

# **LOCAL ACTION PLAN**

**EASING THE TRANSITION FOR MILITARY STUDENTS**



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**To emphasize strategies  
to be implemented  
in order to address  
the issue of transitioning  
military connected  
children.**



## **FORT BRAGG**

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Mack, Glenda      Youth Education  
Support Services  
Director  
Grimes, Emily      School Liaison  
C.                      Officer

## **HOKE COUNTY SCHOOLS**

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Stricklan, Allan  
Miller, Tina  
Owens, Peggy  
Posey, Kristin  
Henderson, Ann  
Fahrenbruck, Phyllis  
Hollingsworth, Jeremy  
Smith, Mark  
Queen, Sam

Superintendent  
Asst. Superintendent  
Director of Student Services  
Director of Federal Programs  
Director of Exceptional Children  
NC Wise Coordinator  
NC Wise Coordinator  
Public Information  
Officer

## **PARENTS**

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## **FORT BRAGG**

## **HOKE COUNTY SCHOOLS**

## **PARENTS**

McNeill, Miriam  
Marston, George  
Caulder, Tonya  
Ellis, Cynthia  
Mosley, Lorraine  
Friedrich, Krista  
Lippard, Faye  
Grimm, Kay  
Gray, Monica

Principal  
Principal  
Principal  
Principal  
Assistant Principal  
Social Worker  
School Counselor  
School Counselor  
School Counselor



- 1. Improve the timely transfer of student records.**
- 2. Develop systems to ease student transition.**
- 3. Promote practices which foster access to extracurricular programs.**
- 4. Establish procedures to lessen the adverse impact of moves.**
- 5. Communicate variations in the school calendars and schedules.**

- Pg. 6. Creating and implementing professional development systems. Pg.**
- Pg. 7. Continue strong, child-centered partnerships between the installation and the supporting school. Pg.**
- Pg. 8. Provide information concerning graduation requirements. Pg.**
- Pg. 9. Provide specialized services for transitioning students when applying to and finding funding for post-secondary education. Pg.**



# ISSUE one

*Improve the timely transfer of student records.*





**Issue #1:** Improve the timely transfer of student records.

**Scope:** Ensure military children are accurately placed in the appropriate grade/class.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Implement in/out processing.	School Liaison Officer	Ongoing	1.1 Brief soldiers during in/out processing.	SLOs continue to brief.
			1.2 Remind soldiers of the requirement to out process through the SLO office.	SLOs sign off on the Installation Clearance Form.
			1.3 Remind soldiers of the requirement to out process through the SLO office.	Checklist is available. Protocol is followed.
			1.4 Develop in/out processing checklist and protocol.	Checklists are replenished.
2. Encourage transferring students to hand carry school records (copy of report cards, birth certificate, immunization records). If child is receiving	SLO School Counselors Principals	Ongoing	2.1 Educate parents on their responsibility to request when transferring important documentation and to notify the school early when a move is scheduled.	SLO and counselors continue to brief parents. Advanced planning simplifies registration process.

Improve the timely transfer of student records.

**ISSUE #1:**

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services on an IEP, this document should also be included.

504  
AIG  
ESL

- 2.2 Provide students with a transcript, report card and withdrawal sheet when permanent change of station is occurring.
- 2.3 Provide students and parents with counsel regarding accumulation of credits towards graduation and the variances of graduation requirements upon transfer to other school systems.
- 2.4 Provide parents with the knowledge to research graduation requirements in other states as soon as they know a permanent change of station will be occurring; the sooner the better. Encourage parents to use the Internet to check information about the school district and state requirements regarding graduation as soon as they know a move is coming.

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3. Identify translators to assist with foreign records and placements.	SLOs	As needed	3.1 Utilize Armyonesource.com to assist with translations.
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4.	Encourage the acceptance of standardized test scores	SLOs	As needed	4.1	Arrange for transfer students to take computer skills test.  Refer to MCEC Assessment Resource Center	
5	Withdrawal form created by NC Wise manager to expedite info such as, attendance, special programs, registration and grades.	NCWise Manager NCWise Coordinator	As needed	5.1	Transfer/withdrawal Form Registration	Fax is received from new school to verify information received.

