

Devers Elementary School

Learn Today ~ Lead Tomorrow

Parent-Student Handbook 2012-2013



Mascot: Dolphin

Devers Elementary School
Varsity Drive (Bldg. #9-5536)
PO Box 70089
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Principal, Miriam Breece

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Dear Students and Parents,

Welcome to Devers School! Please carefully review your Parent-Student Handbook to learn about Devers. The handbook has been written to provide you with useful information about the school's operation. Please refer to this handbook throughout the year. Read all the information carefully. It is our students' responsibility to understand the rules, procedures, and guidelines written within the handbook. If you have questions, do not hesitate to call the school office.

We hope to have every student in school each day. Regular school attendance is essential for school success. Please make attending school and arriving on time a priority. If your child must miss school, please send a note the day your child returns to school indicating the reason for the absence.

I hope you will involve yourself in many activities at Devers School. Parents are encouraged to actively participate in our school community. We hope that you will volunteer at Devers and join us for lunch often. I look forward to working with you to provide a quality educational experience for your children. Together we can provide an outstanding educational program for your child.

Yours in Education,
Miriam Breece

Administration

Principal
Miriam Breece

Secretarial Staff

School Secretary
Susan Horne

Receptionist
Darsella Frazier

School Support Assistant
Annie Small

PTO Board

President	Holly Soape
1st Vice President	Jennifer Smith
2nd Vice President	Pauline Cruz
Secretary	Mariel Cruz
Treasurer	Charlene Epps

General Information

E-mail Address:

www.am.dodea.edu/bragg/devers

Office Hours
7:30-4:00

Faculty Hours
8:00 - 3:30

Students' Daily Schedule

8:00 - Breakfast Students may enter the building
8:10 - Students report to class
8:15 - Warning Bell
8:20 - Tardy bell
2:45 - Dismissal Bell

K - 5th Grade Hours

Monday, Tuesday, Thursday, & Friday (8:20-2:50)
Wednesday (8:20 - 1:55)

Prekindergarten Hours

Monday, Tuesday, Thursday, & Friday
Session 1 (8:20 - 10:50) & Session 2 (12:20 - 2:50)

Wednesday

Session 1 (8:20 - 10:40) & Session 2 (11:40 - 1:55)

Devers Continuous School Improvement
AdvancED Accreditation



Devers efforts are focused on highest student achievement. This concept is central to what we do and forces us to look at what we're doing; examine how we're doing it; evaluate the results; and refine what we do so the needs of all students are met.

DODEA Mission Statement

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

Devers Vision

Learn Today ~ Lead Tomorrow

Instructional Focus

(Continuous School Improvement Goals)

Our instructional focus at Devers is reading and math. In the area of reading our concentration will be vocabulary development, comprehension and fluency. It is our goal that each child is reading on grade level and leaves Devers, after completing fifth grade, as a proficient reader - reading at or above grade level. A minimum of 120 minutes of literacy instruction is provided daily.



In the area of math our focus will be problem solving and computation skills. Our curriculum is mathematically rich, offering students opportunities to learn important mathematical concepts and procedures with understanding. Math is highly valued and students spend a minimum of 60 minutes daily engaged in mathematics study.

School Profile

Devers Elementary School opened for Pre-Kindergarten through Fourth grade students on 19 August, 1996. The school was dedicated on 10 September, 1996 in honor of General Jacob Loucks Devers. Teachers, committed to integrated instruction, inclusion, and technology, are selected to join the Devers School Faculty. Support personnel committed to young children, an action oriented PTO, and supportive military sponsors join this outstanding group of professionals to support positive growth and development of Devers School.

Instruction at Devers emphasizes cooperation, hands-on learning, and good citizenship. Instruction is provided in heterogeneous classrooms. DoDEA Curriculum Standards are addressed through thematic units. Grade level team planning supports integrated and differential instruction.

We are committed to a strong home-school partnership. Parents serve as classroom volunteers and committee members. Parents and teachers work together to help students become capable and caring individuals.



Department of Defense Education Activity



Community Strategic Plan

Goal 1: Highest Student Achievement. All students will meet or exceed challenging 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; places 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 Learning
Equal Access to Quality, Rigorous Education
New and Motivating Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment

Devers Provides a Safe and Orderly Environment

A safe and orderly environment creates a quality learning environment. At Devers, we promote good citizenship and consideration of others. Classroom teachers work with our guidance counselors and parents to address any behavior concerns. If needed, behavioral issues are referred to the school principal/assistant principal. If this occurs, parents will be contacted to conference with the school principal/assistant principal. Sponsors are responsible for their children's behavior. Fighting will not be tolerated at Devers School.

