

Gordon Elementary School *Parent-Student Handbook*

2012 - 2013

(Last Update – 2 August 2012)



Gordon Elementary School
Fort Bragg Schools
24 Percy Boulevard
Cameron, NC 28326

Phone: 910-907-1300
Fax: 910-908-3504

Parent-Student Handbook

School Year 2012 - 2013

Gordon Elementary School

Fort Bragg Schools

24 Percy Boulevard

Cameron, NC 28326

Phone: (910) 907-1300

Fax: (910) 908-3504

Website Address: <http://www.am.dodea.edu/bragg/gordon/>

Mascot: Patriots

Administration

Principal
Joel Grim

Assistant Principal
Dr. R. Diane Brown

Office Hours:
7:30 a.m. - 4:00 p.m.

Faculty Hours:
8:00 a.m. - 3:30 p.m.

Table of Contents

| | |
|---|------|
| Foreword ----- | iv |
| Principal’s Message ----- | v |
| About Our School ; Vision and Mission Statements ----- | 1-1 |
| Instructional Program and School Improvement----- | 1-2 |
| General Information ----- | 3-1 |
| School Hours of Operation----- | 3-1 |
| Signing Out Students----- | 3-1 |
| School Age Services Program----- | 3-2 |
| Student Information ----- | 3-2 |
| Vehicle Parking----- | 3-2 |
| Birthday Celebrations----- | 3-2 |
| Deliveries----- | 3-3 |
| Pets/Other Animals----- | 3-3 |
| Moving Off Post----- | 3-3 |
| Pledge of Allegiance----- | 3-3 |
| Telephone Service----- | 3-3 |
| Cellular Telephones----- | 3-4 |
| Arrival and Dismissal ----- | 4-1 |
| Communications, Parent Conferences, and Parent Concerns ----- | 5-1 |
| School Food Service ----- | 6-1 |
| Breakfast and Lunch----- | 6-1 |
| Lunch Guests and School Procedures----- | 6-2 |
| Cafeteria Prices SY 2010-2011----- | 6-2 |
| Student Salad Menu ----- | 6-2 |
| Adult Meal Participation ----- | 6-2 |
| Adult Salad Menu ----- | 6-3 |
| Returned Checks ----- | 6-3 |
| Procedure for Free and Reduced Meal Applications ----- | 6-3 |
| Prepayment Program ----- | 6-3 |
| LunchPrepay.com----- | 6-3 |
| Cafeteria Rules and Procedures----- | 6-4 |
| Juice and Milk Program----- | 6-4 |
| Visitors and Volunteers ----- | 7-1 |
| School Enrollment and Withdrawal Procedures ----- | 8-1 |
| Student Attendance (and Tardiness)----- | 9-1 |
| Transportation ----- | 10-1 |
| School Buses ----- | 10-1 |
| Bus Rules----- | 10-1 |
| Car Riders ----- | 10-1 |
| Walkers ----- | 10-2 |
| School Cancellations/Unannounced Dismissals ----- | 11-1 |
| Academic Information ----- | 12-1 |

| | |
|--|------|
| Honor Roll/Awards----- | 12-1 |
| Reporting Student Progress----- | 12-1 |
| Academic Program and Curriculum Information----- | 12-2 |
| Homework----- | 12-3 |
| Home Reading Program----- | 12-4 |
| Student Find----- | 12-4 |
| Pre-Kindergarten----- | 12-4 |
| Study Trips----- | 12-4 |
| <u>Student Behavior Expectations</u> ----- | 13-1 |
| Students Rights and Responsibilities..... | 13-3 |
| Behavior Expectations----- | 13-4 |
| School Rules----- | 13-5 |
| Hall Behavior----- | 13-5 |
| Hall Pass----- | 13-5 |
| Playground Rules ----- | 13-5 |
| Bus Behavior Expectations----- | 13-5 |
| Student Discipline ----- | 13-6 |
| No Bullying----- | 13-9 |
| <u>Student Dress Code</u> ----- | 14-1 |
| <u>Personal Property and Valuables</u> ----- | 15-1 |
| Money and Valuables----- | 15-1 |
| Items That Should Not Be Brought To School----- | 15-1 |
| Lost and Found----- | 15-1 |
| Bicycles----- | 15-2 |
| Skateboards, Roller Blades, Scooters----- | 15-2 |
| <u>Emergency Information</u> ----- | 16-1 |
| <u>Services</u> ----- | 17-1 |
| Guidance Counselor and Guidance Program ----- | 17-1 |
| School Psychologist----- | 17-1 |
| Exceptional Children’s Program ----- | 17-1 |
| English as a Second Language (ESL) Services----- | 17-2 |
| Special Education----- | 17-2 |
| School Health Services----- | 17-2 |
| Head Lice----- | 17-4 |
| Information Center ----- | 17-4 |
| <u>Parent-Teacher Association</u> ----- | 18-1 |
| <u>School Improvement Team</u> ----- | 19-1 |
| <u>Safety and Physical Security</u> ----- | 20-1 |
| Playgrounds----- | 20-1 |
| Emergency Procedures----- | 20-1 |
| <u>Tobacco Usage</u> ----- | 21-1 |
| <u>Internet Acceptable Use</u> ----- | 22-1 |

FOREWORD

This handbook has been developed as a guide so the parents and students will be thoroughly familiar with the operations, procedures, and expectations necessary for the safe, smooth, and efficient operation of Gordon Elementary School.

The Department of Defense Education Activity (DoDEA), Defense Domestic Elementary and Secondary Schools (DDESS), and Fort Bragg School System regulations, policies, and procedures have precedence. Therefore, if any information in this handbook should conflict with any of these, we would adhere to the existing regulation, directive, mandate, or policy.

The operations, procedures, and expectations described herein are subject to modification, revocation, suspension, or termination by the school administration at any time with or without notice. Furthermore, the school administration has the exclusive authority to, in its discretion, interpret the operations, procedures, and expectations contained herein and determine whether to apply them in any given situation.

Joel Grim
Principal
Gordon Elementary School
Fort Bragg Schools, DDESS

[Back](#)



FORT BRAGG SCHOOLS
Gordon Elementary School
24 Percy Boulevard
Cameron, NC 28326

910.907.1300 FAX: 910.908.3504

10 August 2012

Dear Parents,

Welcome to the 2012 – 2013 school year. We are proud of the programs offered at Gordon and know you will enjoy being a member of this community. The handbook is arranged by topics. Please take the time to review this handbook as a family. Knowing the policies and following the procedures will enable students, faculty, and student to have an enjoyable, productive year. With the guidance of the administration, and staff, it is our students' responsibility to comply with these rules, procedures, and expectations.

We love having parental involvement in the school. Our goal is to find opportunities for parents in areas where they feel comfortable serving. You can join the Parent-Teacher Association (PTA), and join us for lunch in the cafeteria. Please let your child's teacher and office know of your interest in volunteering.

Research is clear that students who attend school daily are more successful in both elementary and secondary education. Students not reading at grade level by the end of 4th grade are at risk for dropping out of school and reducing their employment opportunities as adults. Getting your child to school daily and on time will reduce this possibility! If your child must miss school, please send a note on the day your student returns to school, indicating the reason for the absence.

The Gordon staff is excited to be working with you to provide a first class education for your child. We want this handbook to be useful and welcome your suggestions and comments. Please call the office at (910) 907-1300 with any questions. Have an enjoyable year!

Kids First

Joel L. Grim,
Principal

Dr. R. Diane Brown,
Asst. Principal

About Our School

Gordon Elementary School opened on 5 January 2009. It was dedicated on 27 February 2009 in honor of Master Sergeant Gary Ivan Gordon. The school has grade levels pre-kindergarten through fourth. With the input of our staff, parents, and students and also in honor of Master Sergeant Gordon, we chose the “Patriots” as our school mascot.

Master Sergeant Gordon was one of 18 U.S. Army Special Forces troops killed in a firefight with militiamen in Mogadishu, Somalia in October 1993. He distinguished himself by actions above and beyond the call of duty, while serving as Sniper Team Leader, United States Army Special Operations Command with Task Force Ranger in Mogadishu, Somalia.

Gary Gordon was born in Lincoln, Maine, in 1960. He graduated from Mattanawcook Academy in 1978 and joined the U. S. Army at age 17. Friends and colleagues remember Gary Gordon for his extraordinary heroism and as a gentle husband and father who filled notebooks with stories for his two young children.

We at Gordon Elementary School are committed to excellence. We stress high expectations, mastery of the Department of Defense Education Activity (DoDEA) Curriculum Standards, and a safe and orderly school environment.

Instruction at Gordon Elementary emphasizes understanding of the academic content, cooperation, hands-on learning, and good citizenship. Instruction is provided in heterogeneous classrooms and different settings to meet students’ needs. Grade-level team planning supports integrated instruction. We believe in a strong school-home partnership. Parents are encouraged to serve as classroom volunteers and be involved in the school improvement team and Parent-Teacher Association (PTA).

Gordon Elementary School is one of eleven schools for dependent children on Fort Bragg. Headquarters for Department of Defense Elementary and Secondary Schools (DDESS) is located in Peachtree City, Georgia. Fort Bragg Schools is a part of DDESS, which is one of the major education organizations of DoDEA. The headquarters for DoDEA is in Arlington, Virginia.

Gordon Elementary School Vision Statement:

Expect the Extraordinary!

Gordon Elementary School AND DoDEA Mission Statement:

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

[Back](#)

Instructional Program and School Improvement

Instructional Program

We use the DoDEA curriculum standards to guide instruction at Gordon Elementary School. Use of these standards helps to provide consistency in the instruction for students as they move from one location to the next. Information on the DoDEA standards can be found online at <http://www.dodea.edu/curriculum/index.cfm>.

The school is supplied with textbooks, library books, technology, audio-visual equipment, and a considerable amount of supplies that teachers will need to conduct standards-based instruction. We depend on parents to provide other supplies that we request at the beginning of the school year. The supply lists are standardized for the grade levels, and consideration has been given to try to limit the expense for parents.

We believe that your children's education in our school is comparable to that received in the better schools in the United States. Our purpose at Gordon Elementary School is to provide the best education possible to our students, placing great emphasis on what the students have to know, understand, and be able to do. Standards-based instruction is stressed. Instruction is organized often around thematic units that integrate various curricular areas.

Students in our school are engaged in learning which is developmentally appropriate. Developmentally appropriate practice involves looking at curriculum in a way that takes into account both a student's chronological age and his/her individual level of development. Learning takes place on a continuum in which the same expectation is not held for each student at the same time. Students learn and respond at different times and in a variety of ways. We engage students in active learning that provides for the varied needs of the whole student. The practices in our classrooms are consistent with current education research and the most innovative teaching and learning practices currently used in many states.

Continuous School Improvement

Our continuous school improvement process is based on an analysis of school data, assessment of school needs, guidance and/or goals from the Superintendent of the DDESS North Carolina District (Fort Bragg Schools), the DoDEA Community Strategic Plan (CSP), and DoDEA Guiding Principles.

[Back](#)

General Information

School Hours of Operation

Earliest Student Arrival: 7:55 a.m.

Breakfast: 7:40 a.m. - 8:10 a.m.

If participating in the school breakfast program, students may arrive at school at 7:40 a.m. and go directly to the cafeteria.

Earliest Student Report Time to Classroom: 8:10 a.m.

