

# MURRAY PRIMARY SCHOOL PARENT/STUDENT HANDBOOK

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DEPARTMENT OF DEFENSE  
**FORT BRAGG SCHOOLS**  
FORT BRAGG, NORTH CAROLINA 28307-0089



**Murray Primary School**  
**Mrs. Cassandra B. White**  
**Principal**

**Telephone: 910-907-0208**

**Fax: 910-907-2889**

Dear Murray Parents,

Welcome to Murray Primary School! We look forward to working with you and your children this school year. Murray is a community school in which parents and teachers work together to provide a quality education for children. I hope you will participate in the many activities that are available to you at Murray for your children and for yourself.

This handbook provides you with information that will be helpful to your children and to yourself. It is a guide that answers often-asked questions. The guidelines and practices that we have at Murray are in place to try to keep children safe and secure and to provide an optimal learning environment for our students. Not all questions are addressed here; if you have specific questions that are not addressed, please ask your child's teacher or someone in the office.

Sincerely,

Cassandra B. White, Principal

**Web page site:**

<http://www.am.dodea.edu/bragg/murray>

**E-mail address for Mrs. White:**

[cassandra.b.white@am.dodea.edu](mailto:cassandra.b.white@am.dodea.edu)

## HISTORY OF MURRAY SCHOOL

In the fall of 1957 students in grades one through six entered Murray School for the first time. This new school had twenty classrooms. The dedication was held on November 1, 1957.

This school was named in memory of Major General Maxwell Murray, the first commander of Camp Bragg from September 16, 1918 to May 15, 1919. He also served at Fort Bragg as a member of the Field Artillery Board from May 1932 until May 1936. General Murray retired in 1946 after serving over forty-one years in the Army. He died August 4, 1948.

In the fall of 1983, Murray became a K-4 school with the addition of kindergarten students and the transfer of fifth and sixth grade student to Irwin Middle School. Murray is the oldest of the Fort Bragg Schools still in active use. The student population is generally around five hundred students. All of our students live within walking distance of the school. One of the outstanding features of Murray is the sense of community and strong partnership between staff and families. In the fall of 2011, Murray became a Pre-K – 2 school with the transfer of third and fourth grade students to the new Irwin Intermediate School.





## **SAFETY**

A priority for the staff at Murray is the safety and security of our students. Parents are very supportive of our efforts to insure student safety. Please help us in the following ways:

The Office of Safety and Security on Fort Bragg has done a security check of our school and recommends that we lock the rear and end entrances to the building in order to control unauthorized personnel from entering the building. For our parents living at the back of Murray, this measure is an inconvenience; however, for the safety of our children, the rear door will be locked at 8:30 a.m. each morning. We apologize for any inconvenience this may cause but hope you will understand the need for such action.

In an effort to monitor visitors within the school, we ask that you come in through the front doors, stop by the office, sign in, and get a visitor's or volunteer's badge before going to other parts of the building. This helps us to maintain a safe school environment for your children. We are held accountable for all badges; therefore, be sure to turn in your badge before leaving the building. Otherwise, it will be necessary to contact you to return the badge.

Traffic on campus is a major concern especially during arrival and dismissal times. The rear parking lot is blocked off for use by the Murray staff and bus parking. Never drop off students at the rear of the school. We ask that you use only the front entrance to drop off and pick up your children. Staff members are in the front of the building in the mornings at 8:10 and the afternoons at 2:45 to supervise children. Your patience is appreciated as you drive through with your children. We make every effort to keep the traffic flowing as smoothly and quickly as possible.

Another issue of safety for our children is that of dogs on school campus. We ask that you leave your pets at home when you come to school unless it is at the request of a teacher as part of a lesson. Even pets on leashes are not allowed on campus. Children love to pet animals and will often rush to do so. Such action may frighten even the best of dogs and cause them to nip at or bite a child.



## **COMMUNICATION**

Murray Primary School encourages ongoing communication between home and school. We want parents to feel that they can communicate freely with the school. We are very open to conversations in person, by telephone, computers or hand written notes.

## **CONFERENCES**

Conferences are scheduled regularly throughout the year. Please check your current school calendar.