# ISSUE <sup>two</sup>

*Develop systems to ease student transition.*





**Issue #2:** Develop systems to ease student transition.

**Scope:** Transitioning students have additional emotional needs due to the transition.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Implement programs to assist students with transitions	SLO	Jan 05	1.1 Promote the Youth Sponsorship Program	ongoing
			1.2 Recommend training pertaining to military child in transition at Ft. Bragg.	
			1.3 Develop "Survival kit" to each new military family. Kit contains local, state and Ft. Bragg information.	
			1.4 Promote the "buddy" system to help all new students.	
			1.5 Counsel students as needed.	
			1.6 Offer support groups for military students.	

Develop systems to ease student transition.

**ISSUE #2:**

				Survey mobile parents to determine transition needs.		
2.	Utilize School Liaison Website for school related issues and communication purposes.	SLO		2.1	Publicize and ensure website remains current.	Brief website to incoming/outgoing personnel. Keep SITES updated. Maintain an updated website.
				2.2	Encourage use of <a href="http://www.militarystudent.org">www.militarystudent.org</a> and <a href="http://www.militarychild.org">www.militarychild.org</a> Website	Refer to website frequently
				2.3	Link SLO website to Hoke County Schools website.	
3.	Offer information sessions.	SLO	Jan 05	3.1	Offer at least one parent workshop	At least one annually. Attend PTSA meetings in at least one Hoke County school that has a large military population.
		Principal School Staff		3.2	Offer Pre-K Parent meeting and home visits as required.	Semi-Annually
				3.3	Host Title I Parent Nights	Semi-Annually
				3.4	Host Parent University	Semi-Annually
4.	Welcome all students and offer a tour of the school.	School staff School counselor NC Wise	As Needed	4.1	Familiarize student and parent of school layout	Ongoing
		Managers Administrators School staff	As Needed	4.2	Issue “survival kits.”	Ongoing



# ISSUE three

***Promote practices which foster access to extracurricular programs.***





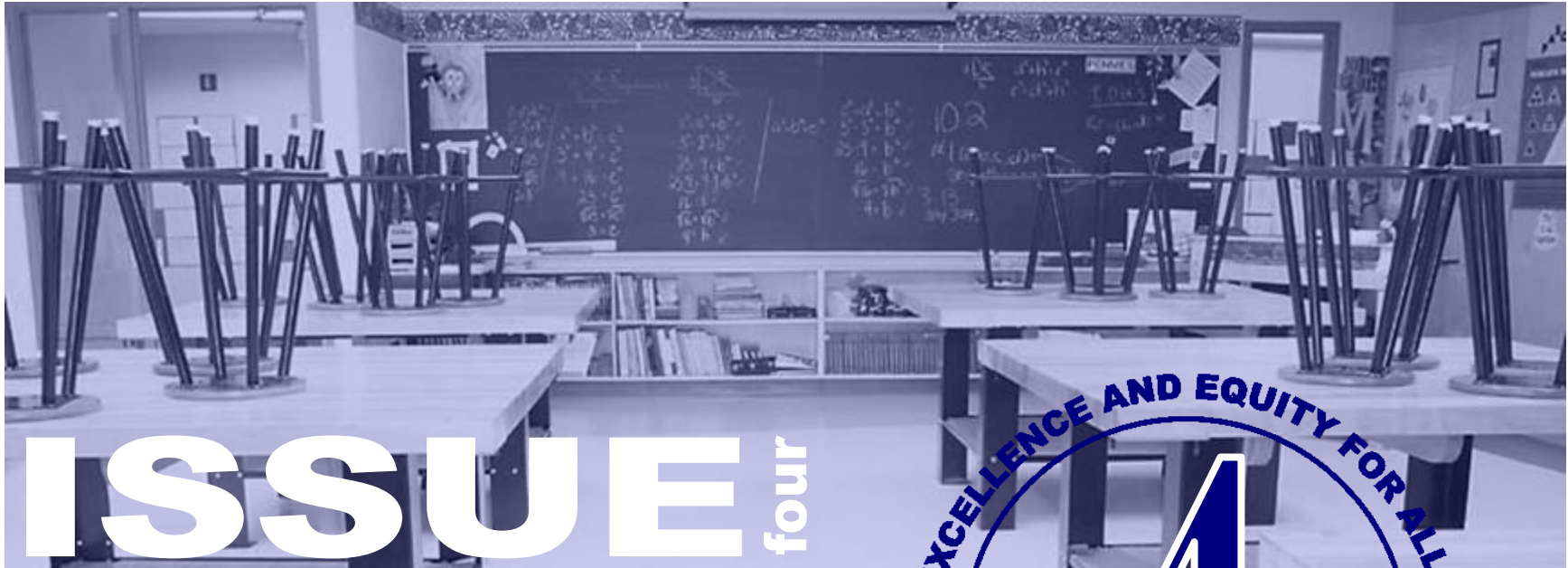
**Issue #3:** Promote practices which foster access to extracurricular programs.