Devers Dolphins Behavior Standards

School Rules

Always walk
Keep hands and feet to yourself
Use quiet voices
Respect others and their property

Playground Rules

Wear closed toe play shoes
Use equipment properly
Use good sportsmanship
Play safe

Cafeteria Rules

Take everything you need as you go through the line
Use and take care of utensils properly
Eat only the food on your tray
Eat only in the cafeteria
Keep hands and feet to yourself
Eat first, and then talk quietly and pleasantly to the people
sitting next to you
Clean up your own spills and trash
Glass containers are not permitted in the cafeteria or classrooms
Lunch should be eaten before dessert
Guests eating with students should plan to purchase
the cafeteria meal or bring a lunch from home
Guests should sit at designated guest tables with their child
Food from "fast food" restaurants and soft drinks are not permitted in the cafeteria

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

District Policy on Discipline

For complete information about discipline, please refer to:

DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012, that will be effective beginning SY 2012-13. The link to the instruction on the DoDEA regulations website is http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

The information below is intended to summarize its most relevant points.

- 1. Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, 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, teacher 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 IAW 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, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that

such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

4. **Grounds for Removal:** 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 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:
- a. Cause, threaten or attempt to cause physical injury to another person.
 - b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
 - c. Possess, use or distribute, or attempt such, of alcoholic beverages.
 - d. Possess or used tobacco or tobacco products.
 - e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
 - f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
 - g. Robbery or extortion, or attempt such offenses.
 - h. Damage or vandalism to school, U.S. Government, contractor or private property.
 - i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
 - j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
 - k. Disrupted 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 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.

Dress Standards

Children should be dressed appropriately for school. Please keep in mind that children 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. Children should not wear ill-fitting clothing, halter-tops, swimsuits, dresses or skirts of an inappropriate length or other immodest apparel. Large loop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons. Children should not wear headgear in the building except for medical reasons. **For safety, it is recommended that all children wear play shoes with rubber soles everyday for physical education classes as well as recess activities. Shoes with wheels will not be allowed.** Appropriate attire for your child should include coats, hats, and gloves on cold days, and comfortable, well-fitting clothing and shoes that allow for participation in Art, PE, and play activities.

Cell Phones

Cell phones are to be turned off and kept in backpacks during school hours. If a student plays with or uses a cell phone during the day, it will be taken away. A parent will need to make arrangements to pick it up from the teacher or the office.

Attendance

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. I ask that you make every attempt to ensure your children attend school each day school is in session. DoDEA has an attendance policy that addresses the need for regular school attendance. The website is: <http://www.am.dodea.edu/bragg> . Click on Information for Parents (attendance Policy).

Parents must send a written excuse for the teacher on the first day back after being absent. If a note is not sent, the absence will be recorded as unexcused until the office has received an absence note. The excuse, stating the specific reason for the child's absence, should be written by the parent or legal guardian. Only the following reasons constitute legal absences:

- Legitimate illness or quarantine of a student or immediate family
- Serious illness or death in the family
- A religious holiday
- Emergency leave by military sponsor or reasonable amounts of time surrounding deployments and reintegration
- Appointment with a health professional

All other student absences are classified as unexcused. The One Call Now System will be used to notify parent(s) if a child is absent.

Transportation

You will be asked to complete an **Inclement Weather Form/Early Dismissal Form**. This form notes the means of transportation, for your child, in the event of an early school closing due to dangerous weather conditions or other emergencies. If your child must go home by another means one particular day, **you must notify the school in writing at least two hours prior to dismissal**. **For security reasons, no changes in transportation arrangements may be made by phone.**

In the event of an unexpected early release from school, children will be sent home by the means of transportation listed on the **Inclement Weather/Early Dismissal Form**. Please talk with your child about your plan for Early Dismissals. Please tune into local radio and television stations for information regarding school closings and early release.

School Buses

Bus transportation is offered to students who live more than one mile from school. This service is provided to safely transport students to and from school each day. **Any conduct or activities that threaten the health, safety or welfare of the bus driver, other students or any other riders in any manner shall be grounds to terminate indefinitely all bus riding privileges.** Therefore, it is essential that the home and school work together to make our buses safe for children. When necessary, the bus driver will counsel children who do not follow the bus rules. Bus drivers write Bus Incident Reports if children continue inappropriate behavior. Children are counseled and parents are phoned each time an incident report is written. **Students who do not obey the rules of conduct will not be allowed to ride the buses.** Automatic bus suspension will occur for children who fight while on school buses. The combined efforts of home and school will reinforce the need for students to follow the safety practices outlined above in order to have a safe year for our bus riders.