Class Start Time Bell (for grades K - 4): 8:20 a.m. daily

K-5 Dismissal Time: 2:50 p.m. Monday, Tuesday, Thursday, Friday.
1:55 p.m. Wednesday; early dismissal allows staff time for professional development and instructional planning.

| | | |
|-----------------|--|------------------------|
| Pre-K Schedule: | <u>Monday, Tuesday, Thursday, and Friday</u> | <u>Wednesday</u> |
| | Morning 8:20 a.m. - 10:55 a.m. | 8:20 a.m. - 10:45 a.m. |
| | Afternoon 12:15 p.m. - 2:50 p.m. | 11:35 a.m. - 1:55 p.m. |

Maintaining a safe and orderly learning environment is a top priority for Gordon Elementary School. In keeping with this philosophy, it is essential that we ensure our campus and facilities are adequately supervised during normal business hours as well as when students are scheduled for classes. Staff will be on duty at 7:55a.m. Students may not arrive at school before 7:55 a.m. unless they participate in the school breakfast program. Students must leave the campus at dismissal time unless they are under the supervision of a staff member's direct supervision for a school-sponsored activity or participating in the School Age Services program. We will make every effort to provide the staff, parents, and students with the necessary guidance in order to avoid these school safety issues.

Signing Out Students

Students are not permitted to leave the school during school hours unless they are signed out by their parent or an authorized adult. If a student needs to be signed out, the parent or authorized adult must come to the front office to do this. **Photo identification** is required, such as a military ID Card or drivers license. If driving to the school, the parent/authorized adult needs to park in the parking lot. If returning to school during school hours, the student would have to be signed in at the front office by his or her parent. Students are not allowed to walk or ride bicycles home during school hours unless signed out and accompanied by the parent or authorized adult.

Parents may authorize any adult to sign out their children by entering the adult's name on their emergency contact or transportation form. **We ask parents to keep their emergency contact list current.** We will not release any student to an adult whose name is not on the parent's Emergency Contact Form.

Students leaving and coming into a class are distractions to the learning process. Therefore, we discourage students leaving school during the day, and we encourage parents to schedule appointments for students at times other than school hours.

We ask that you not sign out students after 2:00 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, we ask that you not sign students out after 1:00. The last few minutes of school are important. Teachers review the day's learning and provide instructions for assignments. Parents/authorized adults arriving close to dismissal time will be asked to wait until after dismissal to receive their child.

Vehicle Parking

Parking space is very limited at Gordon Elementary School. Parents should not double-park or drop children off in the parking lot. Parents may park and walk their child(ren) across the crosswalk to the walker entrance. To park in a handicapped area, you must have a handicapped sticker. It is requested that parents walk children to school or carpool to assist with reducing vehicle traffic on school grounds.

Student Information

It is very important that we have accurate information on each student, including correct address, parents' or guardians' home and work telephone numbers, emergency contacts, and email. If you have cellular telephone or pager numbers, we need that information, also. Please notify the school immediately if your child's information changes. This may be done by sending a note to your child's teacher or calling the school office. Emergency contact numbers should be for someone that resides in the local area. Hopefully, there will never be an emergency involving your child, but if something happens, we must be able to contact you immediately.

Birthday Celebrations

We recognize students' birthdays by planning special recognition for students in the classroom. To protect instructional time, no birthday parties will be held in the classroom, nor will birthday party invitations be distributed at school. Subject to the teacher's discretion, parents could bring simple birthday treats, which would be distributed during snack or lunchtime. Store-bought cupcakes, rather than ice cream cakes or cakes that have to be cut, work best for these treats. Contact your student's teacher if you wish to send a birthday treat. Please do not bring flowers, balloons, or other gifts to the school. Homemade or home cooked treats are not allowed due to health and allergy concerns of students.

Deliveries

We do not allow flowers or other gifts for students to be delivered to the school. To avoid interruption of instructional time, those items cannot be delivered to students. If we should receive a delivery for a student, we will notify the student's parent and hold it in the office until the end of the school day.

Pets/Other Animals

Pets, other animals, insects, and/or any other form of wildlife may not be brought to the school's campus.

Moving Off Post

If you move off post during the school year and wish to have your child finish the school year at Gordon Elementary, you must submit an out of district letter to the Assistant Superintendent of Fort Bragg Schools through the Gordon Elementary School Principal to request this. If you move to quarters that are in a different school attendance area, your child would need to change schools during the school year.

Pledge of Allegiance

The Pledge of Allegiance will be recited every morning. Participation is not mandatory, but as a show of respect, the staff and students will be still and quiet during the recitation.

Cellular Telephones

If students bring cell phones to school, they must turn off and keep their phones in their backpacks. If a student is seen using or handling a cell phone in school, the phone will be confiscated. The parent will need to claim it from a school administrator.

[Back](#)

Arrival and Dismissal

MASTER POLICY 87



FORT BRAGG CHILD SUPERVISION GUIDELINES

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

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

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

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

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

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

Arrival and Entering the Building

Students may not arrive at school before 7:55 a.m., unless they participate in the breakfast program or School Age Services Program. Breakfast is served from 7:40 a.m. to 8:10 a.m. Students who eat breakfast may arrive at 7:40 a.m. and will go directly to the cafeteria upon their arrival. Designated staff members will supervise the students who eat breakfast in the cafeteria.

The students have to be in their classroom at 8:20 a.m. for the start of classes. If a student arrives at school after 8:20 a.m., his or her parent would have to sign him or her in at the front office and fill out an admit slip before the student goes to the classroom (see section on Student Attendance). If the parent is driving, he or she would have to park in the parking lot.

Students who walk or ride a bicycle to school will enter the building through the side gym door. Students who are dropped off by their parents will enter the building through the front gym entrance. Students who receive bus transportation will enter the school through the gym from the side parking lot. All students must enter the school in a quiet and orderly manner.

Students must walk while in the building and when going from one area to another on the campus. Running is prohibited for safety reasons. Also, running is prohibited on the concrete area by the school main entrance and the front doorway by the gym.

To help in reducing congestion in hallways prior to 8:20 a.m., please refrain from escorting your child to the classroom. Teachers will be in their classrooms to supervise students as they arrive and will not be able to conference or discuss concerns during arrival and dismissal. Staff members will be in the main hall, gym entrances, and at the bus drop-off point to supervise arriving students.

Students who participate in the School Age Services Program will enter the school building through the side gym entrance during arrival. A staff member will escort those going to breakfast to the cafeteria.

Dismissal for Kindergarten Through Fourth Grade

As stated previously, dismissal is 2:50 p.m., except on Wednesdays, when it is 1:55 p.m.

At dismissal time, the walkers and bicycle riders will exit the school through the side gym door. The car riders will exit through the front gym entrance, as directed by their teacher.

Please ensure that you pick up your child on time. Our staff has to continue with work tasks or meetings after dismissal time. We cannot take care of children after dismissal time.

Car Riders

Arrival: We ask that all parents allow staff members to help children get out of their cars. We have staff members assigned to the front circle from 7:55 a.m. to 8:20 a.m. to unload and supervise students as they walk into the building. Also, staff members are on duty inside the gym and in the hallways to supervise students as they move to breakfast or wait in the gym until 8:10 as they walk through the hallways and move to their classrooms. We ask that parents not park and walk their children inside unless there is an unusual circumstance.

Tardy Students: Students arriving after 8:20 a.m. are tardy. **Parents need to park in the parking lot, walk their children into the building and sign them into the office.**

Loading and Unloading takes place between Percy Boulevard and the crosswalk. Students may not depart their cars or be loaded into cars in the area in front of the crosswalk unless there is an extended waiting period for pickup.

At no time should any car stop on the crosswalk (**this is not a school rule, it is the NC law**).

Dismissal: While we appreciate parents arriving on time to pick up their children, we ask that parents refrain from arriving before 2:35 p.m. (or 1:45 p.m. on Wednesdays). Arriving before dismissal time and parking on the front circle causes a traffic jam out on Percy Blvd. This can hinder or delay movement through the front circle, which results in some of our parents choosing to park and walk up to the school entrance to get their children. This in turn can cause parents and children to walk through moving traffic in the parking lot and in the front circle. We urge all parents to drive up through the circle and allow staff members to load children into cars. We ask that no one park and walk up to the entrance. The safety of all is our primary concern.

Walkers

Walkers come to us from two different areas. For safety and security purposes as well as inclement weather concerns, all walking students will enter and exit through the side gym doors daily. Parents of Prekindergarten (PM only) through 4th grade can meet their child at the side doors for pickup

Note Regarding Tardy Arrivals: Parents are required to come to the office to sign in tardy students. We appreciate your cooperation to ensure the safety of your children.

It is REQUIRED that the parent or an authorized adult accompany preschool students to and from school. The Ft. Bragg Home Alone Policy states that all students fourth grade and under have to be under direct supervision of an adult at all times. For more information on this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.

Pre-Kindergarten Arrival and Dismissal Procedures

Morning Pre-Kindergarten: Arrival beginning at 7:55 a.m.; pre-Kindergarten students arrive at school with all other students. If they are coming for breakfast, they should be supervised by an adult rather than an older sibling or friend. Students who are not coming for breakfast should arrive between 7:55 a.m. and 8:20 a.m.

Car Riders: Parents may drop off pre-Kindergarten students in the front traffic circle. Staff members will unload students from cars. Students enter the building under the supervision of adults and are supervised in the gym until pre-Kindergarten assistants walk them to their classrooms.

Walkers: Pre-Kindergarten students who walk to school **MUST** be accompanied by an adult. Walking students will enter through the side gym door. They will be supervised by adults once inside the building and walked to their classrooms.

Dismissal Time Monday, Tuesday, Thursday, and Friday: 10:55 a.m.

Dismissal Time Wednesday: 10:45 a.m.

- All Pre-Kindergarten students will be dismissed at the E-Wing (Blue Hallway) door.
- Parents should park in the large parking lot near the E Wing door.
- Parents are asked to be in place waiting for their children promptly at dismissal time.
- Cones will be labeled with each teacher's name.
- Students will accompany their teacher and classroom aide to that teacher's cone.
- Teachers will dismiss students to the parent or authorized adult. Adults **WITH PROPER ID** must make contact with the teacher before taking the student.
- Students who are not picked up on time will be taken to the front office to wait for their parent.

Afternoon Pre-Kindergarten

Arrival Time for Monday, Tuesday, Thursday and Friday: 12:15 p.m.

Arrival Time for Wednesday: 11:15 a.m.

- Parents are asked to park behind the school in the large parking lot near the E Wing door.
- Students should be walked to the E Wing door and line up by the cone labeled with their teacher's name.
- Parents are asked to be prompt in arrival and to be in place by the designated times above.
- Students who are tardy must be signed in through the front office and walked to his/her classroom.

Driving Directions to the Rear Parking Lot

- Continue past Gordon on Percy Blvd. to the intersection with Rockefeller.
- Turn left on Rockefeller and continue to the intersection with Marigold.
- Turn left on Marigold and continue to the back of the school.
- Turn left into the first parking lot. There is plenty of parking in this lot.
- Please do not park in the lot closest to the school.

Dismissal: Dismissal for Pre-K students is the same as for all other students.

Car Riders: Students will be escorted to the front traffic circle and supervised by their teachers until they are loaded into the cars. **ALL loading and unloading will be completed from the passenger side of cars arriving to pick up students. Please do not ask staff to load students on the driver side of the vehicle. This is a safety hazard for both the student and the staff member. *The following Car signs will be provided for window posting:***

| | | | |
|---------------------|----------|------------------|----------|
| PreK | - Pink | 2nd Grade | - Blue |
| Kindergarten | - Yellow | 3rd Grade | - Green |
| 1st Grade | - Salmon | 4th Grade | - Purple |

Walkers: Students will be escorted to the gym and supervised near the cones labeled with their teacher's name until their parent(s) or an authorized adult calls for them.