If a parent wishes to have a conference at other times, please follow these procedures:

Contact the teacher by note, e-mail, or call the school to leave a message. The teacher will call the parent to notify them of the designated conference date and time.

Note: Conferences will not be set for Wednesday afternoons. (Wednesdays are reserved for professional development meetings.)

### **APPOINTMENTS WITH TEACHERS**

We ask that you protect classroom instructional time and not interrupt the teacher during the day. Such interruptions take the teacher's attention away from your child and the rest of the class. If you need to talk to a staff member, we ask that you request an appointment time by sending a note with your child.

### **ONE CALL NOW COMMUNICATION SERVICE**

This automated messaging service allows our school to contact parents within minutes. It will allow us to keep you updated quickly and efficiently with personalized messages and helps you, as a parent, stay actively involved in your child's education.

You may receive two different types of voice messages from the school:

**Routine notification** calls which do not directly affect the safety of students, staff or parents. These messages may include details/reminders about upcoming events, delays in school transportation, and weather cancellations/delays.

**Emergency notification** calls are used during critical incidents where a child, staff member, or parent's safety is in immediate jeopardy. These messages will include important information concerning lockdowns, evacuations and/or relocations.

**The most important thing parents can do is verify the accuracy of their contact information.** We must have updated phone numbers and email addresses for One Call Now to work effectively and efficiently.

If you receive a call from the school and do not hear anyone on the other end don't hang up, it could be a One Call Now message, give it a few seconds for the message to start. Or if you have a missed call from the school, please check you voice mail messages first before calling to check on the call.

Parents can easily retrieve or replay a message that was cut off from an answering machine, answered by a child, or received on a cellular phone that dropped the call mid-message:

Call toll-free (877) 698-3261 or (866) 321-4255 from any touch-tone phone.

At the greeting, press 1, and then enter the phone number that One Call Now dialed. This is the phone number that you have given to the school to reach you.

## **DESIGNATED PARENT CALLERS**

In order to communicate classroom information teachers will have a designated parent who will make calls to other parents. They will share information from the teacher about study trips or special classroom activities. Parents will be informed about the designated caller program at the start of school. This is an important type of communication, we will need your help in order for it to be effective.

## **TELEPHONE POLICY**

Students may only use a school phone if they have permission from a staff member. If a parent calls the school to speak with their child, a message will be relayed to the student from the office. All calls should be kept to a minimum in order to keep the lines open.

**If you have provided your child a cell phone please note that they are to be turned off once they enter the building and may not be used until they have exited the building after the school day.**

## **CALLS TO CLASSROOMS**

Every effort is made to minimize interruption of classroom instructional time, and we ask for your support. Please keep calls to classrooms to a minimum. If you need to call, do so before 8:05 a.m., after 3:00 p.m. or during the teacher's planning time. During the instructional day, the secretary will take a message for the teacher or transfer you to the teacher's voicemail, for them to return your call.



## **ATTENDANCE AND ENROLLMENT**

### **ATTENDANCE ELIGIBILITY**

Only children of sponsors residing on Fort Bragg may be enrolled in Fort Bragg Schools. Exceptions to this policy are considered on an individual basis through written requests to the Office of the Superintendent. For additional information, please call the Office of the Superintendent (907-0200 ext 3002).

Effective July 1, 2007, students must attend the home school aligned with their housing area. If a family moves to new housing during the school year, they must change to the school in their housing area as soon as the housing move takes place.

### **ATTENDANCE**

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

responsibility between the parent or sponsor, the student, the classroom teacher, and the school. We ask that you make every attempt to ensure your children attend school each day school is in session. DoDEA has finalized a revised attendance policy that addresses the need for regular school attendance.

DoDEA regulation 2095.01, "School Attendance", August 26, 2011 states "School attendance is mandatory." "Excused Absences" and "Unexcused Absences" are defined in this policy. Murray Primary School will work closely with parents and community commanders to assure the educational needs of DoDEA students are met while at the same time allowing flexibility in support of families and the mission.

