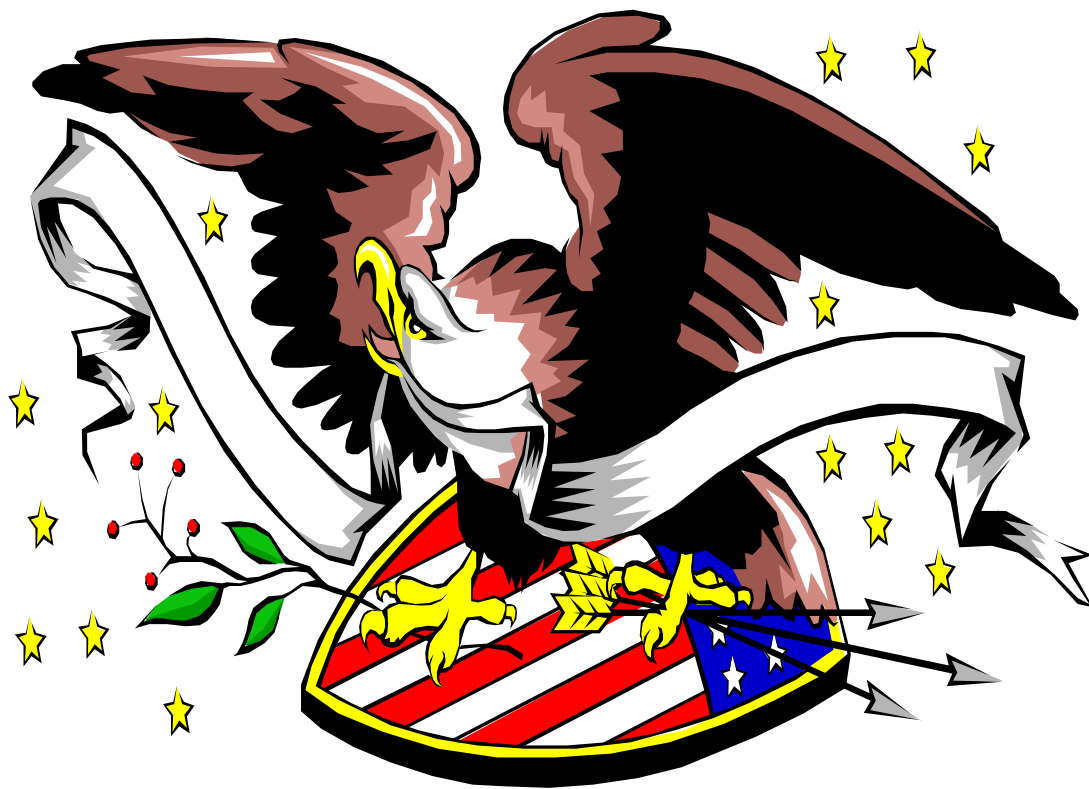


**HOLBROOK
ELEMENTARY SCHOOL
Parent/Student Handbook**



2012-2013



DEPARTMENT OF DEFENSE
FORT BRAGG SCHOOLS
Holbrook Elementary School
P.O. Box 70089
FORT BRAGG, NORTH CAROLINA 28307-0089
(910) 907 – 0205



August 2012

Dear Holbrook Parents,

Welcome to Holbrook School-----*Home of the Soaring Eagles!!* The Staff and I look forward to an exciting and rewarding school year with you and your child. We will strive to do everything possible to make the learning environment at Holbrook safe and nurturing.

The handbook has been written to provide you with useful information about the school's operations. Please read the information carefully and share it with your student so that he will understand the rules, procedures, and guidelines written within this handbook. If you have questions, please do not hesitate to call the school office at (910) 907-0205.

Communication between school and home is essential to ensure the success of our educational program. Please plan to join the Holbrook Parent Teacher Association (PTA). We encourage you to participate in our programs, volunteer, and visit whenever possible.

We are certain to have a successful year with parents, students, and staff working together! I look forward to working with you to provide a quality educational experience for your children.