*It is **REQUIRED** that the parent or an authorized adult accompany any preschool student to and from school. The Ft. Bragg Home Alone Policy states that, all students younger than fourth grade be under the direct supervision of an adult at all times. For more information regarding this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.*

Note Regarding Breakfast: Pre-Kindergarten students are welcome to come for breakfast. However, we ask that they be accompanied by their parent or an adult. Students who come for breakfast may join their classmates in the front hallway where pre-Kindergarten aides are supervising students. Breakfast is served from 7:40 to 8:10.

Note Regarding Lunch: Pre-Kindergarten students are welcome to come for lunch as long as they are supervised by their parent or an adult. You are welcome to sit at one of our guest tables.

Note Regarding Tardy Arrivals: Parents are required to come to the office to sign in tardy students. We appreciate your cooperation to ensure the safety of your children.

[Back](#)

DISMISSAL

Main Building

Main Entrance

Gym Entrance

GYM
 Car Riders wait in the gym and exit when their names are called.
FOR SAFETY AND SECURITY REASONS, PARENTS ARE NOT ALLOWED IN THE GYM DURING INTAKE AND DISMISSAL

PREKINDERGARTEN
 EN
 PREKINDERGARTEN
 EN
 PREKINDERGARTEN
 EN
 KINDERGARTEN
 KINDERGARTEN
 KINDERGARTEN
 KINDERGARTEN

1ST
 1ST
 1ST
 1ST

2nd through 4th grades

SIDEWALK

PARENT PICK UP LINES
 -Please stand in front of your child's class on the grass with your picture identification
 -ID requested each time you or individual you've *designated in writing on the transportation form* picks up the student.
 -Please exit left/right using the sidewalk to the back parking lot or the Percy Blvd Crosswalk.
 -If you are walking in front of the building to toward the community center, please follow the arrows/staff directions.
 -The front sidewalk will be designated for car riders only once dismissal begins.
Thank you for your patience and cooperation.

Car Riders move to front curve from the gym

S T O P

CAR RIDERS AND STAFF ONLY DURING DISMISSAL

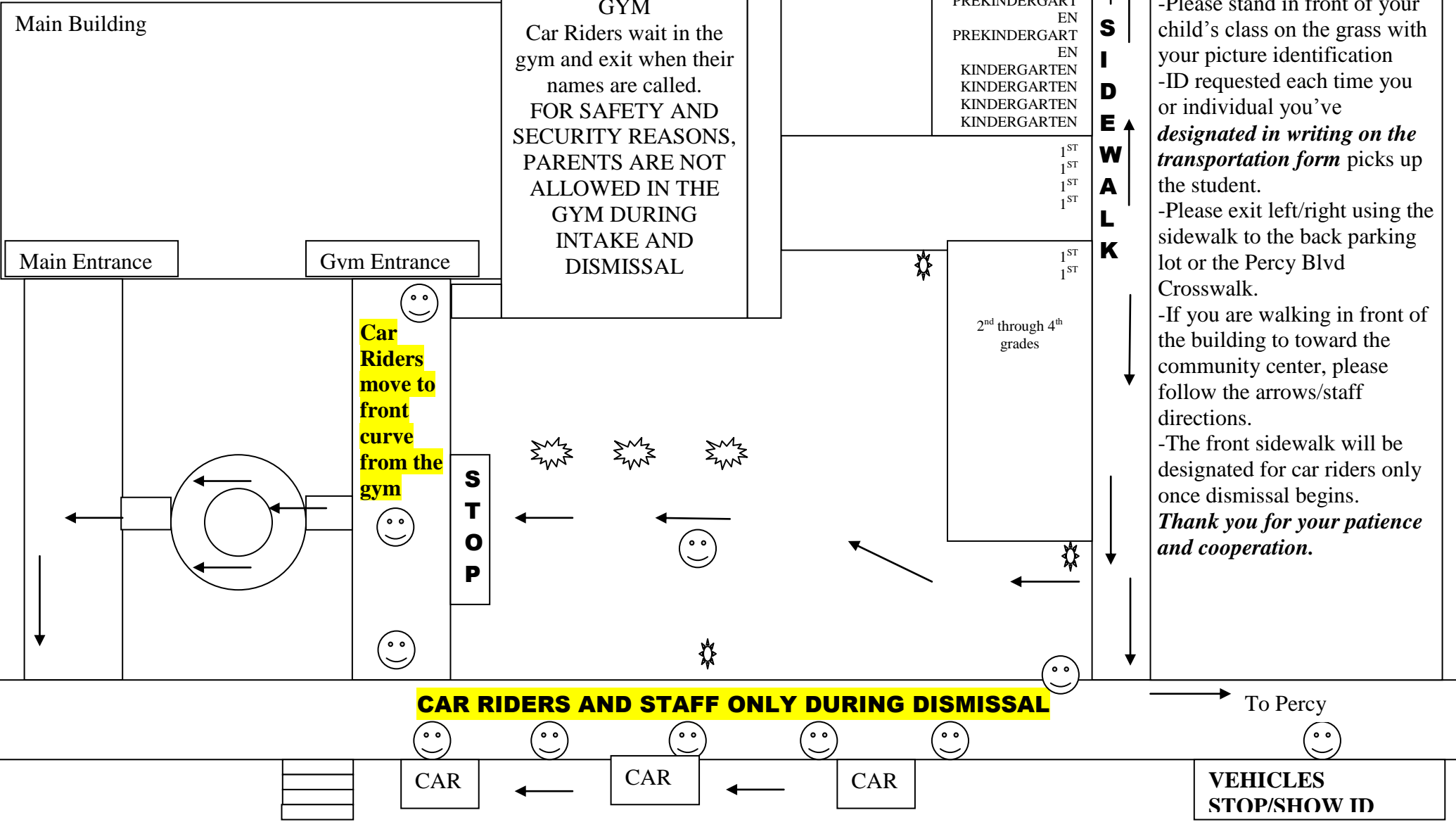
To Percy

CAR

CAR

CAR

VEHICLES STOP/SHOW ID



Communications, Parent Conferences, and Parent Concerns

School Office and Classroom Telephone Service

You can contact the school by calling the school front office at (910) 907-1300. If the office staff members are occupied and do not answer the telephone, you can leave a voicemail, and your call would be returned in a timely manner.

Requests to deliver telephone message to your child need to be kept to an absolute minimum. Unless, it is an emergency, we will wait until lunch or the end of the school day to deliver the message. Please avoid calling to make last minute arrangements for students.

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

Parent-Staff Communications

Staff members may be reached by calling the school office at (910) 907-1300 and the staff member's extension number. Please leave a message, and the staff member will return your call in a timely manner. If you make direct contact with the teacher during class time, you would be asked to leave a message, and the teacher would call you back in a timely manner. The reason for this is that we are doing everything reasonably possible to protect instructional time.

Email is another means of communication with your child's teacher. Please coordinate with the teacher to determine if this would be a better means of communication for both parties.

If you call to talk with your child's teacher, please understand that telephone 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. You may leave a voice mail message for the teacher, or the school receptionist will record and place your message in the teacher's mail box as time allows. Emergencies will be handled on an individual basis.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled during the school year. Contact your child's teacher if you would like to schedule a conference. System-wide conference dates are posted on the school calendar. To schedule an appointment, please send a note with your child to the teacher or call the office to request that your child's teacher call you. When scheduling an appointment with a teacher, we ask that you respect classroom instructional time by not interrupting the teacher during class times.

Parent Concern Procedures

Parents with a concern or grievance about their child should take that concern or grievance to the appropriate teacher first. If the concern or issue is not resolved, the parents should meet with the assistant principal or principal. Concerns about the school or which are general in nature should be made directly to either the principal or assistant principal.

If necessary, one of the administrators can arrange conferences for parents and teachers to discuss classroom issues. The administrator may mediate and/or make a final decision regarding the concern/issue.

[Back](#)

School Food Service

Breakfast and Lunch

The Gordon Elementary School Cafeteria serves breakfast and lunch. We ask parents to encourage their children to eat a well-balanced meal each day. Breakfast starts at 7:40 a.m., and students who participate in the breakfast program may enter the school and go directly to the cafeteria at that time. Students may not arrive before 7:40 a.m., as **there is no supervision before that time.** **Students eating breakfast must use their best manners, follow all cafeteria rules, and obey the cafeteria monitors on duty.** We welcome parents and visitors in the cafeteria for breakfast and lunch. Parents and visitors must sit at the guest tables along the walls on each side, and **only their child may sit with them.**

Lunch is served at the time prescribed on the school master schedule. The students are escorted to the cafeteria by their teacher at the designated time for their class. Lunch is a duty-free time for teachers. A cafeteria monitor and other staff supervise students in the cafeteria. To ensure an appropriate mealtime environment, it is essential that students are well behaved and mannerly.

- Students may choose to bring their lunch to school.
- Breakfast and lunch may be paid daily or prepaid on a weekly or longer basis. If a student is pre-paying for breakfast or lunch, we ask that the money be brought to the cafeteria collection clerk before 9:30 a.m. to insure proper credit. If advance payment is sent to school with your child, please enclose payment in an envelope with the child's name, classroom teacher's name, and amount enclosed written on the outside.
- If a student does not have money for breakfast or lunch, he/she will be allowed to charge for **one** day only. A student charging a meal will be given a computer generated charge slip notifying the parent of the charged meal. Payment for overdue charges must be paid prior to the student receiving another meal. We request the money be sent to school the next day.
- A La Carte items (desserts, including ice cream) may be purchased. However, if a student owes money for a charged meal, he/she may not purchase a la carte items until after all charges are paid. A La Carte items may be purchased only **after** buying a school lunch.
- Menus are published in the *Gordon Monthly Newsletter*, *Paraglide*, *Fayetteville-Observer Times*, Fort Bragg Schools website at www.am.dodea.edu/bragg/, the *Community Channel*, and posted in the classroom.
- **Glass containers, food from "fast food" or other restaurants or stores, and soft drinks are not permitted in the cafeteria. We request that parents ensure candy and soda are not brought to school.**
- Only one lunch per child will be served at the advertised prices. **Second lunches will be purchased at A La Carte prices.**

Lunch Guests and School Procedures

Parents are invited to have lunch with their child in the cafeteria during the child’s designated lunch time. All adult lunches are A La Carte, and each item is priced individually. The **DoDEA Food Services Regulations prohibit its patrons from bringing food from any restaurant or store to eat in the cafeteria.** If you come to the school to eat breakfast or lunch, please sign in at the office and obtain a visitor’s badge before proceeding to the cafeteria.

Please sit at a guest tables in the Parent/Guest Café area and **refrain from sitting at any of the students’ tables. Parents and visitors cannot sit with other students.** Only your child may eat with you. While we are glad to see you in the cafeteria, we ask that you limit your visit to your child’s lunch period in consideration of other parents who may want to have a meal with their child.

Students remain under the supervision of the school employees and must follow school rules, even when parents join them in the cafeteria. We ask parents to work cooperatively with the school staff to support the school and cafeteria rules.

Due to the necessity of maximum security for our students, they will not be allowed off the school grounds during the lunch period, unless they are signed out and accompanied by their parent.

Cafeteria Prices SY 2011-2012

| 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 | .35 | 1.75 |
| Tea | .75 | 3.75 |

Student Salad Menu

Salad will be offered every day in the school cafeteria.

Students in Kindergarten through fifth grade will receive a salad plate with two packages of crackers or one roll and milk for the price of their regular meal.

Adult Meal Participation

Breakfast and lunch will be offered to adults at [A La Carte prices](#).

Returned Checks

In the event the parent pays in advance with a check that is returned due to insufficient funds, the school will notify the parent by letter and phone call. A TEN DOLLAR (\$10.00) service charge will be added to the check total. The parent/sponsor will make cash payment to the School Food Service Administrative Office. Subsequent checks will be accepted if the delinquent check and service charge are paid within 30 days of parent notification.