Students are expected to attend school on a regular basis to achieve maximum benefit from their educational program. Regular attendance requires that students come to school each day, on time and ready to learn. Parents need to plan family trips around weekends and holidays to minimize absences. Student achievement is directly affected by their school attendance. Written excuses from parents are required for all student absences upon students' return to school. If a written excuse is not received, an absence form will be sent home from the teacher to be completed by the parent.

We at Murray understand the importance of balancing the student's need to get a quality education with the importance of allowing them time to be with their parent/sponsor prior to or just after deployment to a war zone. Consistent communication will enhance students' educational opportunities before, during, and after extended absence. Families going on "Block Leave" or planning extended absence due to a family situation are encouraged to notify the school at their earliest possible convenience, allowing preparation time for class assignments. Electronic communication is encouraged during the absence to enable the students to stay current on what is happening in the classroom when absent.

There are always times when a child will need to be absent from school due to illness. Our guidelines regarding absences are to exclude children with any of the following: a fever of 100F; significant nausea, vomiting or diarrhea; active head lice; or other communicable conditions.

Attendance will be heavily scrutinized with the support of the Fort Bragg School Superintendent and the Base Commander.

**If a student has:**

5 cumulative absences (excused or unexcused) in a semester, the school principal shall review the student's academic performance, the reasons for the absences, and determines the impact of repeated absence on the student's academic and social emotional progress. A referral shall be made to the School Support Team and as appropriate, a Student Educational Monitoring Plan may be developed by the School Support Team to support the student's successful completion and advancement for the current school-year.

7 cumulative absences (excused or unexcused) in a semester, the School Support Team is convened to review the student's academic and social emotional progress and if appropriate, develop a Student Educational Monitoring Plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.



DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a student education plan to be completed during absences when appropriate.

### **Personal illness**

1. Medical, dental, or mental health appointment
2. Serious illness in the student's immediate family or of a relative
3. A death in the student's immediate family or of a relative
4. Religious holidays
5. Emergency conditions such as fire, flood, or storm
6. Unique family circumstances warranting absence and coordinated with school administration.

The principal must consider the following factors prior to approving an absence:

1. The student is in good academic standing
2. The student has a record of consistent school attendance during the current school year.
3. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
4. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

Late arrivals will be considered "tardy unexcused" unless the student presents a note consistent with the reasons for excused absences. Students missing less than ½ school day will be counted present, but will be marked "tardy excused", or "tardy unexcused".

A student is considered to have perfect attendance for the nine weeks, if they attended school every day during that quarter and have only one excused tardy. A student is considered to have perfect attendance at the end of the school year, if they have attended school every day with no more than four excused tardies.

School attendance lays the foundation for a student's future academic success. Parents and students should be aware that key academic concepts are covered everyday in every classroom. Students who are missing instruction should also know they are missed by their classmates and by their teachers and welcomed back accordingly. Our students are our nation's most precious asset. Together we must do all we can to create a warm and welcoming school environment that encourages consistent school attendance.

### **HOURS AND BELLS**

The school day begins at 8:10 a.m. and ends at 2:45 p.m. We request that children not arrive at school before 8:10 a.m. unless they are participating in the breakfast program which opens at 7:45 a.m. The first bell rings at 8:10 a.m. for children to enter their classrooms. All students are expected to be in their classrooms when the second bell rings at 8:25 a.m. to start their day.

**Wednesday is an early release day for students. Students will be released at 1:55 p.m.**

It is imperative that parents make calls concerning a change in pick-up plans for children before 2:00 p.m. on Monday, Tuesday, Thursday and Friday and 1:15 on Wednesday. Please understand that this is our busiest time of day. We would hate to get interrupted after you called and not get the message to your child.

### **STUDENT SIGN-IN/SIGN-OUT PROCEDURES**

Please do not check students out after 2:00 p.m. We understand that emergencies may arise. The end of the school day is as critical as the beginning. Teachers are preparing students for dismissal by reviewing what has been taught and making sure students have homework and/or materials to take home. If a student has to be signed out during the day, the following procedures apply:

1. No students are permitted to leave school unaccompanied.
2. All students must be checked out through the office prior to being called out of class.
3. Parents/designated others must enter the office and provide photo identification in order to sign a student out. No student will be released to anyone other than their parents and persons designated by them.
4. Please notify the teacher by note if someone other than you or your designee will be picking your child up at the end of the day.

