

Bowley Parent-Student Handbook



**Bowley Elementary School
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DEPARTMENT OF DEFENSE

Bowley Elementary School

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August 2011

Dear Parents and Students,

My name is Andrea Mial, “Mial like dial.”

I am delighted to be joining the Fort Bragg community and Bowley Elementary family as principal. This is my 17th year with DoDEA where I have served as a classroom teacher, reading specialist, literacy facilitator, and assistant principal in Okinawa, and mainland Japan.

The Bowley Elementary School administration and staff welcomes you and your family to School Year (SY) 2011-2012. We hope your summer break was safe and enjoyable. We look forward to meeting our new families, greeting returning families and forging positive partnerships that will ensure that your child/ren make(s) the most of Bowley’s educational services.

Bowley provides all of our students with the best instructional programs available, taught by fully certified and experienced educators. Our commitment is a learner-centered school providing students with the knowledge and skills required for high levels of achievement in a dynamic global society with 21st Century skills. We invite and encourage our parents and community to participate in this great educational venture with us.

This handbook is intended to assist in the smooth operation of Bowley Elementary School. Those enrolled are encouraged to become familiar its contents and to review the handbook periodically. Please don’t hesitate to see contact the classroom teacher, main office, or me.

Bowley is a great place for kids.

Don’t be a stranger!

Andrea Mial “*Mial like dial*”

Principal

Bowley Elementary School- Home of the Bobcats

Standard Operating Procedures (SOP)

0810	First Bell
0825	Tardy Bell (Students are expected to be in the classroom and ready to begin the day at this time.)
1445	Dismissal on Monday, Tuesday, Thursday, and Friday
1355	Early Dismissal on Wednesday for Staff Training

Visiting the Building Before, During and After School Hours

At the parking gates and front entrance:

- push button of security camera
- show an ID to security camera
- listen for the clicking sound indicating the door may be opened

For safety and security measures all visitors must sign in at the main office, receive a visitors badge, wear the badge visibly, and return the badge to the main office upon signing out.

Contact and Emergency Contact Information

Please ensure that main office has the most current contact and emergency contact information on file. In the event of an emergency we want to ensure that we can contact you or designated alternate emergency contact.

Transportation Form

Children will only be released to the adults listed on the transportation form with ID verification.

Bowley Elementary School's Vision Statement

To prepare students for a global society through a challenging and technologically enhanced curriculum.

Guiding Principles

Be respectful
Observe and embrace diversity
Work cooperatively
Learn in a safe and nurturing environment
Enjoy life-long learning
Yearn for excellence

Reading: Goal 1

By June 2012, all students will increase reading comprehension through sequenced retelling, summarizing, and extending the meaning of text.

Reading: Goal 2

By June 2012, all students will increase math achievement in the area of number sense through the use of manipulatives, justification, and fluency in mathematics.

DoDEA Community Strategic Plan Goals

Goal 1: Highest Student Achievement. All students will meet or exceed challenging standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

Goal 2: Performance-Driven, Efficient Management Systems. DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Goal 3: Motivated, High Performing, Diverse Workforce. The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4: Network of Partnerships Promoting Achievement. Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

To accomplish these goals the master schedule is carefully planned to allow one-hundred and twenty minutes of literacy instruction and sixty minutes of math instruction each day, with the integration of science, social studies, and health. The master schedule also provides teachers the opportunity to collaborate and plan during the school day, with large blocks of uninterrupted instructional time, and the ability to schedule common recess times to promote social and

physical development. Additionally, Fort Bragg Schools has a one-hour early dismissal every Wednesday in order for school and district staff training.

Parents are encouraged to spend time each day reading with their child, to discuss the learning activities that take place at school, and to assist with and monitor the completion of homework. Together home and school can promote the highest levels of student achievement.

Enrollment and Withdrawal Procedures

Eligibility for Enrollment

Dependent children may be enrolled in Fort Bragg Schools by presenting the military sponsor's Quarters Assignment Statement (the lease rental agreement) from the On-Post Housing Office. The lease must list the dependent child's name on the lease as living in the assigned quarters.

Parents are also required to have the following documents: the child's original or certified birth certificate, current orders assigning the sponsor to the post, and an immunization record for the child. If the orders are older than 36 months, we will need a copy of the active duty sponsor's ID card. The registration form (form 600) can only be signed by the Sponsor. In the event that the sponsor is deployed the spouse may sign the registration form with a power of attorney. The school will need a copy of the POA. We will make copies of all necessary documents. If the child is a step-child of the sponsor, additional forms needed would include any divorce decree, custody paperwork, and a copy of your marriage license.