Procedure for Free and Reduced Meal Applications

The Free and Reduced Meal Applications with Parent/Guardian letter will be available 25 days prior to the first day of the new school year. The applications are placed in strategic locations such as the Central Office Reception area; the Community Center; School Food Service Office and in each school's admin office.

- Applications are to be returned to the school collection clerk; reviewed by the clerk to ensure that all essential information is provided.
- Applications are sent to the Central Office for processing. Once the application is approved, the collection clerk will be informed of the change(s). The parent/guardian will be notified by mail.

Prepayment Program

Students may pay for their lunch and breakfast meals in advance online. Weekly, biweekly or monthly payments will be accepted. If a child is absent or brings a meal from home, credit is maintained for those days. You may access online payment at this website: www.Lunchprepay.com. Also, the parent may make advance payment arrangements by visiting the Collection Clerk from 8:00 a.m. to 10:00 a.m. and from 1:30 p.m. to 2:00 p.m. each day. The Collection Clerk can be reached by telephone during the above times regarding student meal accounts. The Collection Clerk for Gordon Elementary School can be contacted at (910) 907-1305. **Advance payment for meals cannot be accepted at the lunch line.**

LunchPrepay.com

In addition to the above prepayment procedure, a new technology is available to Fort Bragg Schools which allows parents to track what their children are purchasing in the school cafeteria, along with being able to prepay for school meals. Parents can access this program online at <https://www.lunchprepay.com/Redirection.aspx?Page=0>. The program highlights are:

- ~Make meal payments on the internet using your credit card
- ~Check your child's meal account balance
- ~Get low balance alerts by email
- ~See what your child is buying

CAFETERIA TOP 10

1. Enter quietly and **ALL STUDENTS** go through the line one time.
2. Keep food to yourself, do not share & use good manners.
3. Follow directions, raise your hand for help and wait patiently.
4. Keep your hands, feet and objects to yourself.
5. 5 to a side, stay seated, feet under the table, bottoms on bench.
6. **FILL YOUR TANK IN THE FIRST 10 MINUTES-NO TALKING.**
7. After 10 minutes, you may talk quietly to those near you.
8. Pick up your trash from the table/floor and clean up your spills.
9. One table washer and one sweeper per class.
10. Do not leave the cafeteria without permission from an adult.

Menus

Classroom teachers are provided menus each month and copies are also available in our front office. In addition, the Fort Bragg Schools menus are published in the Paraglide, the mini page of the Fayetteville Observer, and online at the Fort Bragg Schools website. <http://www.am.dodea.edu/bragg/New-CSO/Menus/Menus.htm>

[Back](#)

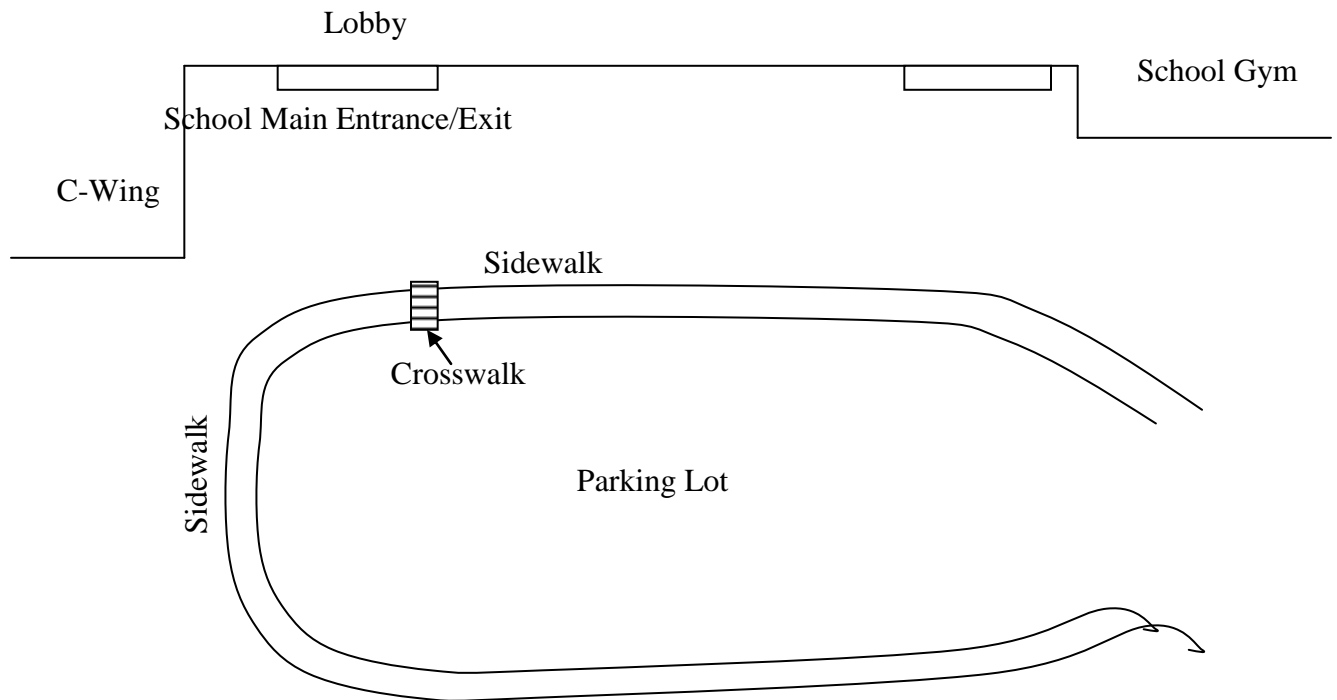
Visitors and Volunteers

Visitors

A close relationship between the school and home is an important part of a student's education. For safety and security reasons, parents and all other visitors to our school must sign in at the front office and show photo identification and exchange keys or ID to receive a visitor's badge. No visitors should go to any classroom or building area without first signing in at the office. The visitor's badge must be worn during the entire time of the visit. When leaving the school, you must sign out and return the badge to the front office and pick up your item. If you drive to the school, please park in the parking lot. Please do not park in the front circle. **The front circle is only for loading and unloading during arrival/dismissal and emergency vehicles.**

Front Circle Diagram

The front circle is the road area that leads to and curves in front of the school main entrance. Parents are asked to drive on the lane next to the sidewalk to drop off their children.



You are welcome to visit to observe classroom instruction, and you are welcome to talk to our teachers about your child. However, **we ask that you do not speak with the teacher or students during class time. Speaking with the teacher or a student will take the teacher's attention away from your child and the rest of the class, and it could take the students' focus away from the class work.** If you need to have a conference with the teacher, we ask that you request an appointment by sending a note with your child, or by calling the teacher's telephone extension number. The teacher will respond to the note or return your call to schedule an appropriate meeting time.

Strollers can present a safety hazard and will not be allowed in the building due to the continuous transitioning of students and staff throughout the school day. Stroller parking is provided near the Gym Entrance.

During instructional time, students may not bring to school visitors from other schools, siblings who are not students at Gordon Elementary, or relatives without the permission of the principal.

Volunteers

Parent volunteers are welcome and needed in our school. During Open House, volunteers should sign up with their child's teacher or the PTA and pickup forms that are required prior to volunteering (Information Form, etc.) Let us know what special talents and interests you have to share. Volunteers are reminded to sign in and out at the volunteer reception area. It is extremely important that we maintain accurate records so we can locate you quickly in case of an emergency. Volunteers must wear their nametag during their entire time in the building. If you drive to the school, please park in the parking lot and do not park in the front circle.

Volunteers can help in different areas and ways. Here are some examples:

- Assist in the Information Center (Media Center)
- Work with groups of students or individuals
- Prepare materials for teachers
- Share special talents
- Assist with the vision screening
- Assist with or provide support for special school activities, such as recognition assemblies, parent forums, field day, etc.
- Be a chaperone during study trips

How to register with VMIS:

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

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

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

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

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

How to log your hours on VMIS:

If you have never logged hours...

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

If you have previously logged hours....

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

Follow the steps below to update your profile.

- Go to **www.MyArmyOneSource.com** and log in.
- Click on Update Profile Box in upper right corner.
- Click on Edit Profile.
- Click on SAVE when done.

Gordon Elementary School

Instructions and Procedures for Visitors and Volunteers

Welcome to Gordon Elementary School! We appreciate our parents' visits and help as volunteers. In order to assist us in maintaining a safe and smooth daily routine, we ask that you follow the instructions and procedures which are provided below. Thank you so much for your continued support.

- Please sign in on the Visitor Logbook if you are visiting or on the Volunteer Logbook if you are working as a volunteer. Wear your assigned visitor badge or volunteer tag at all times.
- You must stay in the area which you signed in to visit or to serve. If you need to go to a different area, you will need to inform the office.
- Please wear appropriate attire during your visit or volunteer work. Also, please do not make inappropriate comments in the presence of students.
- If you are visiting, we ask that you do not speak with the teacher or students during class time. If you need to confer with the teacher, please do so after the class or schedule an appointment to meet with him/her.
- If you are a volunteer, please follow the teacher's or PTA representative's instructions regarding interaction with the students and the staff.
- Please let classroom teachers or administrators handle any student discipline issues. **You may not reprimand or discipline any student.** Instead, notify the teacher discreetly of any inappropriate behavior.
- Turn off or set your cell phone on vibrate upon entering the building. If you need to receive or to make a call, please step outside the school to do so.
- If we implement a procedure from our crisis management plan, such as an evacuation or a lockdown, please remain calm and follow our directions.

Joel Grim
Principal

Dr. R. Diane Brown
Assistant Principal

School Enrollment and Withdrawal Procedures

School Enrollment Procedures

The Office of the Department of Defense General Counsel advises that only children who meet the statutory requirements reflected in DOD Instruction 1342.26 may be enrolled in the DDESS schools, and attendance is limited to eligible dependent children.

Children must be 4 years old on or before 1 September of the enrolling school year to be eligible for preschool. Students who are 5 years of age on or before 1 September of the enrolling year may be enrolled in kindergarten. Those who are 6 years of age on or before 1 September of the enrolling year may enter first grade. Parents enrolling students during the school year are requested to bring school reports or report cards from the last school attended (at the time of registration). Also, parents must complete the registration packet.

To register students, parents must present the following to the front office staff:

1. 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 at the school.
2. If the sponsor is not listed on the birth certificate as a biological parent, then a marriage license, DEERS paperwork or spouse ID is required. The student's dependency and custody determination must be documented before enrollment is approved.
3. 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.
4. Documentation of the sponsor's housing assignment in permanent quarters, either by a housing letter or a 90-day letter from the appropriate Housing office. The document must list the student as a dependent with authorization to live in housing. **No student will be permitted to start school without this documentation.**
5. Immunizations. Families are highly encouraged to begin the school year with current immunizations; however, they will have a window of 30 calendar days to update their immunizations without disrupting school attendance, if they need it.
 - a. Before enrolling in a DoDEA school, students are required to have an up-to-date immunization record. This will be required before registration can be completed. Copies of the immunization record will be kept at the school.
 - b. **Returning students and students who have immunizations come due during the school year will have 30 calendar days from the due date to update or receive their shot(s).**

c. The students' records will be reviewed by the school nurse, and if any students' immunizations need to be updated, the school nurse would notify the parents. In such a case, the parents would have 30 calendar days to have their children immunized and to provide the updated immunization record to the school office.

d. If a parent's religious beliefs conflict with the immunization requirement, the parent would have to provide to the school office a signed, written statement to the school office that includes the following: the name of the child, a request for exemption from the immunization requirement, an explanation of the parent's religion, a clear description of how the immunization requirement conflicts with it, and the parent's signature. The statement should be reviewed by an official of the parent's church or religious organization.