### **STUDENT INFORMATION**

Our students' safety is our primary concern and being able to contact parents quickly in case of an emergency is essential. The contact information you provide at registration and the updates of new phone numbers/emergency contacts/etc. must be provided promptly and accurately to insure our ready communication at all times. Please notify the school immediately of any change on the student information form. This includes name changes, contact person changes, home and work telephone number changes. This may be done by sending a note to your child's teacher or by calling the school office at 907-0208.

### **ENTERING/WITHDRAWING STUDENTS**

Dependent children may be enrolled in Fort Bragg Schools by presenting the military sponsor's Resident Occupancy Agreement from the Picerne Housing Office to the Murray Primary School office. In addition, parents are required to furnish a birth certificate with verification of the student's dependent status of the registering sponsor, documentation of sponsor's active duty status, copy of sponsor's ID, the child's last report card, and shot record. If your child has attended another school, our office will request that your child's permanent school records be forwarded to Murray Primary School.

Parents should notify the school office as soon as they know they are leaving Fort Bragg. Within the last two weeks of enrollment, parents should plan to stop by the office to clear their child's records, pick up a transfer form and sign the records release form. This gives the classroom teacher adequate time to prepare the report card and any other information needed to hand carry to your child's new school. Please understand that the school and/or teacher cannot process this information on the same day that it is received and/or requested. Your child's permanent records will be mailed to the new school as soon as the transfer form with a parent signature is received indicating enrollment there. It is helpful to leave a forwarding address, if one is known.

## **SCHOOL CANCELLATIONS/UNANNOUNCED DISMISSALS**

Decisions/instructions regarding school closings, late openings and/or dismissals due to weather conditions are issued by the Superintendent of Schools to the school principals and the media. Parents are requested to listen to their local radio and TV stations for information rather than telephoning the school themselves. You may also receive a One Call Now message. **Please discuss in advance with your child(ren) any emergency pick-up plans you have made should a schedule change or inclement weather alter your regular procedures.** It is comforting for children to know what to expect.



## **MURRAY LIONS EXPECTATIONS**

### **NO-BULLYING POLICY**

We strongly believe that school can 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. Bullying can include name calling, exclusion from groups and activities, or being physically aggressive. If you have concerns, please talk with your child's classroom teacher for assistance. It is also important that you talk with your child about what bullying is and what your expectations are. We will certainly take appropriate action in all cases involving bullying.

### **RESPECT OTHERS**

Speak politely to adults and other students.  
Use appropriate language at all times.  
Solve problems without fighting.

### **BE RESPONSIBLE**

Be prompt. Students should arrive at school at 8:10 a.m. and be in their classroom, prepared to start the day, by 8:25 a.m.  
Bring all needed materials to class.  
Help keep your classroom and our school clean.  
Leave toys or valuable items at home unless your teacher has given you permission to bring them to school.  
The security of bicycles, rollerblades and skateboards is the students' responsibility.

### **BE SAFE**

Never carry items that can be used as weapons, or be perceived as weapons

## **DISCIPLINE AND STUDENT BEHAVIOR**

**Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.

**Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

**Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

**Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

- a. Cause, threaten or attempt to cause physical injury to another person.
- b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1- year expulsion required for firearm).
- c. Possess, use or distribute, or attempt such, of alcoholic beverages.
- d. Possess or use tobacco or tobacco products.
- e. Possess, use or distribute any illegal/controlled substance, or attempt such.
- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.

- k. Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official.
- m. Engage in gambling in any form.
- n. Fighting or otherwise engaging in conduct endangering others.
- o. Bullying, intimidating, taunting, hazing, name calling, or harassment.
- p. Unauthorized use of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.



## DRESS CODE

### CLOTHING

Uniforms for students in grades PreK – 5 are optional in Fort Bragg Schools. If you would like for your child to wear the adopted uniform for students in grades 6-8, please ask for a copy of the uniform policy.