Sincerely,

Wanda McKinzy

W. McKinzy

Table of Contents

Holbrook History	1
Holbrook Contact Information.....	2
Purpose and Direction.....	3
School Calendar.....	4
Attendance.....	5
Admission Requirements	6
Bicycles.....	6
Daily Schedule.....	6
School Closing Late Starts/Early Dismissals.....	7
Discipline	7-10
Dress Standards.....	11
Emergency Information	11
Instructional Program.....	12
DoDEA Core Curriculum Standards	12
Homework Policy	12-13
Reporting Pupil Progress	13
Pre-Kindergarten.....	14
Items That Should Not Be Brought To School.....	14
Cell Phones	14
Lost and Found	14
Lunch/Breakfast Program	15
Juice and Milk.....	15
Birthday Celebrations	16
Moving Off Post	16
P.T.A.....	16
School Health Services	17
Continuous School Improvement	18
Telephone Services	18
Transportation.....	18
Visitors	18
Volunteers	19
Withdrawal Procedures	19
Transitioning	19-20
Child Abuse/Neglect.....	21
Counseling	22
Wellness Policy.....	22

History of Holbrook Elementary School



Holbrook Elementary School was named in honor of General Lucius R. Holbrook who was born in Arkansas, Wisconsin in 1875. General Holbrook organized the first training school for army bakers and cooks in 1907. He wrote the first cook's manual for the army in 1911. He invented the army field oven. In World War I he was assigned to the 7th Field Artillery unit, which fired the first artillery shell used in launching our assault against the Germans in France. He commanded Camp Bragg from May - July, 1919 and August, 1929 to October 1930. At that time, Camp Bragg was the largest Field Artillery post in the United States Army

Holbrook Elementary is a Pre-K through fifth grade school located at Fort Bragg, North Carolina. Fort Bragg is a federal installation and all students are dependents of military personnel living on this army post. The school opened its doors in 1959.

Holbrook School's Contact Information

Address

**Holbrook Elementary School
P.O. Box 70089
Fort Bragg, North Carolina 28307**

Telephone Number

(910) 907-0205

Fax Number

(910) 432-8385

Website & Email

www.am.dodea.edu/bragg/holbrook

Department of Defense Education Activity (DoDEA)
Department of Defense Dependents Schools (DoDDS)

The Department of Defense Education Activity (DoDEA), Arlington, Virginia maintains authority for the overseas schools (DoDDS) and the stateside schools (DDESS). Holbrook School is, therefore, DDESS, under the authority of DoDEA

Purpose and Direction

Preparing all students for *their* tomorrow...



School GOALS

Smart Goal One:

By June 2013, all students will increase their literacy skill by focusing on phonemic awareness, phonics, vocabulary, fluency and comprehension. Progress will be measured through the use of system-wide and local assessments.

Smart Goal Two:

By June 2013, all students will increase their problem solving skills by indentifying a problem, selecting/applying strategies, and evaluating the results. Progress will be measured through the use of system-wide and local assessments.

FORT BRAGG SCHOOLS

School Year 2012-2013 Calendar

2012

6/4/

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

2013

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

NOTES: 1. **ACCELERATED WITHDRAWAL DATE:** 15 May 2013 is the "Accelerated Withdrawal Date" for families who are leaving the area due to PCS orders. The Principal, on a case-by-case basis, will review each request. A set of PCS orders must be presented to the Principal before the Accelerated Withdrawal can be considered.
This calendar was endorsed by the Fort Bragg School Board at its regular meeting on 1 March 2012.

ABSENCE/ATTENDANCE

If your child is going to be absent, please notify us by 8:30 a.m. (910) 907-0205. When your child returns to school, please send a note to your child's teacher stating the reason for the absence. Students are required to bring a note from parents when they are absent or tardy. Children will not be excused from classes unless they have a note from parents. For the safety of your children, they will not be permitted to leave school grounds unless a parent signs them out. Identification is required when signing a student out. Work assignments missed due to the child's absence should be completed promptly upon return. If you know that you will be away for a few days, please notify the teacher 24 hours in advance to prepare necessary makeup work. **We ask that you not check students out after 2:00 p.m.** The last few minutes of instructional time are very important as teachers use this time to review the day's learning, give directions and provide instruction for homework assignments. If students are picked up late, you will be asked to sign a "Late Pick-up" form.