6. If the sponsor is deployed, a general power of attorney can be provided, but it is not required 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 five days prior to the student's last day at Gordon Elementary School. We ask that you come to the school office to clear your child's records, pick up a transfer form, and sign a records release form. A Student Withdrawal Checklist will be used for this. Please give the transfer form to the new school when you arrive at your destination. Students will receive grades if they have attended 20 or more days during the grading period.

The student withdrawal process also includes checking with the Media Center and Cafeteria. The Media Center staff will inform you if your child has any books checked out, which would need to be returned. If a book is lost or damaged, it must be replaced with the same title or a book of equal value. The Cafeteria staff will inform you if there is a balance on your child's meal account, and if there is, you would be asked to pay the balance.

Parents should complete the withdrawal procedures before the end of the school year if they plan to leave Fort Bragg during the summer months.

Please provide a copy of the sponsor's permanent change of station (PCS) orders to the front office staff for inclusion in the student's records.

[Back](#)

Student Attendance

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

It is DoDEA policy that:

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

DoDEA STUDENTS.

The student shall:

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

CONDITIONS UPON WHICH STUDENT ATTENDANCE IS ESTABLISHED

1. CALCULATION OF ATTENDANCE

- a. Daily student attendance is identified based upon a quarter of the school day formula.
- b. Students will be identified present or absent, based upon the following criteria:
- (1) Absent up to 25% of the school day = absent one -quarter of the school day
 - (2) Absent between 26% to 50% of the school day = absent one -half of the school day
 - (3) Absent between 51 % to 75% of the school day = absent three -quarters of the school day
 - (4) Absent between 76% to 100% of the school day = absent full-day
- c. The school office will rectify (each morning) the reason for each and all student absences based upon information provided by the parent or sponsor.

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

- d. Students Identified as At-risk. Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:

- (1) Meeting with parent or sponsor.
- (2) Command assistance.
- (3) Participation in make up class(es).
- (4) Participation in summer school course(s).
- (5) Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.

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

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

Daily Classroom Attendance Report

The ASPEN attendance module of the ASPEN data base is used by teachers for recording student attendance. Homeroom teachers must record their attendance by 8:40 a.m. Completing classroom attendance is critical for other functions in the office and the guidance program. Once student attendance is entered, teachers cannot make changes in the database. Therefore, it is important that students are signed in by an adult and provided a tardy slip for admission to class. If a student is not signed in and goes directly to class the teacher will send the child back to the office. The school secretary or receptionist will change the class report to note the tardy. Afternoon preschool teachers complete their attendance report by 12:15 p.m.

Students in homebound/hospital status will be counted “present” unless otherwise directed. Any recorded absence will generate an automated call to the student’s parent/guardian after school on the same day. Therefore, it is imperative that absences are recorded accurately. Absence notes from parents are critical and should be provided to the office to change the attendance code.

Absences

If a student is going to be absent, his/her parent should notify the front office by 8:30 a.m. (907-1300). **When the student returns to school, his/her parent must send or provide a note to the student's teacher stating the reason(s) for the absence. The note will need to include the student's name, date(s) of absence, the reason(s) for the absence, and the parent's/guardian's signature. *If a note is not received, the student's absence will be recorded as unexcused.*** If a student is absent three or more consecutive days, we request a doctor’s note. The following reasons constitute excused absences according to DODEA Regulation 2095.01(<http://www.dodea.edu/attendance/index.cfm>):

- Personal Illness
- Medical, dental, or mental health appointment
- Serious illness in the student’s immediate family
- A death in the student’s immediate family or of a relative
- Religious holidays
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.
- College visits that cannot be scheduled on non-school days.
- Pandemic event.
- Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences. (See appendix to Enclosure 2 in DODEA Regulation 2095.01(<http://www.dodea.edu/attendance/index.cfm>))

Parental Contact

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

Tardiness

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

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

could detract from the student's success in school. DODEA Regulation 2095.01(<http://www.dodea.edu/attendance/index.cfm>) states the following:

TARDY

- a. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
- b. Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
- c. Students are responsible for making up all missed work when arriving late to class.
- d. Students missing less than 1/2 school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."
 - (1) Excused Tardy. Conditions that constitute an excused absence also constitute excused tardy. (See section 4.b. of this enclosure)
 - (2) Unexcused Tardy
 - (a) Tardy from school or a class without written verification from a parent or sponsor will be unexcused
 - (b) Students leaving school grounds without prior written parent or Sponsor permission.

EXCESSIVE TARDY

- (a) School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
- (b) After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
- (c) As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year

Call Back System

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

[Back](#)

TRANSPORTATION

You will be asked to complete an **Inclement Weather Form/Early Dismissal Form**. This form notes the means of transportation, for your student, in the event of an early school closing due to dangerous weather conditions or other emergencies. If your student must go home by another means one particular day, you must notify the school in writing at least **2 hours prior** to dismissal. **For safety and security reasons, no changes in transportation arrangements will be made by telephone.**

In the event of an unexpected early release from school, students will be sent home by the means of transportation listed on the Inclement Weather/Early Dismissal Form. Please talk with your student about your plan for unexpected early dismissals. Our military partner point of contact and School Age Services will be notified by telephone in the event of an early release. Please tune into local radio and television stations and access <http://www.cancellations.com> on the internet for information regarding school closings and early release.

School Buses

At Gordon Elementary School, only designated, special needs students will use school bus transportation. The parents will be notified of the bus pick-up and drop-off times. Every student will need to be ready for pick-up at the time designated for him/her. All bus riders will need to comply with the bus rules and the behavior standards for school bus students (see the section on student discipline).

Bus Rules

- Comply with the bus rules.
- Board and exit the bus in an orderly, safe manner.
- Ride the bus to which the student is assigned.
- Stay in their assigned seat while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Show respect to all adults and students

Car Riders

If you plan to drive to transport your child to and from school, the circle by the school front entrance is the drop-off/pick-up location. Please drive slowly (preferably no faster than 5 miles per hour) on the circle, and always watch for anyone who may be walking to their vehicle or across the road. Stay on the right side/lane of the road. **Please do not park, pass or drive around other vehicles on the front circle.** This is a safety precaution to help in preventing an accident. Staff members will monitor the arrival and dismissal of students.

Walkers

Students who walk to and from school are encouraged to use sidewalks, cross streets at designated crosswalks, and use manned crosswalks. During student arrival or dismissal, parents who are accompanying or meeting their child should wait outside the building. If a parent needs to enter the building, he or she would have to sign in as a visitor.

[Back](#)

School Cancellations/Unannounced Dismissals

If it becomes necessary to close schools, to delay the school day start time, or to dismiss students early, the announcement and instructions will come from the Fort Bragg Schools Superintendent's Office. The One-Call Now system will be used for this, which will enable the school district to send the message to the parents with one telephone call. Announcements about closing school for the day or delaying openings usually will be made before 6:30 a.m. ***If no announcement is made, school will open as usual.*** Local radio and television stations will be notified, including Dragon Radio on Fort Bragg. Parents are asked to listen to these stations for information, rather than telephoning the school or the stations themselves. Almost all local radio and television stations can be accessed on the internet at the [Fort Bragg Schools](http://www.cancellations.com) website or www.cancellations.com. ***We are not a part of Harnett County Schools.***

In case of early dismissal, please make plans ahead of time so your child will know what he or she is to do. We encourage you to discuss the plan of action for inclement weather with your children to avoid last minute confusion. In case of early dismissal, children should know ahead of time if they are to ride the bus, walk home, or wait for a parent at a neighbor's home. Prior planning helps children feel safe and less anxious when unexpected changes occur. Please ensure you indicate your wishes for an early dismissal on the Inclement Weather/Early Dismissal Form, which is completed by parents at the beginning of each school year and during registration. Please remember to update the form with the classroom teacher if changes occur.

Our school will have specific notification plans in case inclement weather makes it necessary to cancel or close school. Local radio and television stations would begin announcing school cancellations, delays or early dismissals as soon as possible after they are notified.

Please do not call the media, the weather bureau or the school since it is important that their lines stay open for emergency and other vital public announcements when the weather is bad.

[Back](#)

Academic Information

Honor Roll

Gordon Elementary School has two levels of honor roll during each marking period (every nine weeks) for grade levels 3 and 4. The “*A*” *Honor Roll*, which is the higher level, is achieved by having an overall grade of *A* in each core curriculum subject and a marking of Satisfactory or higher on every special subject. The second level, *A/B Honor Roll with Distinction*, is achieved by having at least one overall grade of *A* and no overall grade less than *B* in the core curriculum subjects, and the student must have at least an overall grade of Satisfactory or higher on every special subject.

Awards

At the end of the 1st, 2nd and 3rd quarters, we will have an assembly by grade level to recognize students for the following awards:

- Perfect attendance for last quarter
- “A” Honor Roll for last quarter
- “A-B” Honor Roll for last quarter
- President’s Award for educational achievement
- President’s Award for educational excellence
- Citizenship and flag team
- Terrific Kid Award

4th quarter awards will be presented in each classroom at the end of the school year. A schedule of dates and times will be coordinated through the Administrative Officer.

Reporting Student Progress

Teachers inform parents of student progress through telephone calls, informal notes, conferences, progress reports, and report cards. Report cards are sent home on the dates listed on the Fort Bragg Schools Calendar. System-wide, parent-teacher conference dates are posted on that calendar, also.

Parents are encouraged to inquire about their student’s progress at any time. To schedule an appointment, please send a note with your student, email or call the office and request that the teacher call you. When scheduling an appointment with a teacher, we ask that you respect classroom instructional time by not interrupting the teacher during class times.

Gordon Elementary School Academic Program and Curriculum Information

DoDEA/DDESS and the Fort Bragg School System mandate the overall academic program of Gordon Elementary School. Curriculum materials are used and supplemented with additional resources. Classroom instruction is presented in a variety of ways that will enable students to master curriculum standards in a method that matches their learning styles.

The DoDEA curriculum standards are used to provide a quality, integrated instructional program in the Fort Bragg Schools. Curriculum content and performance 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 standards are online at <http://www.dodea.edu/curriculum/index.cfm>.

In addition to the core curriculum subjects (math, language arts, science, and social studies), Gordon Elementary School offers special classes. Synopses these content areas are provided below.

- *Fine Arts:* Our students participate in music and art classes. These classes provide an avenue to create, explore, listen, and develop an awareness of the student's physical environment. Music activities enhance and develop a student mentally, physically and socially through exploring, listening, playing instruments, singing, moving, reading, and creating. The Visual Arts program incorporates art concepts and the use of materials to invite curiosity, build confidence, promote problem solving and foster creativity. Hands-on activities are provided in music and art classes. Students' artwork is displayed throughout the building during the school year.
- *Physical Education:* A comprehensive physical education program is provided for Kindergarten through 4th grade. The purpose of physical education is to provide appropriate instructions for building a healthy body, mind, and character for each student. This goal is achieved through a skill-based instructional program that encompasses personal fitness skills, perceptual motor skills, developmental gymnastic skills, and recreational and sports skills.
- *Computer Technology:* In addition to one computer lab, each classroom is equipped with computers for student use. A wide variety of software is available to enhance learning. The Educational Technologist supports the integration of technology into the curriculum by providing staff development for teachers, working in classrooms with students as they extend and enhance skills using appropriate software, and creating an informative and interactive website.

- *Read 180*: Read 180 is an intensive reading intervention program for students, which is designed to meet the needs of students whose reading achievement is below the proficient level. The program addresses the student's needs through adaptive and instructional software, high interest literature, and direct instruction in reading skills.