FOR SECURITY REASONS, CHILDREN WILL NOT BE RELEASED TO PARENTS IN THE BUS LOT DURING ARRIVAL OR DISMISSAL TIMES.

Car Riders

If you plan to drive your children to school, enter the front parking lot, and then proceed to the circle driveway at the front of the school. **Please drive slowly and do not pass other cars.** Staff members will be on duty in the mornings to monitor students starting at 8:00. Children who plan to have breakfast may arrive no earlier than 8:00 a.m. they will be directed to the cafeteria. All other children may arrive at 8:10 a.m.

The following schedule will help you plan appropriately for school dismissal:

- Monday , Tuesday, Thursday, & Friday
2:45 p.m. Pre-K thru 5th (bell rings)

- Wednesday
1:50 p.m. Pre-K thru 5th (bell rings)

Do not park in the front circle.
The front circle is for loading, unloading and emergency vehicles ONLY.

A.M. Walkers and Late Arrivals

The instructional day begins at 8:20 a.m. **Children should not arrive before 8:10 a.m. unless they are participating in the breakfast program.** Prior to 8:10 a.m. there is no one available to supervise children. Children participating in the breakfast program may arrive at 8:00 a.m. Children may not eat breakfast if they arrive after 8:10. Children will only be allowed to enter the school through the main corridor located in the front of the school.

If you find it necessary for your child to arrive after the school day begins, 8:20 a.m., you must accompany your child to the office to sign him/her in and pick up a Tardy Admit Slip for your child to present to the teacher for admittance to class.

P.M. Walkers

Walkers will be escorted to A wing's main exit for dismissal. Walkers will not be allowed to exit through the main corridor's exit.

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 1:15. Please be prepared to show picture 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 parents have 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.

School Enrollment Procedures

Dependent children may be enrolled in Fort Bragg Schools by presenting the following information:

- a. A certified birth certificate from the Department of Vital Statistics of the state of birth. The certificate must include the parent's names and cannot be a pocket card or hospital/congratulatory certificate. A copy of the certificate will be retained.

- b. If the sponsor is not listed on the birth certificate as a biological parent, then a marriage license or an approved DEERS form is required. The child's dependency and custody determination must be documented before enrollment is approved.
- c. The sponsor's current military orders. Orders dated 36 months prior to the beginning of next school year will require updated orders or a copy of the sponsor's ID card.
- d. Housing Lease Agreement showing the sponsor's housing assignment in permanent quarters or a 90-day letter from the appropriate housing office. The document must list the child as a dependent with authorization to live in housing. **No child will be permitted to start school without this documentation.**
- e. Immunizations - Families transitioning to a new duty station and enrolling in DoDEA schools for the first time will have a 30-calendar day grace period for parents/students to meet immunization requirement for school enrollment. A student may not remain in school beyond the 30-day grace period if his/her immunizations are non-compliant.
- f. If the sponsor is deployed a general power of attorney or spouse's I.D. card will be needed to complete registration.

School Withdrawal Procedures

Parents should notify the school as soon as they know they will be leaving Fort Bragg, but at least 5 days prior to a student's last day at Devers. Parents should come to the office to clear the student's records and pick up a transfer form to take to your child's new school. Parents should complete the withdrawal procedures before the end of the school year if they plan to leave during the summer months.

School Cancellations/Unannounced Dismissals

The Superintendent of Schools will issue instructions for school closings, late openings, and early dismissals. School cancellations or closings due to weather conditions will be announced over almost all local radio and television stations. Principals will also inform parents by using the One Call Now system. Parents are asked to listen to these stations for information, rather than telephoning the school or the stations themselves. In case of early dismissal, please make plans ahead of time so your child will know what he or she is to do. Prior planning helps children feel safe and less frightened when unexpected changes occur. Please be sure you have indicated your wishes for an early dismissal on the **Early Dismissal Form** that is completed by all parents at the beginning of each school year and during registration. **The Transportation Form should be updated during the school year if changes occur.**

Breakfast and Lunch Programs

The Devers School cafeteria serves breakfast and lunch. Breakfast starts at 8:00 a.m. each morning. Students should not arrive before 8:00 a.m. for breakfast, as there is no supervision before that time. Students who walk to school or are dropped off for breakfast are to **enter through the main**

Entrance at the front of the school and go immediately to the cafeteria. **Students eating breakfast must use their best manners, follow all cafeteria rules, and obey Educational Aides on duty in the cafeteria.** We welcome visitors in the cafeteria for breakfast and lunch. Guest tables are available for students with visitors.

Lunch is a duty-free time for teachers. Support personnel supervise students while they are in the cafeteria. **To insure an appropriate mealtime environment, it is essential that children are well behaved and mannerly.** Children should eat first and then talk quietly to the children seated closest to them and follow the instructions of the cafeteria monitors.