**Scope:** Ensure transitioning youth opportunities for participation in extracurricular programs.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Publicize Hoke County Schools start dates	SLO	May of each year	1.1 Link Hoke County schools website to SLO website and to SITES.	Update annually.
			1.2 Prepare flyer with “The first day of school” dates for surrounding counties.	Update annually.
2. Utilize internet and school websites ( <a href="http://www.hcs.k12.nc.us">www.hcs.k12.nc.us</a> ) to publicize tryout dates, seasons, etc	SLO	May of each year	2.1 Coordinate with Athletic directors to ensure dates are listed on the schools’ website.	

Promote practices which foster access to extracurricular programs.

**ISSUE #3:**



# ISSUE four

***Establish procedures to lessen the adverse impact of moves.***





**Issue #4:** Establish procedures to lessen the adverse impact of moves.

**Scope:** Improve the quality of life and continuity of the student's education.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Inform parents of Schools schedule.	SLO	May 05	1.1 Develop listing of schedule types for all High schools in the surrounding area.	Place schedules on SLO website. Update as changes occur.
			1.2 Provide information to realtors.	
2. Use DPI websites to inform of NC graduation requirements	SLO	May 05	2.1 Link DPI website to SLO website and to SITES.	Maintain current website.
3. Publicize the Stabilization Act	SLO	ONGOING	3.1 Brief incoming and outgoing soldiers.	ongoing
			Brief at new teacher orientation.	
			Brief at Military Appreciation Day	
4. Implement programs to assist students with transitions.	SLO	ONGOING	4.1 Promote Youth Sponsorship Program	ongoing

**ISSUE #4:** Establish procedures to lessen the adverse impact of moves.

5. Inform parents of the Secondary Education Transition Study (SETS)	SLO	As needed	<p>5.1 Ensure middle and high school principals and guidance counselors have ample supply of the Secondary Education Transition Study (SETS) Parent Guidebook.</p> <p>5.2 Brief at town hall meetings or community meetings.</p> <p>Provide to ACS satellite office at Heritage Village.</p>
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# ISSUE five

***Communicate variations in the school calendars and schedules.***





**Issue #5:** Communicate variations in the school calendars and schedules.

**Scope:** Placement in a school best fitting the student's previous academic schedules.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Advertise school calendars on web, at in/out processing, at SLO office, at Welcome center reception station.	SLO	May 05	1.1 Post school start dates and graduation date on websites.	Maintain current website and provide updates at briefings.
2. Publicize in local media throughout the community.	SLO	May 05	2.1 Coordinate with Public Affairs Office (PAO).  Coordinate with local newspaper	Ongoing

Communicate variations in the school calendars and schedules.