Excused Absences

Parents or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school activities:

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student's immediate family
- A death in the student's immediate family
- Religious holiday
- Emergency conditions such as fire, flood, storm
- Unique family circumstances warranting absence and coordinated with the school administration.





ADMISSION REQUIREMENTS

Students 5 years of age by September 1 of this year may be enrolled in Kindergarten; those 6 years of age by September 1 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); shot record, current orders, and the military sponsor’s resident occupancy agreement. If the sponsor is not currently assigned to specific quarters, the statement from the On-Post Housing Office must be presented to the Fort Bragg Schools’ Superintendent’s Office on Knox Street. A birth certificate or other verification of birth date is required for new enrollees in preschool and kindergarten. Children must be 4 years old by September 1 to be eligible for preschool. Parents must complete the registration packet.

Immunization documentation is required. Failure to provide the necessary documentation will result in the student’s withdrawal from the school. Additionally, all students should have the Hepatitis A vaccine.

BICYCLES

Students in grades 1-4 are allowed to ride bicycles to school. Kindergarten students should not ride their bicycles to school. Registration forms for bike riders will be sent home the first week of classes. Bicycles **are not** to be brought until permission/registration is completed. **Students must lock their bicycles at the bike rack.** They are expected to follow all safety rules and take the recommended routes to school. Students who ride bicycles are required by Fort Bragg regulations to **wear safety helmets.**



Skateboards, roller blades, motorized bikes and scooters are not allowed at school.



EAGLES’ DAILY SCHEDULE

Breakfast	7:45-8:15 a.m.
Entrance Bell	8:10 a.m.
Classes Begin	8:20 a.m.
Classes End	2:50 p.m. Monday, Tuesday, Thursday, Friday

WEDNESDAY ONLY - DISMISSAL AT - 1:55



SCHOOL CLOSING LATE STARTS/EARLY DISMISSALS

Closings or delays may be necessary in the event of unusually severe weather. School closure and delay notices will be broadcast on local radio and television stations and telephone calls using **One Call Now**. Please ensure the office has a current working number on file. **In case of early dismissal, please make plans ahead of time so your children will know what to do.**



DISTRICT POLICY ON DISCIPLINE

For complete information about discipline, please refer to Department of Defense Domestic Dependent Elementary Guidance for Student Discipline at www.am.dodea.edu. After clicking on the web site, click on “Policies, Procedures, and Guidance”. Then, click on “Interim Discipline Guidance”. The information below is intended to summarize its most relevant points.

1. Student Rights and Responsibilities:

POLICY: It is DoDEA policy that:

a. The following rights are retained by students:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d), Director of Department of Education Activity Memorandum (Reference (e), DoDEA Administrative Instruction 2500.14 (Reference (f), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyber bullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum “Safe and Drug Free Schools” (Reference (h)).

(3) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with Reference (j).

d. Schools allow equal access to school facilities by student sponsored non-curriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4.

e. This Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

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

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

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

- a. Cause, threaten or attempt to cause physical injury to another person.
- b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
- c. Possess, use or distribute, or attempt such, of alcoholic beverages.
- d. Possess or used tobacco or tobacco products.
- e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
- k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official.
- m. Engage in gambling in any form.
- n. Fighting or otherwise engaging in conduct endangering others.
- o. Bullying, intimidating, taunting, hazing, name calling, or harassment.
- p. Unauthorized use of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.



Holbrook Eagles Behavior Standards



School Rules

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

Playground Rules

Wear play shoes
Use equipment properly
Use good sportsmanship
Play safely

Cafeteria Rules

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



DRESS STANDARDS

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 6-9, please ask for a copy of the uniform policy. We ask that you dress your children appropriately for the weather, 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 to include bandanas for (males and female) chains, and **clothing with offensive language are not to be worn in the school.** Halter tops, shirts with spaghetti straps, baggy pants, tennis shoes with high heels, and flip flops (shower shoes) are not permitted. Also, Heelys are not allowed in school. Parents will be contacted if children are inappropriately dressed and 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 exercise, and to enjoy the pleasure of playing games with their classmates. Please have your children wear **tennis 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.