Cafeteria Prices

Meal	Daily	Weekly
Breakfast	1.00	5.00
Reduced Breakfast	.30	1.50
Lunch	2.25	11.25
Reduced Lunch	.40	2.00
Extra Milk	.50	2.50
Juice	.50	2.50

Students may prepay for their lunch and breakfast meals in advance. Weekly, bi-weekly or monthly payments will be acceptable. You may access on line payment at Lunchprepay.com

Milk and Juice

Students are provided an optional milk/juice break during the day. Students may bring their own nutritious drink or they may choose to buy milk or juice at school. Parents must prepay for the milk or juice. Payment may be made for the month or for longer periods. Credit is given when students are absent. If you plan to provide your child's drink, please send the drink to school with your child in a non-breakable container. Soft drinks are not permitted.

Lunch Guests

Parents are invited to have lunch with their children in the cafeteria during their lunchtime. We request that parents purchase lunch from the school or bring a lunch from home. **Food and drinks from restaurants are not permitted in the cafeteria.** Guests should sit at designated guest tables with their child. **No other children will be permitted to sit with parents.** If you visit the school for lunch, you must first sign in on the Visitor's Log in the office and obtain a visitor's badge.

Birthday Celebrations

To protect instructional time, no birthday parties are held at school. **Children may bring birthday invitations at the teacher's discretion to school only if there is an invitation for each child in the classroom.** Classroom teachers will determine an appropriate time for distribution. Simple

birthday treats may be brought in for sharing at snack time at teacher's discretion. Only store bought items are allowed. Please, do not bring homemade food items to share with the class. If you wish to send a birthday treat, please send a note or email to your child's teacher for approval, well in advance of the celebration date. Flowers or balloons will not be delivered to students at school.

No Peanut Products

Please note this reminder about Fort Bragg Schools' policy regarding food items that may contain nuts or nut products.

"Products containing nuts should not be shared with students at Fort Bragg Schools. Also, any food items shared with students should be purchased items, individually packaged. Treats should not be shared until after the class has had lunch."

Just to clarify, that while it is acceptable for parents to send in foods containing nuts for their own individual children (for example, it is allowable to pack peanut butter jelly sandwiches in students' lunches), any other food items brought into the classroom for the purpose of sharing with other students must be nut-free purchased items. Please carefully read the food labels to insure that these items are permissible. **Homemade food items to share with an entire classroom of students are not allowed.**

You may contact our school nurse at 907-0204, ext. 3222 if you have any further questions or concerns about this important matter regarding this policy that protects the health and safety of our students.

No Homemade Food

All food that is to be shared with students is to be bought at a store. All food items must be packaged from a commercial vendor not made at home.

School Nurse

The school nurse is an important part of the total school program and provides a variety of services within the school setting. The nurse is a registered nurse with special training in school health issues. She is responsible for the general health of Devers' students and supervises vision and hearing screening, maintains health records, and administers any medications required for students.

Parents must bring medical documentation with a doctor's order before the school will administer the medications. **Students are not allowed to bring medication to school.** All medication to be taken during school hours must be prescription-labeled. Students take all medications in the nurse's office.

If a child is ill in the morning, the child should not be sent to school with instructions to see the school nurse. The child should be kept at home and/or taken to a physician if needed. A child who is sent to school sick can spread that sickness to others. Children with fever may not come to or remain at school. The school nurse will be glad to answer any questions you may have concerning student health issues.

Emergency Information

Telephone Numbers - Please maintain current and accurate home and work phone numbers on file in the school office. It is important to us, and your child, that we are able to call you, or your emergency contact person in the event of illness or other emergency. **Please notify the school of any changes in phone numbers immediately by sending a note to your child's teacher or phoning the Devers School office at 907-0204.** If unable to contact parents due to incorrect phone numbers, we will contact the sponsor's military unit for assistance.

Emergency Contact Persons - In the event of an emergency or if your child gets sick during the school day, we will attempt to notify parents **first**. If a parent cannot be reached, it is important that we have emergency contact phone numbers of friends or neighbors who can take care of your child until you can be notified. **Please keep this information current and accurate at all time.**

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, students and adults are to sit on the floor against the walls, blinds are shut, and lights are out. Teachers will follow procedures as indicated by their crisis intervention kit located behind their classroom door. All entrances will be secured and monitored until the lockdown is over.

Shelter in place - Students will relocate to the multipurpose room. Teachers will follow procedures as indicated by their crisis intervention kit located behind their classroom door.