We ask that you dress your children appropriately for the weather, in layers, and in a manner that keeps them safe and **does not interfere with the learning atmosphere**. Boys and girls are expected to be neat and clean in appearance and to wear clothing that is acceptable to the community. Hats and headgear, chains, and clothing with offensive language are not to be worn in the school. **We also discourage unnatural hair colors, halter tops, shirts with spaghetti straps, baggy pants, shoes/boots with high heels, heelys, and flip flops or clogs.** Parents will be contacted if children are inappropriately dressed. Students will then be sent home to change clothing. 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.

On most days, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the pleasure of playing games with their classmates. **Please have your children wear tennis shoes or shoes with closed toes and heels each day.** If children are dressed appropriately, there is no threat to their health from engaging in these activities. Unless children 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 issue. We ask that children involved in gymnastics during their P.E. time not wear any jewelry item. These items include, but are not limited to: necklaces, earrings, rings, pendants.



## **SUPPORT SERVICES**

### **COMPUTER LAB/HOMEROOM COMPUTERS** **EDUCATIONAL TECHNOLOGIST**

A multimedia lab is available for student use as scheduled by the classroom teacher. All classrooms at Murray Primary School (Pre-K – 2) and special area classrooms have computers with internet access. Murray Schools e-mail address is: [Charlie.Council@am.dodea.edu](mailto:Charlie.Council@am.dodea.edu). Murray Primary School is served by a full-time educational technologist who provides technical assistance to students, staff and parents. Throughout the school year, regularly scheduled staff development on computers is offered. Parent participation is encouraged.

### **GIFTED EDUCATION PROGRAM**

A certified Gifted Education teacher serves identified students in grades K-2 at Murray Primary School. New students (in grades K-2) are screened for possible placement based upon incoming records and parent/teacher recommendation. Students previously identified from any DoDEA school will automatically be placed in the Gifted Education Program. Eligibility is based on academic achievement, aptitude and scholastic performance in the regular classroom.

### **ESL (ENGLISH AS A SECOND LANGUAGE)**

Parents of all children enrolled at Fort Bragg Schools (grades Pre-K –8) are required to complete a Home Language Survey which becomes part of each student's permanent record. Children from homes where other languages are spoken are screened by the ESL teacher to determine whether additional resources are needed to assist them.

### **FLES (FOREIGN LANGUAGE IN THE ELEMENTARY SCHOOLS)**

The mission of the K-2 elementary foreign language program is to enable students to develop a basis for proficiency in a foreign language while gaining knowledge and appreciation of other cultures. Third and fourth grade students will not have the opportunity to take FLES.

### **SCHOOL COUNSELING SERVICES**

All schools on Fort Bragg have a full-time counselor to address the affective needs of students and their families. At Murray, group guidance lessons are offered to all students in grades K-2 in addition to individual and group counseling. Workshops for parents on parenting skills and helping children

become successful learners are offered. For more information on counseling services check the Murray School website under class and staff web pages.

## **READING & MATH RESOURCE**

Students requiring additional help in reading and math are served by full-time reading and math resource teachers. At the beginning of the school year and as new students enroll, teachers recommend students for screening for these programs. Children so identified receive reading and math instruction in their classroom and also from the reading and math resource teachers.

## **NURSE**

The school health program is a vital part of the total school operation. This program provides a wide variety of services within the school setting to include emergency care, medication, treatment, consultation with parents and school personnel, and referral. Murray Primary School has the services of a registered nurse qualified in preventive health, health assessment and referral procedures. The success of the school health program relies on communication among the school nurse, other staff, and parents of the students. Information concerning the health of students must be shared in order to protect the health of the students while they are at school.

There are always times when a child will need to be absent from school due to illness. Our guidelines regarding absences are to exclude children with any of the following: a fever over 100F; significant nausea, vomiting or diarrhea; active head lice; or other communicable conditions.