EMERGENCY INFORMATION



Telephone Numbers

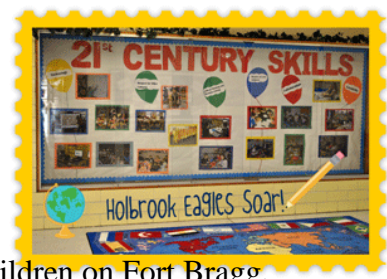
Please maintain current and accurate home, cellular, email, and work phone numbers on file in the school office and with your child's teacher. It is important to us and your child, that we be able to contact you, or your emergency designee, in the event of illness or other emergency. Therefore, we request that we be notified of any changes in phone numbers throughout the year. You may do this by completing a change form in the office.

Emergency Contact Persons

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

Emergency Drills/Procedures

As a part of our on-going effort to provide a safe environment for our students and staff, Holbrook will be conducting a series of evacuation drills. These drills are necessary to ensure everyone is aware of the proper procedures in place in the event of a real emergency. The required drills tested are as follows: Fire Evacuation Drills; Bomb Threat drill; Lockdown drills; Shelter-in-Place drills and severe Weather Drills.



INSTRUCTIONAL PROGRAM

Holbrook Elementary School is one of 12 schools for dependent children on Fort Bragg. Headquarters for Department of Defense Elementary and Secondary Schools (DDESS) is located in Peachtree City, Georgia.

Children in the primary grades (K-5) are engaged in learning which is developmentally appropriate. Developmentally Appropriate Practice involves looking at curriculum in a way that takes into account both a child'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 child at the same time. Children learn and respond at different times and in a variety of ways. We engage children in active learning that provides for the varied needs of the whole child.

The instructional program at Holbrook Elementary School is organized in broad areas, including: reading/language arts, social studies, mathematics, science, art, music, physical education, health, and media. Instruction in the primary grades is often organized around thematic units that integrate various curricular areas. Provision is made for consistent teaching of work and study skills. The curriculum is organized so that children of varying abilities and interests can work together in groups, with each child engaged in tasks on his/her own instructional level.



DODEA CORE CURRICULUM STANDARDS

The DoDEA Core Curriculum Standards are used to provide a quality, integrated instructional program in the Fort Bragg Schools. Curriculum content standards specify what students should know and be able to do. These standards reflect those developed by professional organizations for each discipline. The DoDEA standards parallel the content standards developed by the National Council of Teachers of Mathematics, the National Council of Teachers of English and the International Reading Association, the National Council of Social Studies.

HOMEWORK

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



Homework can have beneficial effects other than knowledge acquisition. Homework can help students develop good study habits. Homework can help students recognize they can learn at home as well as at school. It can foster independent learning and responsible character traits. Homework can give parents an opportunity to see evidence of student work.

Not all homework is paper and pencil tasks. For example, some homework in primary grades will be students reading to parents and parents reading to students, taking part in creative art activities, or just showing parents the topics of what they are learning in school.

Definition/Purpose:

Homework is defined as out-of-class tasks assigned to students as practice, preparation, or elaboration of classroom work toward meeting DoDEA standards. Homework must be well designed, related directly to class work, and extend students’ learning. The purpose of homework is to provide opportunities beyond the classroom that make an effective contribution to the student’s learning. The assignment of academically appropriate homework supports student achievement of DoDEA Standards and Curriculum.

Please see the recommended guidelines regarding time spent completing homework assignments:

PK	Family involvement projects/events will be considered homework
K	15 minutes
1st and 2nd grade	15-30 minutes
3rd grade	30 minutes
4th grade	30-45 minutes
5th grade	30-45 minutes



