or Nylon Pencil Pouch (no boxes)
- 1 box Facial Tissue
- 2 pack Loose Leaf Filler Paper (wide rule)
- 2 Composition Notebooks (hardback cover)
- 1 Glue Stick

5th GRADE

- Backpack – No Wheels
- 6 Folders w/ prongs & pockets
- 4 packs of Loose Leaf Paper (wide ruled)
- 2 packs Graph Paper
- 4 Black/White Composition Notebooks
- 2 Spiral Notebooks
- 1 box of 10 # 2 Pencils
- 1 pack of 24 Colored Pencils
- 1 Ruler (should have inch/metric measurements, non-flexible)
- 1 Glue Stick
- 1 Dry Erase Marker (low odor)
- 1 Dry Erase Tissue
- 2 Highlighters
- 1 Zipper Pencil Bag (no boxes)
- 3 x 5 rules Index Cards

SOME TEACHERS MAY REQUIRE ADDITIONAL ITEMS

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 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. **Automatic bus suspension will result from fighting on the bus.**

BUS RULES

Obey the bus driver at ALL times.
Always ride your assigned bus.
Always get off and on the bus at your assigned bus stop.
Use a quiet voice.
Stay in your assigned seat.
Be kind to other bus riders.
Keep the bus clean and free from damage.
Stay away from the emergency door,
fire extinguisher and first aid kit.
Behave in a manner that is safe at all times.

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 clothing that follows the Fort Bragg Schools Dress Standards. For a complete description of the policy, please refer to the page in this handbook that references Dress Standards.

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 entrance to the school off of Rhine Road will lead you directly to 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.



SIGNING STUDENTS OUT OF SCHOOL

When you need to sign a child out of school during school hours, please park **ONLY** in the designated parking lot and come to the school office where you will sign your child out.

Students must be signed out by 2:15 on a regular school day and on Wednesday you must sign your child out NLT 1:30 p.m. Please be prepared to show identification. The front office will call your child to the office when you arrive. Children are not permitted to leave the school grounds during school hours unless a parent has signed them out in the office. If children are to be picked up from school by someone other than a parent or guardian, the school **MUST** be provided with written permission in advance. For safety reasons, no student will be allowed to walk home early without adult supervision. For safety reasons, no change in transportation arrangements may be made by phone.

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, or sunglasses are not to be worn in the building.
- Clothing which exposes the midriff is not to be worn in school.
- No “spaghetti straps” or Tank Tops.
- 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.
- 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.
- For safety , it is recommended that all students wear play shoes with rubber soles everyday for PE classes as well as recess. .
- 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 inappropriate advertisements for any group or organization..
- Bandanas, large loose jackets, chains and large belt buckles 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. If students find that they are cold inside the building, they should wear a sweatshirt or sweater per the Dress Standards policy.
- We expect student’s hair to remain its natural color.

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. Parents will be contacted if children are inappropriately dressed to bring a change of clothes to school. If clothes are not brought the student will stay in “in-school detention”.**

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!**