Visitors and Volunteers

Sign-in Policy

Devers School welcomes visitors and volunteers. A hundred percent I.D. check is mandatory. All visitors must ring the outside bell and show their I.D. before entering the building. **Visitors must always enter through the front door, sign in and provide a valid I.D. to be left at the front desk with the receptionist.** A visitor's badge must be retained and be *worn* while in the building. All I.D.s will be returned upon departure. Volunteers are asked to sign in on the Volunteer Log Booklet located in the office.

Volunteers

Volunteers are needed throughout the year in many areas. In August, volunteers are recruited for a variety of classroom activities and school wide projects. Volunteers should sign up with their homeroom teachers or the PTO. Please let us know what special talents and interests you have to share. Your time and talents are greatly needed and much appreciated. Volunteers are reminded to sign in and out at the volunteer reception area. Volunteers must wear their nametags during the time they are working in the building. **All volunteers must register with VMIS by completing DD Form 2793. The form may be obtained at the school office or by logging on www.MyArmyOneSource.com. Volunteers must provide a Fort Bragg Background Check from the Provost Marshall's Office before volunteering.**

How to register with VMIS

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

Log on to www.MyArmyOneSource.com

- .. Click on Register
- ..Click on "I am a new user"
- ..Complete the registration form
 - Select Military Community,
 - Fort Bragg (located under
 - Southeast Region)
- ..Click on Continue
- ..Click on Register at the bottom of the page. Once your registration is complete, the system will return you to the main page.
- ..Scroll down the left hand column and select Become a Volunteer.
- ..Click on Volunteer Registration.
- ..Scroll down to the Volunteer Profile

How to log your hours on VMIS

Log on to www.myarmylifetoo.com

- ..Click on Log in and follow instructions.
- ..Scroll down the left hand column and click on Volunteer Tools. Under Volunteer Tools, click on AVC Volunteer.
- ..Select Service History
- ..Find active AVC Services
- ..Find Devers
- ..Find the position you want to log hours for.
- .. At the far right you will see hours Click on hours. A screen will appear that will allow you to enter one date or many.

- and complete this section.
- ..Click on save
- .. Click on Opportunity Locator at the top of the page.
- ..Scroll down the page to find the drop down box for "Organization."
- .. Find and click on the organization where you would like to volunteer.
(Devers)
- ..Find and click on the job description.
- ..Scroll to the bottom and click Apply.
- ..Scroll to the bottom and click Submit.

- .. YOU CAN ADD ONE OR ADD MANY TO ENTER YOUR TIME.
- .. Enter the hours worked in the blocks for each day worked.
- ..When you are finished, scroll to the bottom and click save.

Please note: All Hours must be submitted by the 5th of the month and certified by the 15th. Hours cannot be entered for the previous month after the 15th.

PTO

Devers is fortunate to have a very active PTO. The primary focus of the organization is to promote the welfare of the students at school and to create a closer relationship among parents, students and school personnel. Evening meetings are held at least three times yearly, with involvement in many school activities throughout the year. Please join the PTO during the membership drive in August or at any time during the school year.

President	Holly Soape
1st Vice President	Jennifer Smith
2nd Vice President	Pauline Cruz
Secretary	Mariel Cruz
Treasurer	Charlene Epps

Study Trips

Numerous opportunities are provided for students to participate in educational study trips and special activities. Children participate in educational study trips planned by classroom teachers within their grade level. These trips emphasize hands-on learning and promote educational objectives. **Parents must sign a study trip permission form for every trip a child attends.** Teachers will notify parents concerning plans for classroom study trips to include dates, places, themes and need for parent chaperones. If you wish to join your child's class as a chaperone, please contact your child's teacher, before or after school. **Chaperones are not permitted to bring other children on study trips. We request that all chaperones ride the buses provided for study trips. Students must ride on the buses provided.** Some study trips may extend beyond the school day. After school hours, parents must drive to the back of the school and form a line of traffic along the sidewalk at the end of C and D Wings. (See map on the back cover.) Children will enter the building from the front entrance and will go to their classrooms to get their belongings. Teachers will escort students to the back of the building to

greet their parents. Please remain in a single line of traffic and wait for your child's teacher to walk your child to your vehicle.

DODEA Core Curriculum Standards

The DODEA Core Curriculum Standards are used to provide a quality, integrated instructional program in the Fort Bragg Schools. Curriculum content standards specify what students should know and be able to do. These standards reflect those developed by professional organizations for each discipline. The DoDEA standards parallel the content standards developed by the National Council of Teachers of Mathematics, the National Council of Teachers of English and the International Reading Association, the National Council of Social Studies, and the National Research Council's National Science Education Councils. The DODEA Core Curriculum Standards can be accessed through the Devers School Homepage at www.am.dodea.edu/bragg/devers.