Fort Bragg Schools' medication policy statement encourages administration of medications at home. If necessary, medications **in the original container with a prescription label** may be given to students at school after parents complete an Administration of Medication Request Form. Non-prescription medication will not be given **unless accompanied by a written doctor's order and supplied in the original container with the appropriate label intact. MEDICATIONS SHOULD NOT BE TRANSPORTED TO AND FROM SCHOOL BY STUDENTS.**

## **MEDIA SERVICES**

Murray Primary School has a fully equipped media center with a full-time information specialist. Each student (K-2) is scheduled for media once during the five day rotation to exchange books and participate in lessons about how to use the library and enjoy reading. The media center is open before and after school each day for additional visits, as needed, and parents are encouraged to come with their child at those times to check out materials. There is also a Parents' Corner in the Media Center with current parenting information/literature available for check-out.

## **EXCEPTIONAL CHILDREN'S SERVICES**

Murray Primary School provides exceptional children's services to identified students (Pre-K– 2) with a variety of delivery models (resource, pull-out, self-contained, co-teaching and consultative). We offer speech, occupational services and physical therapy as related services. Children are evaluated by the specialists on site and in the system. New students already identified and transferring from other DODDS/DDESS schools are automatically placed in our EC program. Eligibility for identified students transferring from other schools is promptly determined to facilitate a smooth transfer into their new school setting.



## ACADEMICS

The most meaningful and motivating learning occurs when students are required to apply what they have learned in school to other situations in their lives. Homework provides the perfect opportunity for students to practice this transfer of learning. Let us work together to establish good study/work habits. Home reading is a nightly assignment at every grade level, and their home reading is tracked throughout the year with the monthly reading calendar.

Teachers inform parents of student progress through phone calls, e-mail, notes home, conferences, progress reports and report cards. Parents may inquire at any time about the progress of their child.

We know family trips are important and sometimes necessary during school time. We ask that if you want assignments for your child during this time that you make the request with at least a 24 hour notice. An exception to this would be for an emergency medical leave or death-of-family member. In these exceptions if a teacher is not able to get assignments together before your departure please take the child's materials with you and call the school for the assignments or contact the child's teacher by e-mail. Students are expected to complete all missed assignments during this leave.



## AWARDS

Throughout the year, students are recognized for efforts and achievements through announcements, classroom presentations, and quarterly awards assemblies. Students are recognized for their accomplishments in academics, extra curricular activities, attendance, and physical education.

Perfect Attendance certificates are given to students who have attended school everyday throughout the school year. A student is considered to have perfect attendance for the nine weeks, if they attended school every day during that quarter and have only one excused tardy. To be considered for the end of the year Perfect Attendance award, a student may have no more than four excused tardies and no absences.





## **SPECIAL AREA INSTRUCTION PROGRAMS**

### **PHYSICAL EDUCATION**

Murray Primary School emphasizes total fitness through health and activity programs especially geared toward positive learning. Students are involved in various activities that include movement education, dance, sport skills, gymnastics and games.

Grades one and two are given the Presidential Fitness test to determine their personal level of fitness as defined by the President's Council on Physical Fitness.

School-wide activities, such as the Month of the Military Child Field Day are planned throughout the year. These events are designed to promote enjoyment of physical fitness through the use of individual efforts and/or team work.

The goal of the physical education program at Murray Primary School is to educate students on health and fitness while providing a safe and fun environment in which to learn.

Students that need to be excused from Physical Education due to an illness or injury must have documentation from the physician they are receiving care. These students who medically cannot participate will not have points deducted from their PE grade.

### **VISUAL ARTS EDUCATION**

The visual arts program supports the instructional program by coordinating art activities with science, social studies, language arts, etc. when appropriate. It includes some of the fine arts such as drawing, painting, print making and sculpting. The program also includes arts and crafts such as pottery making, weaving, sewing and metal tooling. Students will have ample opportunities to be directly involved with various modes of technology in the visual arts program.

Families are encouraged to participate in our annual art show hosted by the school.

The visual arts program provides opportunities for all children to be creative by practicing the art skills they like best. It exposes them to a variety of activities which they can further develop.

### **MUSIC EDUCATION**

Murray Primary School provides opportunities for students to experience music through singing, listening, moving and playing instruments, as well as current technology to enrich their musical experiences.

Grade-level musicals are performed at Christmas and in the Spring for the Murray P.T.O. meetings and the Murray parents and student body.