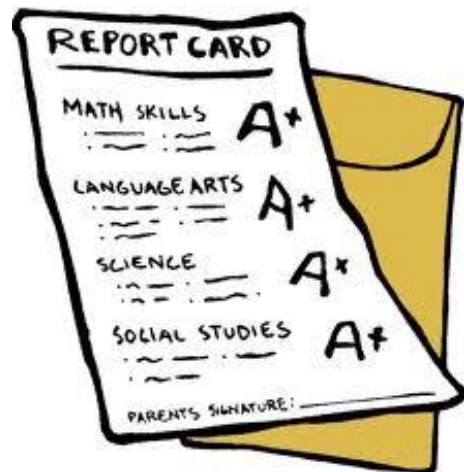
REPORTING PUPIL PROGRESS

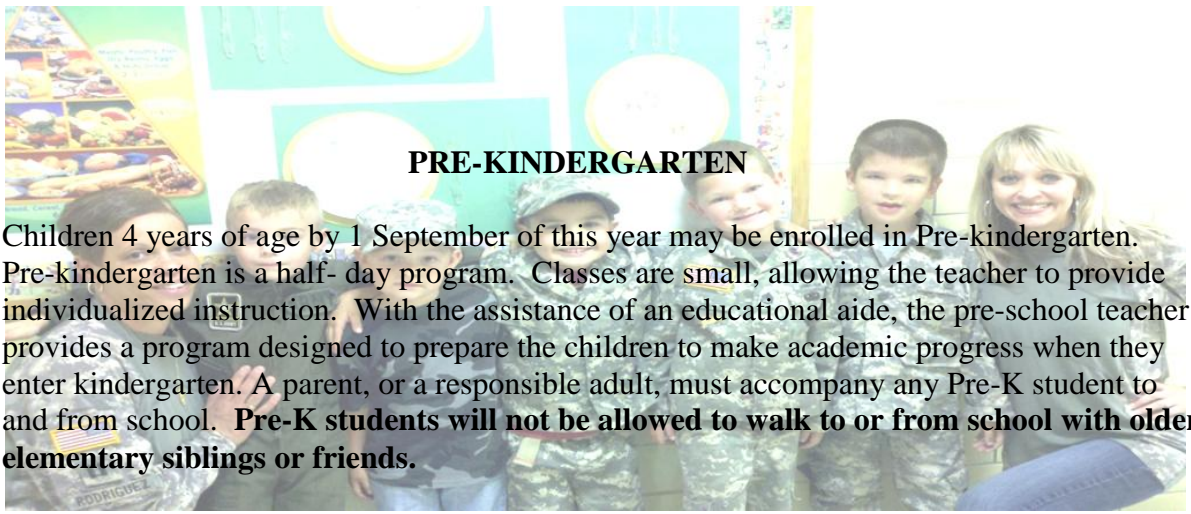
The teachers use several methods of reporting student progress to parents: telephone calls, progress reports, report cards, and parent/teacher conferences. Fourth and fifth grade parents have the Parent Grade Speed Portal as a means for checking progress.

Report cards are sent home on the dates listed on the Fort Bragg Schools calendar. Conference dates are also included on that calendar.

REPORT CARDS DISTRIBUTED

- November 6, 2012**
- February 5, 2013**
- April 17, 2013**
- June 23, 2013 Report cards mailed home.**





PRE-KINDERGARTEN

Children 4 years of age by 1 September of this 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 educational aide, the pre-school teacher provides a program designed to prepare the children to make academic progress when they enter kindergarten. A parent, or a responsible adult, must accompany any Pre-K student to and from school. **Pre-K students will not be allowed to walk to or from school with older elementary siblings or friends.**

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL



Money and valuable items should not be brought to school unless absolutely necessary. The school cannot be responsible for losses. Please be sure that your child'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.

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 - no exceptions, Radios, cassette, or CD players, Cards- playing/game cards, Roller Blades, Skate Boards, Scooters, DVD's, Electronic Games, Videos, CD's, Heelys, Laser Pointers, Pagers, Weapons, **Dogs, even those on a leash, are not permitted on the school ground at anytime.**

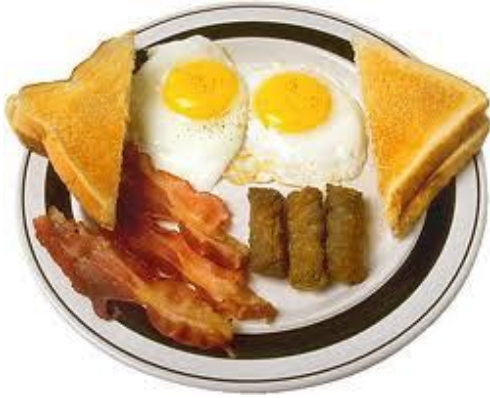
Cell Phones

Students are permitted to bring cell phones to school but they must be turned off during instructional time. If the phone rings during this period, *it will be confiscated* and parents will need to retrieve it from the main office.