Parent Calls and Conferences

Parent/Teacher conferences are scheduled twice during the year. You are encouraged to seek a conference with your child's teacher at anytime during the school year. System-wide conference dates are posted on the school calendar.

Phone calls will not be sent to a teacher's classroom unless the teacher alerts the receptionist that she/he is expecting your call. This is to preserve instructional time and lessen disruptions. Messages will be recorded by the receptionist and placed in the teacher's box as time allows, or you may leave a voice mail message for the teacher. Emergencies will be handled on an individual basis.

Parent Concern Procedures

Parental concerns should be expressed to the teacher. Concerns that are more general in nature should be made to an administrator. An administrator will be glad to arrange conferences for parents and teachers to discuss classroom issues. An administrator will always expect the parent to discuss the concern with the **teacher first**. If unresolved, the administrator will meet with the parent and teacher as a mediator.

Home Reading

Our Home Reading Program is designed to promote the love of reading and supports our literacy instructional focus. Each grade level has specific home reading requirements. Your child's teacher will share these requirements with you. Please schedule time each day to read with your child.

Homework Guidelines

Homework is only one of several approaches to show students that learning takes place everywhere. The expected positive effects of homework include immediate and long-term academic and non-academic benefits and greater parental involvement in student learning. Homework guidelines are designed to reinforce student learning, promote positive effects of homework, discourage negative effects of homework, and to prompt principals, staff, and parents to establish healthy, acceptable standards for homework by solidifying expectations, and discouraging "busy" work. Homework is not used as student punishment or as a detriment to learning.

Homework can have beneficial effects other than knowledge acquisition. Homework can help students develop good study habits. Homework can help students recognize they can learn at home as well as at school. It can foster independent learning and responsible character traits. Homework can give parents an opportunity to see evidence of student work. Not all homework is paper and pencil tasks. For example, some homework in primary grades will be students reading to parents and parents reading to students, taking part in creative art activities, or just showing parents the topics of what they are learning in school.

Definition/Purpose:

Homework is defined as out-of-class tasks assigned to students as practice, preparation, or elaboration of classroom work toward meeting DoDEA standards. Homework must be well designed, relate directly to class work, and extends students' learning. The purpose of homework is to provide opportunities beyond the classroom that make an effective contribution to the student's learning. The assignment of academically appropriate homework supports student achievement of DoDEA Standards and Curriculum. Please see the recommended guidelines regarding time spent completing homework assignments:

PK	Family involvement projects/events will be considered homework
K	15 minutes
1 st and 2 nd grade	15-30 minutes
3 rd grade	30-60 minutes
4 th grade	30-60 minutes
5 th grade	30-60 minutes

Prekindergarten Program

Prekindergarten Daily Schedule

Morning Class (M, T, TH, & F) 8:20 a. m. to 10:50 a.m.

Morning Class (Wednesday) 8:20 a.m. - 10:40 a.m.

Afternoon Class (M, T, TH, & F) 12:20p.m. - 2:50 p.m.

Afternoon Class (Wednesday) 11:40 a.m. - 1:55 p.m.

*Early dismissal, on Wednesdays, will allow teachers and support staff time for professional development and instructional planning.

1. Arrival
2. Circle Time Activities
3. Outdoor Activities
4. Milk/Juice Break
5. Center Time Activities
6. Dismissal

*Morning students need to arrive by 8:20 and afternoon students need to arrive by 12:15. Students will be marked tardy/late if they arrive at 8:20 or later in the morning and 12:20 or later in the afternoon. If the teachers have already brought the students into the building the parents must bring their child to the front office, sign them in and escort them to the classroom. Their child will be considered tardy/late and marked as such on the attendance roster.

Prekindergarten Pick-up/Drop-off Procedures

Please note the loading/unloading procedures for preschool students. Thanks for your patience and cooperation during the first week of school.

A.M. Student Pick-up Procedures: The morning students must be picked-up on time. Parents enter the building via the pre-kindergarten door located at the rear of the building where the bus lot is located. Parents may park along the curb or at the parking lot located at the side of the building. The students will be waiting for their parent in the pre-kindergarten classrooms (room C-7 & C-8).

P.M. Student Pick-up Procedures: The afternoon students must be dropped off on time. Parents may enter the building via the pre-kindergarten door located at the rear of the building where the bus lot is located. Parents may park along the curb or at the parking lot located at the side of the building and escort their child to the classroom. The teachers will be waiting to greet your child at the doorway.

There should not be any mid-day pre-kindergarten traffic at the front traffic circle. All parents are required to sign their child in at the front office if they are late dropping-off or picking-up their child. Thanks for your help as we work together to keep the children safe!