The goal of the music education program is to make music a positive learning experience that will instill a life long love for music.



## SCHOOL CAFETERIA

### BREAKFAST AND LUNCH

The Murray Primary School cafeteria serves breakfast and lunch. **Breakfast starts at 7:45 a.m. each morning and ends at 8:10 a.m. Students should not arrive before 7:45 a.m. for breakfast as there is no supervision before that time.**

Breakfast and lunch may be paid daily or prepaid on a weekly or longer basis. If a child is prepaying, we ask that the money be brought to the lunch collection clerk's before 9:30 a.m. to insure proper credit.

We encourage you to use the School Food Services website to prepay for meals at <https://www.LunchPrepay.com>. (Please understand that credit on your child's account may not show up for at least 24-36 hours.) You will need your child's school student number in order to complete this form of payment, which you can obtain from the school.

If a child does not have money for that day, we allow them to charge for one day, but no longer. We request that the money be sent to school the next day.

Children may choose to bring their lunch. Milk and ice cream are available for purchase. Children must purchase milk or ice cream as they go through the line.

Menus are published in the Fayetteville Times Saturday Extra and Paraglide and are posted in the cafeteria and classrooms. Menus are also posted on Murray's and Fort Bragg Schools' websites. Copies may also be picked up in the school office.

Free and reduced applications are available in the school office. You may apply any time during the year. You must reapply at the beginning of each school year. Applications are approved by the School Food Service office.

Parents are invited to have lunch with their children in the cafeteria during their lunch time. We request that parents purchase lunch from the school or bring a lunch from home. **Food and drinks from restaurants are not permitted.** Parents may sit with classes at their assigned tables if space is available or at the designated guest tables. If sitting with the class, we ask that you follow the rules of the class while eating. If you visit the school for lunch, please sign-in in the Visitor's Log in the office and obtain a visitor's badge.

### CAFETERIA RULES

Take everything you need as you go through the line.  
Use and take care of utensils properly.  
Eat only the food on your tray.

Eat only in the cafeteria.  
Seat six people per side of a table.  
Keep hands and feet to yourself.  
No talking until your class is finished. Then you may speak softly to the people seated near you.  
Clean up your own spills and trash.  
There is a stoplight in the cafeteria which will change colors if noise levels increase.  
Always observe the stoplight signals while eating.  
Follow the directions of the adults who are on duty during lunch.



## FOOD BROUGHT TO SCHOOL

Teachers use food as part of their study and learning about different cultures and holidays. We want to make sure that foods brought into our school are safe for all our children. Please check with your child's teacher about any food concerns before preparing any foods for classroom use.



## AFTER-SCHOOL CLUBS

Murray provides a variety of after-school clubs and activities. Information related to these opportunities will be distributed at the beginning of each school year. Each club has a maximum number of participants and is offered on a first come first serve basis. Students may choose to participate in one after school activity. This enables a larger number of students to have a part in these activities. For a brief description of these clubs, please visit our website at <http://www.am.dodea.edu/bragg/murray>.



## STUDY TRIPS

Children participate in educational study trips planned by classroom teachers at each grade level. Teachers will notify parents concerning plans for classroom study trips to include dates, places, themes and the need for parent chaperones. A written parent permission slip is required for every study trip. If you wish to join your child's class as a chaperone, please contact your child's teacher. Chaperones are not allowed to bring other children on study trips. We request that all chaperones ride the buses provided for study trips. Students must ride on the buses provided and follow bus safety rules.

### **Bus Rules:**

Remain seated  
Speak softly  
Respect the bus driver



## BIRTHDAY CELEBRATIONS

In order to protect instructional time, no birthday parties are to be held in the classroom. Contact your child's teacher if you wish to send a birthday treat. We encourage parents to send in a healthy birthday snack rather than sweets. Store purchased cupcakes or other individually wrapped snacks may be eaten at snack time or as dessert after lunch. Products containing nuts should not be shared with students. There should not be multiple food items at such events. **NO DELIVERIES WILL BE ACCEPTED FOR STUDENTS.** Please have all flowers, balloons, etc. for students delivered to your home address. Please do not send birthday party invitations to school to pass out unless there is one for every child in the room.