Lost & Found

A cabinet labeled "Lost and Found" is located near the cafeteria entrance. Children and parents should check the Lost and Found whenever anything is lost. Items such as watches, glasses, and money are turned in to the office.

LUNCH /BREAKFAST PROGRAM



Holbrook offers a breakfast and a lunch program. The menu is posted in the [Paraglide](#) and [The Fayetteville Observer](#), as well as a link to the menu from our school website. Breakfast will be served to participating K-5 grade students from 7:45 a.m. to 8:15 a.m. **Please do not send students early for breakfast.** No one is available to supervise them before the designated time.

Breakfast and lunch may be paid daily or prepaid weekly or monthly. You may pay by cash, check, or money order. Children who forget their lunch money may charge their lunch for one day. The collection clerk will give a charge slip to children who do not have their money. The amount of the charge must be paid to the collection clerk the following school day.

Children may also bring their lunch from home. Milk is available in the lunchroom or children can bring a nutritious drink from home.

Due to the necessity of maximum security for our youngsters, students will not be allowed off the school grounds during the lunch time unless parents sign them out and accompany them.

Parents may join their children at any time for lunch. **Food and drinks from restaurants are not permitted in the school cafeteria.** “Because sugar can impede students’ learning,” we respectfully request that parents ensure that candy and sodas are not brought to school. Milk may be purchased for bag/box lunches.

Juice and Milk

Students are provided with an optional milk/juice break during the day. Students can bring their own nutritious drink or they can choose to buy milk or juice at school. For safety and health reasons, please do not send drinks in glass bottles.



BIRTHDAY CELEBRATIONS



We recognize students' birthdays over the intercom and the teachers plan special recognition for students in the classroom. To protect instructional time, **no birthday parties** are to be held in the classroom, nor are invitations to birthday parties to be distributed at school. Subject to the teacher's discretion, simple birthday treats can be brought in by parents and distributed during **snack** or **lunchtime** only. Cupcakes, not ice cream cakes or cakes that have to be cut, work best for these treats. Since many students have allergies that prohibit them from eating nuts, please do not send in treats that contain nuts. Please **do not** bring or send flowers or balloons to the school.



MOVING OFF POST

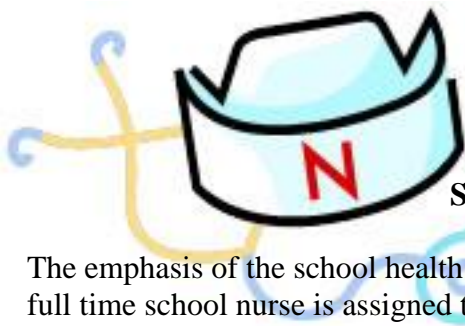
If you move off post during the school year, you must see the school secretary for the Out of District Form. You must request permission for your child to attend Fort Bragg Schools for the remainder of the school year.

P.T.A.

The Parent Teacher Association at Holbrook Elementary School is an active organization. Parents, teachers, and other staff members work together on various fund raising activities that benefit the entire school. The money from these projects has been used to purchase materials for special projects, school presentations, speakers, beautification projects and for support of the educational program. The PTA also promotes the volunteer program.

Please join the PTA and participate in PTA activities this year.





SCHOOL HEALTH SERVICES

The emphasis of the school health program is maintenance of health and prevention of illness. A full time school nurse is assigned to Holbrook.

Medications given at school should be kept to a minimum but may be given if required for the child to remain in school. Parents are reminded of the following school system requirements:

- Parents must submit the Ft. Bragg Schools Physician's School Medication Form/Release of Liability Form.
- Students must not transport medication.
- Parents should bring the medicine to the school nurse.
- Medication must have the correct pharmacy label intact.