Welcome to the Devers Information Center!

" A Learning Commons where students, staff and parents come to explore, read, collaborate, create and communicate new ideas and knowledge products. "



Parents are welcome to come in to check out books at any time. Parent may have out 10 books at a time.

The Information Center is open daily before and after school until 3:45 p.m. for parents to bring their children to read, check out books, or to watch their children take a Reading Counts quiz.

The Information Center is the name for our school's library media center.

The role of the DoDEA School Library Information Center program is to support the DoDEA mission of preparing military children for success in a global environment. This mission is achieved by:

- Providing access to print and non-print resource materials that are aligned to the DoDEA curriculum;
- Facilitating library services and literacy programming that fosters a love of reading;
- Defining the essential information literacy skills required for student achievement in the 21st century; &
- Collaborating with educators to design learning strategies and deliver instruction that meets the needs of the military child.

Reading continues to be one of the main focuses of school libraries in the 21st Century. Children, parents and staff will find a wealth of reading materials, technology and activities in our Information Center. Over \$150,000 has been invested in books and media in the last 4 years. In addition to an outstanding collection of Everybody, Fiction and Non-Fiction books, we also have a magazine center, 17 computers, a DVD viewing center, learning games and puzzles for student use. All grades have weekly or bi-monthly regular class visits to the Information Center. Students are also welcome at anytime to return books, check out books and use the IC.

Research shows reading is the number one predictor of student success! Our circulation policies below are established to support this premise and the DoDEA Standards. Last year, students checked 35,435 books and parents checked out 1,900 books.

Pre-K & Kindergarten may check out 1 book

Grades 1 & 2 may check out 3 books **Grades 3 & 4** may check out 4 books & one magazine

Students may trade personally owned books in our Book Swap Shop

Students may select books from any area of the Information Center and are welcome for book checkout anytime. Students in grades 3-5 may have 2 free choice books along with 2 Reading Counts books in their lexile level range.

Students use technology in a variety of ways in the Information Center. From home, you and your children can visit the **Devers' Cyber Library** from the school's web page at <http://www.am.dodea.edu/bragg/devers/>. **The Cyber Library** harnesses the power of the Internet for student learning. It contains high quality sites for students and is based on the standards of skills they are expected to master.

Devers Cyber Library



Many links on this page are non-DoDEA web sites. These links do not constitute a DoDEA endorsement.

Animals	Books and Authors	Current Events
Databases	Gaggle	Keyboarding
Math	Reading and Language Arts	Reading Street
Science and Health	Spanish	Social Studies
*BrainPop Jr. BrainPop BrainPop Espanol		
*Enchanted Learning TeachingBooks.net		

Logins and Passwords for Resources on the Devers Cyber Library

- BrainPopJr, BrainPop, BrainPop Espanol:
Login: deversdolphins **Password:** devers
- Brain Pop Jr After hours:
Login: deversdolphins_teacher **Password:** devers
- Enchanted Learning: **Login:** deversdolphins **Password:** Devers
- TeachingBooks.net **Login:** Americas **Password:** !DoDEA
- Literative: **Login:** Devers **Password:** cicadiso
(Under Reading Language Arts)
- Britannica Online **Username:** devers **Password:** !dodea
(Under Databases)
- Culture Grams States Edition
Username: radeveesss **Password:** ra!dodea (Under Databases)
- Culture Grams The World
Username: radeveesss **Password:** ra!dodea (Under Databases)
- Kids InfoBits **Username:** none **Password:** !dodea (Under Databases)

Reading Counts Family Events

Tuesday September 18	Grades 3 - 5 students & parents 2:30 – 5:00 p.m.
Tuesday October 16	Grades 2 –5 students & parents 2:30 – 5:00 p.m.
Tuesday January 15	Grades 1 – 5 students & parents 2:30 – 5:00 p.m.
Tuesday March 19	Grades 1 – 5 students & parents 2:30 – 5:00 p.m.
Tuesday May 14	Grades 1 – 5 students & parents 2:30 – 5:00 p.m.

Clubs

The **Read To Me Club** is for first grade students with a parent. This club meets after school on the first Tuesday of each month.

Toad-ally Awesome Book Review Club is for students in grades 3-5. They make digital video book commercials. They meet on Tuesday two times a month before December and one time a month after December.

We are always looking for parent volunteers. Please let us know if you have a morning or afternoon a week you could come in to help us out!

Mary Ellen Cravotta
Information Specialist

Child Abuse

Child Abuse/Neglect

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.

Miscellaneous Information

Toys: Children should not bring toys to school unless requested/approved by their classroom teacher.

Electronic Games: Children should not bring electronics to school.