## TRAFFIC AND TRANSPORTATION

Murray Primary School has limited parking facilities, and this sometimes causes traffic problems in the front area of the school. The rear parking lot is blocked off from traffic during the day. Parking is in the front along the edge of the driveway. Please avoid parking in the handicapped area and/or blocking other cars. We ask for your cooperation in trying to keep traffic moving smoothly and safely during the heavy traffic times of arrival and dismissal. We encourage our parents to escort students who walk or ride their bikes (if they are old enough) to school whenever possible, thus helping to minimize traffic volume.

Always inform your child's teacher of who will pick up your child if you are unable to do so. **We will not release your child to someone without authorization from you.**

If you plan to drive your child(ren) to school, use the front driveway to drop off or pick up your child(ren). Do not stop in the street on Honeycutt to let your child(ren) out or in the car. Please drive slowly and keep circling the parking lot until your child is waiting at the curb. Staff members will get your child as quickly as possible to your car. All students will be dismissed by 2:45 p.m.

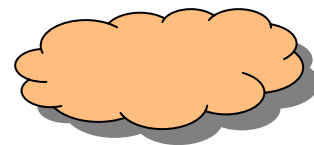
Walkers need to stay on the sidewalks and follow the directions of the crossing guards. If your child is late for school, Post and school regulations require an adult to sign him/her into the office. Please do not drop your child off and send them in without an adult to sign them in. The start of the instruction day bell rings at 8:25, your child should be in the classroom, ready to start the day.

Bike riders also use the sidewalks, but need to be mindful of walkers. Please walk your bikes across the cross walk areas and on the school grounds.

It is important to remember that while we use our parking lots to pick up children, lanes must remain open for buses and emergency vehicles. Do not leave your vehicle unattended in the front of the building to come to the office to pick up your child.

The cooperation of you and your children will help us provide safe and secure transportation for each of our students. Students eligible for transportation to and from school and school activities are required to follow prescribed safety procedures and maintain proper behavior. Any misbehavior will be reported by the drivers to the principal and will not be tolerated. Appropriate disciplinary action will

be taken for misbehavior up to and including being barred from riding a school bus. Please discuss the importance of appropriate, orderly behavior on the school bus with your child(ren). Please stress that instructions issued by the bus driver are to be followed.



## **MISCELLANEOUS INFORMATION**

### **LOST AND FOUND ARTICLES**

Articles are kept in a storage area by the front office. We will display them in the lobby area during Parent/Teacher Conferences and at the close of the year. Valuable items such as glasses and jewelry are kept in the secretary's office.

### **TOYS, ELECTRONIC GAMES AND OTHER ITEMS**

Items that can easily distract children should not be brought to school. Parents will know if these items have been requested by a teacher, because the child will have a note from school verifying the request. Thank you for reminding your children before they leave for school each day. If children do bring these items to school, the item will be taken and held for parent pickup.

### **HATS OR OTHER HEADGEAR**

Except those needed for medical reasons, hats or other headgear should not be worn in school. We will make an exception when we have a special, school-sponsored event.

### **CHEWING GUM**

Students should refrain from chewing gum in school unless the teacher has given them permission.

### **MONEY**

Money needed for specific purposes should be brought in a container that is labeled with the child's full name and which can be easily stored and handled by the child. Children should not bring extra money to school except for those specific purposes (ex: school store, Fabulous Friday, ice cream at lunch, etc).

### **PETS (DOGS, CATS, ETC.)**

Pets are not permitted anywhere on the school campus before, during or after school. If a teacher holds a special pet day, you will receive notification in writing from the teacher. At such times, special precautions will be taken to ensure the safety of the students and pets. Pets on leashes are not an exception to this policy.

### **STUDENT SAFETY AND COURTESY**

Student safety is of prime importance to the Murray staff. **Please reduce speed significantly when driving anywhere on the school campus.** Small children are impulsive and may dash out into traffic even when there is a conscientious supervising adult nearby.

Children riding bicycles, roller-blading and skate-boarding to school need to know that pedestrians (walkers) have the right of way on the sidewalk.