OVER-THE-COUNTER-MEDICATION

- DoDEA students must have OTC medications in prescription form with the doctor's orders attached stating when it should be administered.
- **OTC medications are not funded or purchased for health supplies.**
 - **The following OTC items are not authorized for the nurse to administer or dispense to individual students without a doctor's order:**

- **Benadryl**
- **Cough Drops**
- **Calamine Lotion**
- **Vaseline**
- **Tylenol**
- **Aspirin**
- **Midol**

****Parents must complete a permission form for the medicine to be administered by school personnel.**

During the year, health screenings are conducted. Any time notification is sent home regarding a child's failure to pass a particular screening, the written follow-up by the health care provider should be returned for the student's school health file. If no communication about the follow-up is returned to the school, the nurse will assume that no follow-up was done.

Please keep the nurse informed if your child develops a communicable condition like Chicken Pox, Measles, Ringworm, etc.

Children with the following symptoms should not be sent to school:

♦ A temperature of 100 degrees or over – *student needs to be fever free for 24 hours before returning to school*

- | | |
|-------------------------------------|-----------------------|
| ♦ Nausea and/or vomiting | ♦ Acute cold symptoms |
| ♦ Sore throats | ♦ Persistent coughs |
| ♦ Red, swollen and/or draining eyes | ♦ Earaches |
| ♦ Toothaches | ♦ Diarrhea |



CONTINUOUS SCHOOL IMPROVEMENT (CSI)

The Continuous School Improvement (CSI) is an administrative advisory committee composed of parents, teachers, and the administration that helps guide school improvement efforts.

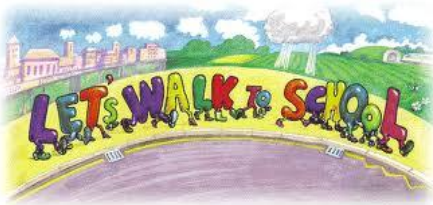


TELEPHONE SERVICES

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

Please keep your requests for us to deliver telephone messages to your children to an **ABSOLUTE MINIMUM**. This type of request forces us to interrupt classes and interferes with the learning process.

TRANSPORTATION



Parking is very limited at Holbrook. Whenever possible, please *walk* your child or carpool with neighbors to help us reduce the car traffic.

Students are encouraged to use the sidewalks, cross streets at designated crosswalks, and use the manned crosswalk, whenever possible. **Students must not arrive at school earlier than 8:05.** Parents who are meeting students should wait **outside** the building at the designated exit doors. This ensures safety for all students. Older siblings are to exit with their classmates and meet younger sibling on the outside of the school building.

VISITORS

All visitors to the school are to report to the office to sign in and get a visitor's badge. No visitors should go to any classroom for any reason without first checking with the office. ID's will be checked. Parents are always welcome to visit our classrooms and to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher a day or so in advance. Unscheduled arrivals by parents may needlessly interrupt instruction. Parent/Teacher conferences are usually scheduled after the school day has ended. Parents should not interrupt classes to speak with teachers.

Our doors are locked for safety purposes. When entering the main doors, please press the buzzer and present your ID Card to enter the building.

DRUGS AND WEAPONS PROHIBITED
NO TRESPASSING

VOLUNTEERS

It is our hope that volunteering can continue to be an integral part of our school program this year. Volunteers are needed throughout the year in many areas. In August, volunteers are recruited for a variety of classroom activities and school wide projects. At Open House, volunteers should sign up with their homeroom teachers or the PTA. Please let us know what special talents and interests you have to share. Your time and talents are greatly needed and much appreciated. Volunteers are reminded to sign in and out at the office. It is extremely important that we maintain accurate records so that we can locate you quickly in case of an emergency. Volunteers must wear their nametags during the time they are working in the building. **Volunteer Management Information System (VMIS) by login at www.myarmylifetoo.com**.

Volunteers are also required to have a background check completed through MP station. Some ways the volunteers can give services to the school are as follows:

- Assist in the lunchroom
- Assist in the Media Center
- Work with groups of students or individuals
- Prepare materials for teachers
- Share special talents
- Assist with health screening
- Assist with special activities, i.e. Field Day



WITHDRAWAL PROCEDURES

If you plan to relocate during the school year, **please come to the office approximately one week before your child's last day of school.** At that time, our office will supply you with a transfer request and an exit survey. Students will receive grades if they have attended 20 or more days during the marking period.