Homework

The teachers will assign homework to help the student to master the curriculum standards that are taught. Homework is intended to benefit the student. It provides the student with the individual opportunity to apply critical thinking skills, to review and reinforce what was taught by the teacher, and to develop good study habits, which will promote lifelong learning.

Homework Hints:

- Research shows that when homework is turned in to the teacher, graded, and discussed with students, it can improve students' understanding of the content.
- Parents can assist by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the supplies that your children need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support.
- The amount of homework varies by grade level.
 - Kindergarten: 10 to 15 minutes Monday – Friday (The student should read for about 15 minutes daily, reinforcing skills taught at home.)
 - Grades 1 and 2: 10 to 20 minutes, three to five times per week
 - Grades 3, and 4: 30 to 60 minutes, three to five times per week
- We recommend that all students read or be read to at home each day as part of homework. If your student consistently takes longer than the recommended time to complete homework, please contact your student's teacher.
- The amount of help you offer your student depends on each student's grade level, knowledge of skills, and study habits. Make sure the student understands the directions by completing a few problems together. Praise right answers, and show how to correct mistakes. Students should be able to complete the assignments independently.
- Teachers want students to learn from homework. Tell the teacher if your student thinks the homework is too easy or too hard. This will help the teacher match homework with student ability and maturity levels.
- Each grade level communicates with parents about their students' homework assignments, via an assignment sheet, homework folder, or other method.
- Avoid “hovering” over your children while they work on homework. You do not want your student to be dependent on you to complete the tasks.
- Help older students organize their assignments by recording them on calendars or planners, along with due dates, dates turned in, etc.

Homework should be academically appropriate and an extension of classroom instruction, and not an introduction of new or unfamiliar material. We attempt to consider all students' academic abilities, and monitor holidays, as well as school and post wide events when making decisions

about homework. Homework does not always involve pencil and paper tasks. It may also encompass such activities as reading for a time period at home or working on a project.

Home Reading Program

Our Home Reading Program is designed to promote the love of reading and supports our emphasis on literacy. Each grade level has specific home reading goals. Your student's teacher will share these goals and record keeping procedures with you. Please schedule time each day to read with your student.

Child Find

"Child-Find" is the ongoing process used by Department of Defense Schools and the military community to identify individuals (from birth to 21 years of age) who show indications that they might be in need of special education and related services. The P.O.C. at Gordon Elementary School is the Case Study Committee chairperson at (910) 907-1300, extension 3827.

Pre-Kindergarten

Students who will be 4 years of age on or before 1 September of the enrolling year may be enrolled in pre-kindergarten. Pre-Kindergarten is a half-day program. Classes are small, allowing the teacher to provide individualized instruction. With the assistance of an instructional aide, the preschool teacher provides a program designed to prepare the students to make academic progress when they enter kindergarten.

Field/Study Trips

Field/Study trips at Gordon Elementary School serve important functions. They are intended to supplement and/or enhance what our students are learning. Parents sign permission slips for each field trip. Failure to return the signed permission slip will mean that the student will be unable to go on the trip with the class. Students must travel on the bus with the class, not in privately owned vehicles.

If you agree to chaperone a class on a study trip, please make arrangements for any other children you may have in your family to be cared for outside the school. Preschool children or brothers or sisters from other classrooms will not be allowed to accompany you on the study trips.

Effective since 2011, **All** chaperones must complete the AT Level 1 Awareness Training prior to participating in any school field trip. (Active duty personnel are exempt from completing this training). Training can be assessed by using the following link: <https://atlevel1.dtic.mil/at/>. We also have a link located on the school's homepage under Volunteering.

[Back](#)

Student Behavior Expectations

Gordon Elementary School stresses and works to provide a safe and orderly environment, and we ask for the support of and partnership with the members of our school community to achieve this. This chapter of our Parent-Student Handbook is based on DoDEA Regulation 2051.1. If there is any conflict with the information in the chapter, the provisions of DoDEA Regulation 2051.1 will take precedence. We will promote good citizenship, good character, and respect for others. All students are expected to contribute by exhibiting appropriate behavior and assuming responsibility for their actions. The military sponsors are responsible for their children's behavior. In all situations, we will consider the student's age and grade level.

Beliefs:

1. Environment, instinctive needs, and experiences influence behavior.
2. When behavior is reinforced, it will be repeated.
3. Expectations of the educational community influence behavior.
4. School discipline is successful when combined with effective teaching practices.
5. Students are responsible for their actions according to their age/level of maturity.
6. Students must make connections between their behavior and consequences.

The Principal shall:

1. Dispense and exercise general supervisory control over the administration of school discipline within the school, as prescribed in subparagraph 5.2.3 of DoDEA Regulation 2051.1 http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf and [Administrative Instruction 2051.02. http://www.dodea.edu/foia/iod/pdf/2051_02.pdf](http://www.dodea.edu/foia/iod/pdf/2051_02.pdf)
2. Issue a decision in any case where the principal [or assistant principal] has conducted an informal conference and determined that:
 - a. A removal for 10 consecutive days or fewer is appropriate, in accordance with the procedures in enclosure 4 of DoDEA Regulation 2051.1.
 - b. The student accused of misconduct was afforded a sufficient opportunity to establish that he or she did not commit the misconduct and/or to identify extenuating or mitigating circumstances before a disciplinary consequence was rendered.
3. Consult with the district superintendent for situations that could result in removal of a student for more than 10 consecutive school days; after which, appoint appropriate members to, and convene, a disciplinary committee. The disciplinary committee shall conduct a hearing and make recommendations to the district superintendent in any disciplinary action in which the principal recommends that a student be removed for more than 10 consecutive school days.

4. Explain to the student and the sponsor/parent/guardian the terms and conditions of any disciplinary action (i.e., the date upon which the student is eligible to return to school, the student's obligation to continue education during any period of removal, etc.).

The Teachers and Educational Staff Members shall:

1. Utilize the range of behavior management techniques, to include the independent exercise of minor disciplinary actions for minor student misconduct. Teachers and other educational staff members (e.g., counselors, nurses), with the consent of the principal, may order in-school removals when appropriate to the needs of the student and his or her disruptive behavior.

2. Ensure that, in cases where teachers utilize the range of behavior management techniques cited in subparagraph 5.6.1. of DoDEA Regulation 2051.1, the student knows the nature of his/her misconduct and understands why the disciplinary action is being imposed. When there is a doubt about the culpability of persons involved in misconduct, or there is some possibility of mitigating circumstances, the educational staff member administering discipline should provide an opportunity for the student facing a disciplinary action to express his/her reasons for the alleged misconduct.

The Students:

1. Shall comply with all DoDEA student disciplinary rules, regulations and procedures.

2. Shall be responsible for providing information and/or evidence in defense or mitigation of the charges against the student and complying with the timelines required by DoDEA Regulation 2051.1.

3. May appeal a disciplinary decision, as follows:

a. Appeals Not Involving Removal. Appeals from disciplinary actions imposed by a teacher or a principal that do not involve removing a child from the school are resolved through a conference (informal hearing) between the sponsor/parent/guardian and the teacher or principal in accordance with subparagraph E4.6.1 of DoDEA Regulation 2051.1.

b. Appeals Involving Removal for 10 Consecutive School Days or Fewer. A principal's decision of removal for a period of 10 consecutive school days or fewer may be appealed to the district superintendent. No further appeal is authorized.

c. Appeals Involving Removal for More Than 10 Consecutive School Days. A district superintendent's decision of removal for a period of more than 10 consecutive school days, including expulsion, may be appealed to the cognizant Area Director and then to the Director, DoDEA.

Students' Rights and Responsibilities: http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

1. Students shall have the privilege to attend school and learn. It is their right to expect respect at school, on the bus, or at school activities from other students and school employees. It is the responsibility of the school system to protect students from sexual harassment and physical or verbal abuse from other students and school employees. Students have the responsibility to follow published district, school, and classroom rules. Students who are accused of violating the rules or displaying improper conduct will be provided with due process which at the minimum means they will be informed of the violation and will be provided with a chance to explain their position except when their presence in school could endanger other students. Discipline will be conducted firmly and fairly. Corporal punishment will not be used as a disciplinary method.
2. For minor offenses, the Principal or designee may assign consequences proportionate with the offense and in accordance with the development and maturity of the student involved.
3. Members of our school community must have a sense of belonging. Thus, members will feel capable of contributing to their school community. Parental support is critical to a successful discipline program.

Core Expectations for Staff, Parents, and Students:

Management of student behavior is a responsibility shared by the staff, military sponsors/parents/guardians, and the military and school communities; it includes teaching and reinforcing positive student attitudes and behaviors.

Staff Members are expected to:

1. Exhibit proper and adequate supervision of all students.
2. Instruct students and parents about school and classroom rules and regulations for proper conduct.
3. Work cooperatively with other staff members, parents, and students and treat them with respect and courtesy.
4. Enforce school rules and policies fairly and consistently, while respecting the dignity of students, parents, and other staff members.
5. Establish an atmosphere of proper school behavior by modeling and setting guidelines for such behavior.
6. Create a positive and safe learning environment for all students, staff, and other adults.

7. Communicate with school personnel, students, and parents in a responsible and non-threatening manner, without abusive language or physical violence. Abusive language is defined as any words or gestures intended to insult, hurt feelings, or show defiance, such as slander, public accusations, or racial/religious/sexual slurs.

Parents are expected to:

1. Cooperate and comply with the school administration of school procedures and rules.
2. Respond without undue delay to any request by school officials to attend conferences regarding student behavior or progress.
3. Be responsible for the willful misconduct of their student.
4. Treat all school personnel and students with respect and courtesy.
5. Communicate with school personnel and students in a responsible and non-threatening manner, without abusive language or physical violence.
6. Communicate concerns or questions regarding school policies and procedures directly to school personnel in an appropriate setting (without student).
7. Assist their student in attending school regularly and on time.
8. Provide for their student's health, personal cleanliness, acceptable, grooming, and suitable dress.
9. Be responsible for their student's understanding and exercise of self-discipline and independence.

Student Behavior Expectations

The learning process and safety can be fostered when we have good order in the classroom and school. When present on the school campus, on a school bus, or participating in or attending any school-sponsored activity, the students are expected to adhere to the school rules and the DoDEA policies regarding conduct. The students will be taught the behavior expectations by the staff.

In general, students are to:

- Comply with the school rules and with all directions of all school staff.
- Bring all needed materials to class.
- Be cooperative and courteous to all adults and other students.
- Use appropriate language and behavior.
- Respect others and self.

- Respect all school property, the school building, and the property of others.
- Leave any toys, dangerous, and valuable items at home.
- Refrain from pushing, fighting, wrestling, tripping, playing catch, and horse-playing with other students.
- Refrain from selling merchandise at school except for school-sponsored items.
- Walk and be quiet in the hallways.

Teachers work with our school counselors and parents to address any behavior concerns. Significant behavioral issues are referred to the assistant principal or principal. If this occurs, the principal or assistant principal would determine if the student would receive disciplinary action, and the parent would be notified of the action.

School Rules

- Follow directions the first time given
- Complete all assigned work and tasks
- Behave appropriately in all the school areas and classrooms
- Show respect to the school staff and students

Hall Behavior and Hall Pass

All students are expected to behave appropriately going to and from classes. Students are asked to walk on the right side of the hallway always and to be quiet.

Students who are released from class must have a hall pass from their teacher. The pass should include time, destination, and teacher's name.

Playground Guidelines

- For safety reasons, wear closed-toe and enclosed heel, play shoes
- Use equipment properly
- Use good sportsmanship
- Play safely

Bus Behavior Expectations

Students who ride a school bus are expected to observe the rules of good behavior at all times. On and around school buses, students will comply with the following behavior standards:

- Comply with the bus rules.
- Board and exit the bus in an orderly, safe manner.
- Ride the bus to which the student is assigned.
- Stay in their assigned seat while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.

- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Show respect to all adults and students

Student Discipline

Gordon Elementary School will follow the DoDEA policy on student discipline, which is DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. Parents are invited to read the policy online at: http://www.dodea.edu/foia/iod/pdf/2051_1.pdf.

In accordance with Enclosure 3 of DoDEA Regulation 2051.1, this section describes student conduct warranting disciplinary action or consequence. However, this section does not list every possible offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct that may result in disciplinary consequence, and it alerts the principal to his/her flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence.

A student may be disciplined for 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 the sponsor/parent/guardian, time out, teacher/student conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal to be appropriate. More serious disciplinary action may be taken when a student engages in repeated or multiple acts of misconduct if the teacher or principal determined that the nature of the offense warrants a more severe consequence.

Examples of conduct for which minor discipline may be appropriate are, but are not limited to:

- Tardiness
- Unexcused absence
- Chewing gum or eating food in class
- Running or horseplay in the halls or classrooms
- Use of offensive language
- Disrupting the class by talking, laughing, or wandering about if such conduct is inappropriate to the classroom activity.

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h)(3) of 18

U.S.C. (reference (k)).

- Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j))), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.
- Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
- Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut.
- Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in Enclosure 2 of DoDEA Regulation 2051.1. A mandatory expulsion recommendation is required for a second offense.
- Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
- Robbing or extorting, or attempting robbery or extortion.
- Damaging or vandalizing school, U.S. Government, contractor, or private property.
- Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
- Committing any lewd, indecent, or obscene act; or engaging in habitual profanity or vulgarity.
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, *and/or* the violation of *other rules* and guidance established for an orderly educational atmosphere.
- Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).
- Gambling in any form.

- Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
- Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerrys; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.
- Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
- Forging, cheating, or plagiarizing the work of others.
- Possessing or using fireworks or other explosive devices.
- Violating attendance regulations or policies (i.e., truancy).
- Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
- Violating any law, rule, regulation, or policy of the military installation or the school.
- Failing to report or otherwise be complicit in the above-described acts.

Confiscation of Property

The principal, assistant principal, and teachers may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by this Regulation, or good order and discipline. Unless

possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of disciplinary action.

Fighting

Fighting will not be tolerated at Gordon Elementary School. Students that are preparing to engage in a fight, but are stopped may also be disciplined. In order to curb this behavior, the following procedures will be utilized:

1. Students fighting will be suspended out-of-school. If a student is suspended, copies of the suspension letter may be sent to the DDESS-NC Superintendent, and copies of the letter may be provided to the Garrison Commander, as appropriate. Also, any student who is involved in a second fighting incident or who hits adult school personnel could receive more serious consequences, including a recommendation for a long-term suspension, expulsion, and/or administrative sanctions.
2. A re-entry conference must be held with the military sponsor (spouse, if sponsor is deployed) before the student reenters school.
3. If the school officials determine an aggressive action to be of serious nature, the military police may be called to conduct an investigation.
4. Any student aiding or abetting students fighting will be subjected to an out-of-school suspension of up to ten (10) days.
5. All students have the responsibility to:
 - a. Inform a teacher or administrator of any circumstances that indicate fighting may soon occur; and
 - b. Immediately inform the nearest adult if fighting occurs.
6. See Chapter 17, Services, of this handbook for information on services from school/guidance counselors, which can include conflict resolution.

NO BULLYING

We strongly believe that school should be a safe and nurturing environment for all students. Therefore, bullying and aggressive behaviors do not have a place at our school and will not be tolerated. *Bullying* is repetitive negative actions targeted at a specific victim. If you have concerns, please talk with your student's classroom teacher for assistance.

[Back](#)

Student Dress Standards

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

a. Students should not wear ill-fitting clothing, halter-tops, swimsuits, shirts with spaghetti straps, baggy pants, shoes/boots with high heels, flip flops or clogs, dresses or skirts of an inappropriate length, or immodest apparel. For shorts, a good rule of thumb is that the shorts should be no higher than a student's fingertips when the hands are at his/her side.

b. Large loop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons.

c. Students should not wear hats or other headwear in the building except for medical reasons.

d. **Clothing with offensive language are not to be worn in the school. Also, clothing which promotes or depicts drugs, alcohol, tobacco, drug paraphernalia, violence, hate speech, or gang symbols is prohibited.**

e. Shoes with wheels or “heelies” will not be allowed.

f. **Parents will be contacted if students are inappropriately dressed.**

On most days, the students will be expected to participate in outdoor Physical Education activities and recess periods to release their energy, to exercise, and to enjoy the pleasure of playing games with their classmates. **For safety, it is recommended that all students wear play shoes with closed toes, enclosed heels, and rubber soles every day, such as sneakers or athletic shoes. Unless students have a note from their physician, they will not be allowed to remain indoors during recess.**

Jewelry

Please have your child leave jewelry at home. Not only are we concerned that the item(s) may get lost, but when your child is playing at recess or participating in P.E., jewelry becomes a safety concern. These items include, but are not limited to: necklaces, earrings, rings, pendants. The school cannot be responsible for the loss, theft, or damage to jewelry.

[Back](#)

Personal Property and Valuables

While we will guide the students on this, the students will be responsible for the care and security of their personal property and items. The teachers will designate areas for certain items to be kept in the classrooms, as appropriate. Please do not give expensive items to your child to bring to school. The school cannot be responsible for the loss, theft, or damage of personal items.

Money and Valuables

Money and valuable items should not be brought to school unless absolutely necessary. When it is necessary to bring money to school, students should bring it in an envelope labeled with their full name, teacher's name, and amount. Students should not bring extra money to school.

Please be sure that your student's full name is on every article he/she brings to school. This identification protects you from loss and is a great help to the teacher.

The school cannot be responsible for loss or theft of money or valuables.

Items That Should Not Be Brought To School

We ask that parents assist the school staff in preventing students from bringing the following items to school because they interfere with the learning process:

- Animals
- Radios, DVDs, CD players, and Ipods
- Toys (unless requested and approved by the teacher) or other novelty items
- Knives (real or toy)
- Guns (any variety)
- Caps (exploding kind)
- Electronic Games
- Gum - Candy
- Razor Blades or Sharp Objects
- Darts
- Cellular phones
- Roller Blades
- Videos
- Playing Cards
- Other items that interfere with instruction

If students bring any of these items to school, the classroom teacher or an administrator will hold the item until a parent comes for it.

Lost and Found

A "Lost and Found" storage box is located on the stage of that is adjacent to the cafeteria. Students and parents should check the Lost & Found whenever anything is lost. Items such as watches, glasses, and money are turned in to the office usually. Clothing and other lost

items will be held until the end of the current marking period (9 weeks). At that time, all useable, unclaimed items will be donated to charity.

Bicycles

Students in grades 1-4 are allowed to ride bicycles to school. They must leave them at the bicycle rack on the north side of the campus, and it is recommended that students secure their bicycles to the rack. Students who ride bicycles to school are expected to follow all safety rules and take the recommended routes to school. Fort Bragg regulations require that bicycle riders wear safety helmets. It is recommended that Kindergarten students not ride their bicycles to school.

Bicycles may not be ridden on the asphalt parking lot or the overage parking lot that is adjacent to it. Safety is our concern because there are moving vehicles at any given time. Also, we are trying to prevent the potential for a student to accidentally collide with or strike a parked vehicle, which could cause someone an unexpected expense for vehicle repairs. Also, bicycles may not be ridden on the concrete area in front of the school from the front circle to the school entrance. These areas have sitting benches. Safety is the main consideration for this restriction, since people use these areas to walk to the school entrance.

REMINDER:

*It is **REQUIRED** that the parent or an authorized adult accompany preschool students to and from school. The Ft. Bragg Home Alone Policy states that all students fourth grade and under have to be under direct supervision of an adult at all times. For more information on this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.*

Skateboards, Roller Blades, Scooters

Skateboards, roller blades, heeled shoes, and scooters **are not allowed at school** or during school-sponsored activities.

[Back](#)

Emergency Information

Please maintain current and accurate home, cellular, and work telephone numbers on file in the school office. It is important to us, and your child, that we be able to contact you or your emergency designee, in the event of illness or other emergency. We request that we be notified of any changes in telephone numbers and address throughout the year. You can do this by completing a change form in the school office, by sending a note to your child's teacher, or by calling the school office at (910) 907-1300.

In case of an emergency or if your student gets sick during the school day, the parent will be notified **first**. If the parent cannot be reached, the emergency designee would be contacted. Please ensure that we have an alternate phone number of friends or neighbors who can take care of your child until you can be notified. Emergency contacts should be people who reside in the local area. **Please keep this alternate contact information current at all times.**

[Back](#)

Services

Guidance Counselor and Guidance Program

Gordon elementary School has two guidance counselors. The goal of the counseling program is to promote learning by assisting students in mastering skills and developing the attitudes necessary to be successful students. It emphasizes decision-making skill development and exploration of future educational and occupational possibilities. The program also stresses self-concept development, and the acquisition of social skills needed for interpersonal relationships. In addition to administering the guidance program, the school counselors provide the following services:

- The school counselor conducts a personal and private interaction with a student in which they work together on a problem or topic of interest.
- A group counseling intervention is a planned, developmental program of guidance activities designed to foster students' academic, career, and personal/social development.
- The school counselor as a consultant primarily helps parents and other school personnel to be more effective in working together.
- School counselors serve as a liaison among teachers, parents, other pupil personnel professionals, administrators, and community resources to facilitate successful student development.
- School counselors monitor individual student progress toward achieving success in academic, career, and personal/social areas.
- Schools counselors developmentally and sequentially provide information, knowledge, and skills through academic, career, and personal/social activities.

School Psychologist

A qualified school psychologist is available to our school to provide psychological services. These services include specialized psychological testing, screening for educational difficulties, and/or assistance in dealing with individual concerns regarding student, parent, and/or family counseling issues.

Exceptional Children's Program

The Exceptional Children's Program is often referred to as the Gifted Education Program. The program is designed to provide challenging learning opportunities to students through a variety of methods and activities. It is intended to help the student to develop an intrinsic desire for excellence and a sense of responsibility to the global community. Students are served through a flexible model that accelerates and/or enriches student learning. The gifted education teacher evaluates and provides consultation to classroom teachers and/or direct instruction to gifted students.

Student identification and placement procedures are outlined in the Exceptional Children's

Procedure manual available through the school's Case Study Committee (CSC). Students are identified in any grade, K-5, using multiple eligibility criteria. Placement is based on serving the student in the least restrictive, appropriate setting.

English as a Second Language (ESL) Services

ESL services are provided for qualifying students. The ESL teacher works with the classroom teacher to ensure that the needs of identified students are met.

Special Education

Gordon Elementary School follows Department of Defense Instruction (DODI) 1342.12, "Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents (DOD)", http://www.dodea.edu/foia/iod/pdf/1342_12.pdf, and Department of Defense Education Activity Special Education Procedural Guide, 2500.13-G, <http://www.dodea.edu/regsp/SPEDproceduralGuide.pdf>, in the provision of Special Education to eligible students. A full continuum of academic service to include speech therapy, occupational therapy, physical therapy, and transportation services are available to eligible students. If the parent or you believe the student should be considered for special education services, please contact the Student Support Team (SST) Chair. The SST may suggest strategies and interventions for individual students. Initiating this process may or may not result in a referral to the school's Case Study Committee (CSC). If you or the parent believes the matter needs action by the CSC, you should submit a referral directly to the CSC Chair. Initial help can be received from the teacher and the following staff:

- Instructional Support Services Teacher - provides assistance to students who experience difficulty with the basic subjects of reading and math.
- Special Education Teacher - provides a range of services to students with mild to severe disabilities.
- ESL Teacher - provides services to students who have a first language other than English and are limited in English speaking and/or proficiency skills.
- Occupational Therapist - provides services to students with significant problems in small muscle development/coordination.
- Physical Therapist - provides services to students with significant problems with large muscle development/ coordination.
- Speech/Language Therapist - evaluates and provides consultation and therapy for students with articulation, voice, fluency and language disorders.
- School Psychologist - conducts student evaluations and consults with classroom teachers regarding adjustment of instruction or behavior.