**ISSUE #5:**



# ISSUE six

***Create and implement professional development systems.***





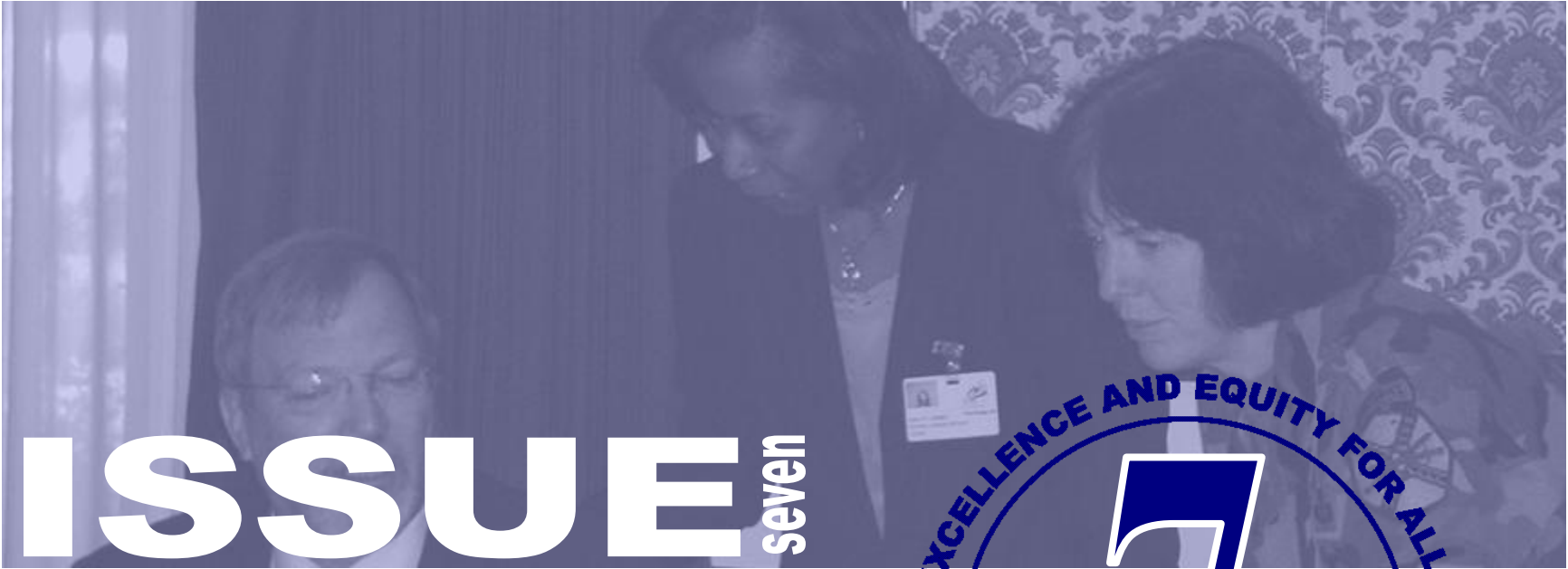
**Issue #6:** Creating and implementing professional development systems.

**Scope:** Prepare and educate School Liaison Officers and school staff on the developments to improve student transition.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Funding permitting, attend national Military Child Education Coalition (MCEC) conference	SLO	SUMMER	1.1 Educate school personnel on MCEC website and encourage attendance at MCECs Transition Counselor Institute (TCI)	
2. Enhance partnership between Installation and Hoke County Schools.	SLO	Ongoing	2.1 Participate in quarterly Military Child Task Force meetings.	Attend quarterly sessions
			2.2 Participate in School Improvement Team meetings at Hoke High.	As scheduled
			2.3 Assist in the coordination of Military Appreciation event.	Annually

**ISSUE #6:** Creating and implementing professional development systems.

3. Offer training and resources to assist local educators in understanding military lifestyle and culture.	SLO	Spring	3.1 Reserve spaces for Hoke County educators in Army Family Team Building training.	Annually
	School Staff		3.2 SLO provide training to new personnel.	
			3.3 Attend workshops provided by Ft. Bragg.	