TRANSITIONING FROM HOLBROOK SCHOOL

When moving from Holbrook school, please remember to keep the following with you when you register your child/children at a new school:

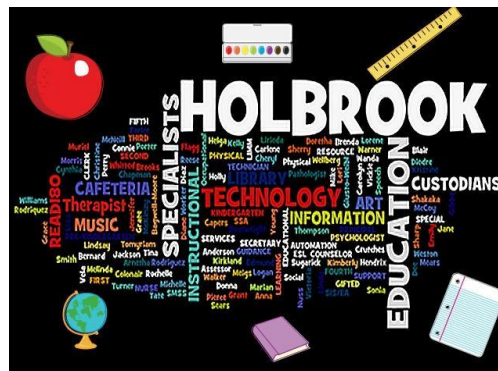
- Birth Certificate
- Social Security Card
- Shot Record
- Withdrawal paper
- Attendance
- Standardized Test Results
- IEP
- Work Samples
- Report Cards
- Other information





Transition Strategies at Holbrook Elementary School Ft. Bragg, NC

1. New students/parents are met in the office first thing in the morning and given an orientation about our school, which includes: school hours, lunch/breakfast/snack procedures, door assignments, (entrances, exits) club activities, volunteer information, supplies needed, and ways to contact teachers. They're also introduced to the principal, secretary, and the nurse upon availability.
2. All new students are welcome to join after school activities, regardless as to when they start school.
3. Teachers greet the children when they arrive and present the parents with a packet of information about their classroom and procedures.
4. Parents are encouraged to come for lunch, volunteer/observe in the classroom, join the PTA, and attend our monthly parent meeting – Heart to Heart.
5. New students are evaluated academically within 2 weeks of arrival. This information is shared with the parents.
6. Special education needs are met in a timely manner; there is usually no break in service if there is any evidence of special education paperwork.
7. Teacher assigns new students a buddy for the first few days after arrival.
8. The school counselor meets with every new student within one week to build rapport.
9. When students are leaving, some teachers put a good-bye packet together for the departing child, which includes a picture of the class and notes from the student's friends. Each teacher has her own way of saying good bye in an honorable way. Other examples include: autograph sheet, bound booklet, small memento, etc.
10. The school counselor review records of incoming students for any pertinent information.
11. As part of the intake process for new students, parents are asked about any special concerns, such as a need for counseling, reading difficulties, speech, etc. through a survey which is given to the counselor.

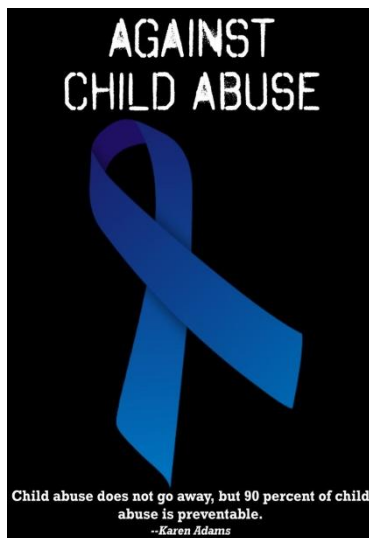


Child Abuse/Neglect

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

The regulation (2050.9) defines child abuse/neglect as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
 - For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
- A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.



Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program* (FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or installations may have additional reporting requirements, processes, or procedures. These additional responsibilities **do not** however, relieve a DDESS employee from their duty to report suspected abuse to their appropriate school administrator and their FAP.



Counseling

School counseling is an integral part of each school district’s total education program. It is a comprehensive program that includes sequential activities provided in Pre-Kindergarten through grade 12. These activities are organized and implemented by certified professional school counselors with parents, students, teachers, and administrators. In concert with Goal 1, Highest Student Achievement, of the DoDEA Community Strategic Plan, school counselors are strategically positioned to help students in developing strategies to deal with daily challenges that may interfere with the educational process.

School Wellness Policy

<http://www.am.dodea.edu/lejeune/pdf%20files/SchWellPolicy.pdf>

The NC District (DDESS) Schools (NCDS) believe that children and youth who begin each day as healthy individuals can learn and achieve more readily and are more likely to complete their formal education. NCDS also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.



HOLBROOK ELEMENTARY