Cell Phones: Cell phones are to be turned off at school. If a student plays with or uses a cell phone during the day, it will be taken away.

Jewelry: Valuable or sentimental jewelry should not be worn to school. Large earrings, long necklaces, nose-rings, or other jewelry can be a safety hazard and should not be worn to school.

Hats: Children should not wear headgear in the building except for medical reasons.

Money: Children should bring money in a container labeled with their full name. Children should not bring extra money to school.

Chewing Gum: Chewing gum is not allowed at school.

Animals: Animals are not allowed on the school grounds or buses at any time.

Playgrounds: Children's use of the Devers School playgrounds after school hours is **only** permitted under the supervision of parents.

Parking: Parents and visitors should park only in designated parking areas. The circle driveway is for dropping off and picking up children at arrival and dismissal times only.

Sidewalks: For safety reasons, students should always walk on sidewalks.

FORT BRAGG SCHOOLS

School Year 2012-2013 Calendar

2012

August	20,21,22	Mon,Tues,Wed	Administrative Day/Staff Workdays, First Day for All Staff
	21	Tuesday	Open House Shughart MS 5:30-7:30 pm / Open House Albritton MS 5:30-7:30 pm
	22	Wednesday	Open House ALL ES/PS 3:30-5:30 p.m. / IRWIN IS 5:30 - 7:30 p.m.
	23	Thursday	1st Student Day for Grades 1 to 8: Kindergarten Orientation
	24	Friday	1st Student Day for Kindergarten students
September	3	Monday	Labor Day Holiday, Non-Student/Non-Teacher Day
	6	Thursday	Pre-K Orientation
	7	Friday	1st Student Day for Pre-K
	24	Monday	1st Interim Reporting Period
October	5	Friday	Continuous School Improvement (CSI), Non-Student Day; Possible Storm Make-up Day
	8	Monday	Columbus Day Holiday, Non-Student/Non-Teacher Day
	26	Friday	End of 1st Reporting Period
November	2	Friday	Teacher Workday - Non-Student day, Possible Storm Make-up Day
	6	Tuesday	Report Cards Sent Home
	7-8	Wed-Thurs	PreKindergarten Parent-Teacher Conference Days, Non-Student Day for PreKindergarten Students only.
	9	Friday	Parent-Teacher Conference Day PK-8, Non-Student Day
	12	Monday	Veteran's Day Holiday, Non-Student/Non-Teacher Day
	21	Wednesday	Thanksgiving Break, Non-Student/Non-Teacher Day
	22	Thursday	Thanksgiving Holiday, Non-Student/Non-Teacher Day
23	Friday	Thanksgiving Break, Non-Student/Non-Teacher Day	
December	5	Wednesday	2nd Interim Reporting Period
	19-24	Wed-Mon	Winter Break
	25	Tuesday	Christmas, Non-Student/Non Teacher Day
	26-31	Wed - Mon	Winter Break

2013

January	1	Tuesday	New Year's Day , Non-Student/Non Teacher Day
	2	Wednesday	Students Return to School
	18	Friday	Continuous School Improvement (CSI), Non-Student Day; Possible Storm Make-up Day
	21	Monday	Martin Luther King, Jr. Day Holiday, Non-Student/Non-Teacher Day
	24	Thursday	End of 2nd Reporting Period
February	1	Friday	Teacher Workday - Non-Student day, Possible Storm Make-up Day
	5	Tuesday	Report Cards Sent Home
	18	Monday	President's Day Holiday, Non-Student/Non-Teacher Day
	27	Wednesday	3rd Interim Reporting Period
March	29	Friday	Continuous School Improvement (CSI), Non-Student Day; Possible Storm Make-up Day
April	1-5	Mon-Fri	Spring Break
	9	Tuesday	End of 3rd Reporting Period
	12	Friday	Teacher Workday - Non-Student day, Possible Storm Make-up Day
	17	Wednesday	Report Cards Sent Home
	24-25	Wed-Thurs	PreKindergarten Parent-Teacher Conference Days, Non-Student Day for PreKindergarten Students only.
26	Friday	Parent-Teacher Conference Day Grades PK-8, Non-Student Day	
May	2-3	Thurs-Fri	PreKindergarten & Kindergarten Registration
	10	Friday	4th Interim Reporting Period
	27	Monday	Memorial Day Holiday, Non-Student Day
June	11	Tuesday	Last Day for PreKindergarten Students
	12	Wednesday	Last Student Day for Grades K-8. End of 4th Reporting Period
	13	Thursday	Teacher Workday (Possible Storm Make-Up Day)
	14,17	Friday, Monday	Possible Storm Make-up Days
	21	Friday	Report Cards Mailed Home