# ISSUE seven

***Continue strong, child-centered partnerships between the installation and the supporting school.***





**Issue #7:** Continue strong, child-centered partnerships between the installation and the supporting school.

**Scope:** To develop joint programs designed to improve the quality of life for children/students.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Encourage continued partnerships throughout the year.	SLO Superintendent/ Designee		1.1 Attend joint Military Child Task Force meetings.	Annually
			1.2 Provide Army Family Team Building training to local educators.	Brief regularly.
			1.3 Encourage parents to play an active role in the schools. (e.g., serve as judges for senior projects and as test proctors ).	
			1.4 Widely publicize Master Policy 115: support for Parent/Teacher conferences as the soldiers place of duty.	Take master policy to all schools.
			1.5 Superintendent or designee attends bi-annual Garrison Commanders Educators	

Continue strong, child-centered partnerships between the installation and the supporting school.

**ISSUE #7:**

Meeting.

- 1.6 Encourage partnerships between schools and military units as mission permits.
- 1.7 Communicate with Public Affairs Officer when schools request unit support.



***Provide information concerning graduation requirements.***





**Issue #8:** Provide information concerning graduation requirements.

**Scope:** Educate students and parents on the courses required for graduation.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Publicize graduation requirements	SLO PRO	ongoing	1.1 Publicize on the school and SLO websites. Link websites.	Continue to publicize and update annually.
2. Provide information on scholarships.	SLO	Ongoing	2.1 Advertise scholarships through newsletters, bulletin board postings, SIT meetings, websites and community outreach.	Include Hoke County Schools director of student services and Hoke County High School lead counselor on postsecondary database.
			2.2 Offer graduation requirements.	Number of pre-registered students.
			2.3 Send letters to parents	

Provide information concerning graduation requirements.

**ISSUE #8:**

# ISSUE nine

***Provide specialized services for transitioning students when applying to and finding funding for post-secondary education.***





**Issue #9:** Provide specialized services for transitioning students when applying to and finding funding for post-secondary education.

**Scope:** Ease the transition from school to college or work by providing fairs and scholarship information.

RECOMMENDED STRATEGIES	PERSON RESPONSIBLE	TIMELINE OF ACTION	DESCRIPTION OF STRATEGY	ASSESSMENT
1. Advertise College and Career Fairs	SLO	Ongoing	1.1 Collaborate with school counselors for dates.	Disseminate to military families
2. Provide information on the availability of postsecondary opportunities and financial aid processes.	SLO	Annually	2.1 Offer Financial Aid workshop and College Fair.	Provide workshops annually.
			2.2 Maintain brochures and other resources in SLO office.	Order resources from <a href="http://www.edpubs.org">www.edpubs.org</a> ; <a href="http://www.cfnc.org">www.cfnc.org</a> , etc
			2.3 Advertise scholarships through newsletters, bulletin board postings, SIT meeting, websites and community outreach.	
3. Provide information to parents on how to choose the school that best fits their student's	SLO	Annually	3.1 Offer Shopping for College Workshop.	

Provide specialized services for transitioning students when applying to and finding funding for post-secondary education.

**ISSUE #9:**

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and families' interests  
and abilities.

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4.	Disseminate scholarship information to families.	SLO	Ongoing	4.1	Create a database of individuals who have contact with students and families.	Distribute as information is received.
5.	Provide information to assist in the transition from school to work.	SLO	January 05	5.1	Coordinate with employment readiness manager to offer an interviewing skills for teens class.	Offer at least annually.
				5.2	Coordinate with Career Technical Department to offer various career workshops, etc.	