School Health Services

The school health program is a vital part of the total school operation. It provides a variety of services within the school setting that influences the health of the students. The emphasis of the school health program is maintenance of health and prevention of illness. A full-time school nurse is assigned to Gordon Elementary School, and the school has a clinic to serve the students.

The school nurse is a registered nurse who provides a variety of services in the school. She is available to screen students for vision or hearing deficits, and illnesses that need the evaluation of a physician. The nurse also offers counseling to students and parents requesting additional health information on particular health concerns. Additionally, the nurse keeps health records, and administers any medications required for students. Further, the nurse will ensure that each student's immunizations meet the requirement of the state of North Carolina, and that an up-to-date immunization record is in each student's health records.

- a. Student illness while at school: Students who are sick and unable to remain in the classroom will be sent to the school nurse with a referral form. If the student has a fever, contagious ailment, or is too ill to stay at school, the parent or emergency contact will be called to pick up the student. Parents should make certain all contact phone numbers are current.
- b. Medications: Students taking medication during school hours must do so in the nurse's office. Students are not allowed to carry medication into the classrooms. All medicine taken during school hours must have a prescription label and parents must sign a permission form, which allows the school staff to administer it. Medications given at school should be kept to a minimum, but may be given if required for the student to remain in school. Parents are reminded of the following school system requirements:
 - Parents must submit the Fort Bragg Schools Physician's School Medication Form/Release of Liability Form.
 - Students are not allowed to bring medication to school or to have it in their possession.
 - Parents must bring the medication to the school nurse.
 - Medication must have the correct pharmacy label intact. Non-prescription medication will not be given unless accompanied by a written doctor's order and supplied in the container with the appropriate label intact.
- c. During the year, health screenings are conducted. Any time notification is sent home regarding a student'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 no communication about the follow-up is returned to the school, the nurse will assume that no follow-up was done.
- d. Please keep the nurse informed if your student develops a communicable condition like Chicken Pox, Measles, Ringworm, Impetigo, etc.

If a student is ill at home in the morning, the student should not be sent to school. The student should be kept at home and/or taken for evaluation by a physician if necessary. A student who is sent to school sick can spread that sickness to others. If a student is referred to a physician by the school nurse, a written referral would be made to the doctor. In some instances the school nurse will assist in obtaining an appointment for a student who needs to be seen as soon as possible. It would be the parent's responsibility to keep the appointment, carry the referral to the doctor, and return the completed referral to the school nurse so the referral can be closed. Staff members are informed on a "need to know" basis, and the referral is kept in the student's record.

Students with the following symptoms should not be sent to school or brought to school for evaluation by the nurse:

- a temperature of 100 degrees Fahrenheit or higher
- nausea and/or vomiting
- acute cold symptoms
- sore throats
- persistent coughs
- red, swollen and/or draining eyes or rashes
- earaches
- toothaches
- diarrhea

Students will be sent outside for recess unless the teacher receives a doctor's note stating:

- the student has a certain health problem
- that the student should remain inside
- the length of time this should be in effect

If you have any questions with regard to the school health services or your student's involvement in the program, you can contact the school nurse at (910) 907-1300, extension 3813.

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

Information Center

The Information Center provides a flexible media program that enriches classroom programs and fulfills student and staff needs. Media classes provide students with skills that promote and enhance reading and information literacy skills to promote lifelong learning. Students may check out books on a daily basis as well as during their scheduled information center times. Students in grades preK-1 may check out one book at a time. Students in grades 2-5 may check out two books, plus any resources needed for special assignments. Books are checked out for a two-week period, but may be returned earlier if desired. Parents are welcome to visit at any time and may also check out books. If a book is lost or damaged, it must be replaced with the same title or a book of equal value before the student can check out additional materials.

[Back](#)

Parent-Teacher Association

The Parent Teacher Association (PTA) at Gordon Elementary School is an active organization. The PTA plays a significant support role for school programs and in promoting an educational partnership for students, staff and school officials. Also, the PTA works on various fundraising activities that benefit the entire school. The money raised from these projects has been used to purchase materials for special projects, school presentations, and for support of the educational program.

A membership campaign is conducted at the beginning of the school year for a minimal membership fee. Evening PTA meetings will be scheduled during the school year. The PTA organizes several school activities during the year. Parents are encouraged to join and become involved in the PTA. The PTA also promotes an active volunteer program. We hope you will participate in the activities this school year.

[Back](#)

Continuous School Improvement Team

The **Continuous School Improvement Team (CSI)** is an administrative advisory committee composed of teachers, staff members, parents, and administration that helps to guide the school improvement efforts. The CSI is organized to provide leadership, oversight, and direction in this process. It will assist the principal with instructional improvement, focusing mainly on student achievement, school safety and security, student management, professional learning communities, intervention/academic safety nets for struggling or at-risk students, and school climate. Data analysis and formulating improvement strategies will be CSI tasks.

Areas of oversight for the CSI may include:

Development of School Vision and Mission

Development and Implementation of School Improvement Plan

Academic Rigor

AdvancED Accreditation

Professional Development

School System Mandates or Priorities

Other projects regarding increasing student achievement

[Back](#)

Safety and Physical Security

Safety and physical security are essential in everything we do at Gordon Elementary School. We will follow Fort Bragg and school system directives and mandates regarding safety and physical security, and where latitude is authorized for the school, we will implement procedures and expectations that are consistent with these directives and mandates. Whenever we encounter a situation which requires a judgment, we will try to take the safest action that would be consistent with the directives and mandates.

Students who walk to school *should walk on the sidewalks and designated paths*. They should use the appropriate street crossings at all times. *They should stay out of the woods.*

Students should not carry items that can be used as weapons.

Playgrounds: Children's use of the Gordon Elementary School playgrounds after school hours should be done under the supervision of the child's parent.

Exterior doors and windows will be closed and locked at all times. This is intended to control entry to the school. Please respect this and support our security efforts by entering through the front entrance and checking in at the front office.

Emergency Procedures

- **Fire** – In case of a fire, students will evacuate the building to their class' designated area. Fire drills will be practiced every month.
- **Tornado** – In the event of a tornado, students will evacuate to the hallway area and sit on their knees, bent over, with their heads covered up. Tornado drills will be practiced twice a year.
- **Lockdown** – For a lockdown condition, the doors to every classroom are locked. Teachers will follow the procedures in their crisis intervention kit. All entrances will be secured and monitored until the lockdown is over. During a lockdown, no one will be allowed to enter or to leave the building.
- **Shelter in place** – Students will remain or relocate to their classroom. Teachers will follow procedures as indicated by their crisis intervention kit.

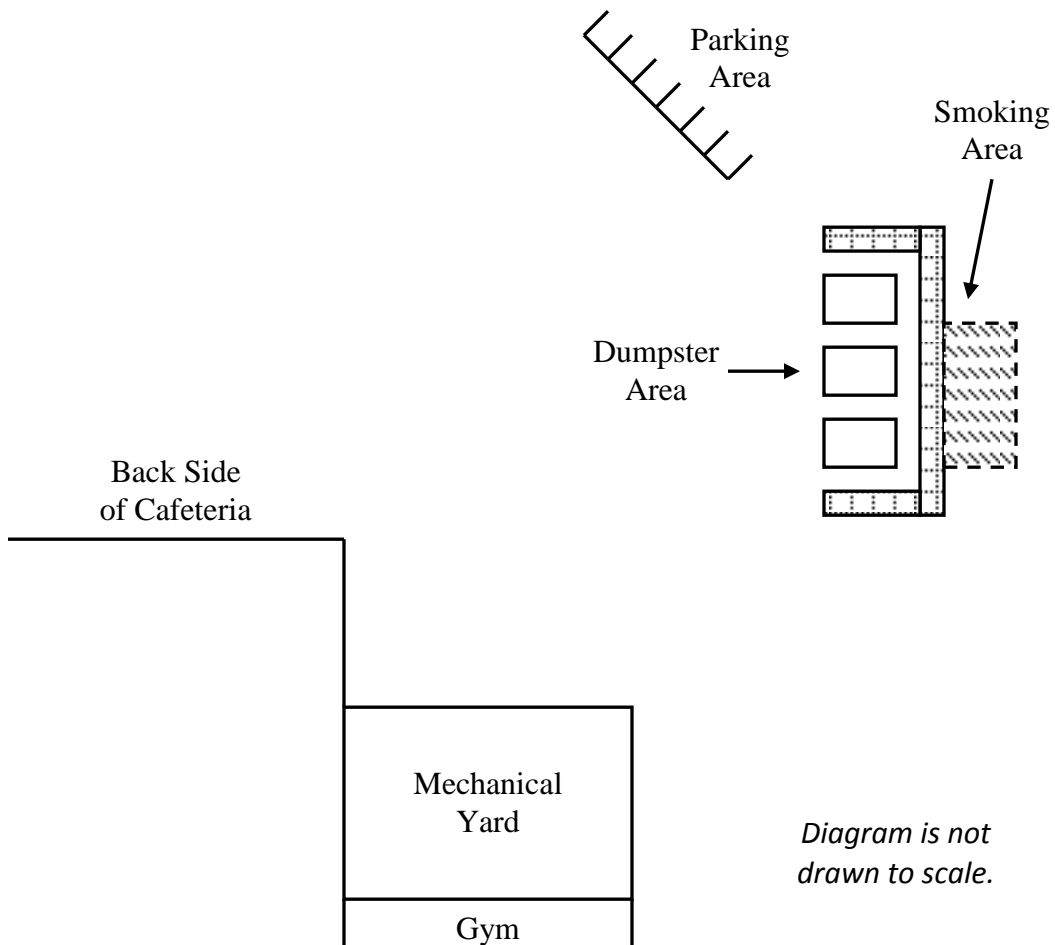
Should we have an emergency at the school, it would be understandable that parents would be concerned highly. However, parents are asked not to call students or the school during an emergency. Students will not be called from class due to the safety problem this could cause. We will provide an update for parents as soon as we are able to do so after implementing our crisis intervention procedures.

[Back](#)

Tobacco Usage

Tobacco products may not be used in the school building or at the site of any school-sponsored activity. A smoking area has been designated on the school campus by the brick wall of the dumpster area, which is out of sight of students during the school day. Anyone who desires to smoke or use tobacco products may do so only at this location. The diagram below shows the location of the area. The user will be responsible for ensuring no fire hazard is created and that the area is kept clean and free of tobacco product residue. For off-campus, school-sponsored activities, tobacco products may not be used in the presence of students or where usage may be seen by students.

Gordon Elementary Back Campus



[Back](#)

Internet Acceptable Use

All of the Fort Bragg Schools are networked and are provided with technologies that allow students and staff members to share information and access data for school work. Each school has been provided with technology necessary to allow students and teachers access to the Internet. We believe the system-wide networks and access to the Internet greatly enhance and support research activities and provide additional educational opportunities for students and teachers.

DoDEA/DDESS directives and mandates describe the acceptable use procedures of the system-wide network and Internet connections available in all schools. All students, parents, teachers, and staff members shall sign a form acknowledging that they have read and agree with the system's intranet and Internet network acceptable use procedures before they access the intranet or Internet in any fashion. Failure to do so will prohibit use of computers.

[Back](#)