If there is no custody paperwork for the child, the school will provide you with a form that must be filled out by the biological parent. In addition the school will provide you with a form that must be signed by the Sponsor. Parents should furnish the school with the child's last report card and any other school records your child's last school may have provided you with. You will also sign a request for records so that our office may request your child's official school records from the previous school. Please be prepared to provide the address, phone, and fax numbers of the previous school.

Emergency Information

Please maintain current home, cell, and work phone numbers on file in the school office. It is important to us and your child that we are able to call you and the emergency contacts you have listed in the event of illness or other emergency during school hours. We have found that many duty phones on post are not manned from about 11:00 to 1:00, when many children get sick or experience accidents on the playground, so please ensure that we have a number where you can be reached during school hours. Accurate, up-to-date numbers will also be beneficial when we use our One Call System to inform families about school events.

In the event of an emergency or if your child gets sick during the school day, we will attempt to notify parents first. We will try to call you at ALL numbers you have listed and will leave messages at any we can. If you cannot be reached it is important that we have emergency contact phone numbers of friends or neighbors who can take care of your child until you can be notified. Please keep this information current and accurate at all times. A form is available in the office to be filled out by the parent when changes occur. Just calling your child's teacher is not sufficient for making these changes. The form must be completed to enable our secretary to

change the information in our data base, so that all necessary personnel (administrators, nurse, guidance counselors) will have access to your information.

Withdrawal Procedures

Parents should notify the school as soon as they know they will be leaving Fort Bragg, but at least 5 days prior to a student's last day at Bowley. Parents should come to the office to clear the student's records and pick up a checklist for students in transition to take to your child's new school. No school records will be forwarded to the new school without a parent signature for the request. Please keep the withdrawal form we give you so the new school can send it back to us along with their school information when requesting records. Parents should complete the withdrawal procedures prior to the end of the current school year if they plan to leave during the summer months.

Moving Off Post/Across Post

Active military families who live off post are not eligible to enroll their children in Fort Bragg Schools; however, if you are enrolled at Bowley and move off-post during the school year and wish for your children to finish the school year at Bowley, you may request permission for your child to continue to attend Fort Bragg Schools for the remainder of the current school year. Our office can provide you with the necessary form, which must be approved by the Superintendent. If your request is approved you will be required to provide transportation for your child to and from school until the end of the school year. Students will still be required to arrive at school and be picked up on time.

Families moving to other quarters on post must inform the office and provide a copy of the new lease.

Attendance

Absences

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. I ask that you make every attempt to ensure your children attend school each day school is in session. DoDEA will soon finalize a revised attendance policy that will address the need for regular school attendance.

We have incorporated a simple policy to address the issues of truancy and absence from school. It is as follows:

If a student has:

- **6 absences (or 6 tardies)**- a letter will be sent to the sponsor from the school/principal with a letter attached from the Fort Bragg Garrison Commander and the Pope AFB Commander which indicates their support of the educational process in the Fort Bragg Schools.
- **12 absences (or 12 tardies)**- a letter will be sent to the sponsor from the principal – stressing the importance of students being in school. The principal reserves the right

to forward a copy of this letter to the superintendent and/or the sponsor's chain of command.

- **18 absences (or 18 tardies)**- a letter will be sent to the sponsor from the principal, through the superintendent, again emphasizing the importance of the student being in school and indicating the sponsor's command has also been notified.

The notification to the command may include any extenuating circumstances known to the school, i.e. accident, hospital stay, extended illness, etc. will be addressed on a case by case basis. Utilization of Fort Bragg Schools' resources such as the schools' social worker may be considered.

Eighteen absences from school in a year, will seriously impact the success of any child. The academic record of a student, having 18 or more absences during the year, will be reviewed to determine if that student is prepared for the next grade level. Student promotion can be affected by excessive absences.

Please Note:

In accordance with DoDEA policy, if students are signed out before 1130 they are entered as absent for official school records. If students sign in after 1130 they are entered as absent for official school records rather than tardy. For this reason it is extremely important that you ensure that you sign children in and out in the correct spaces on the sign in/out sheet and note the correct time per the school clock.

Our teachers and guidance counselors will track student absences and tardies. Tardiness is handled just as an absence with the Fort Bragg Schools Attendance Policy. Parents will be contacted when students have more than 6 absences or tardies. Parents will be contacted again by the principal after 12 absences or tardies. The principal has the discretion at this point to contact the superintendent or the sponsor's chain of command. If a student has 18 absences or tardies, a letter will be sent to the sponsor from the principal, through the superintendent, and the sponsor's command and social services will be notified where absences have no legitimate cause.

Early and Late Arrivals

The school day begins at 0825 and ends at 1445 on Monday, Tuesday, Thursday, and Friday and 1355 on Wednesday. Children should not arrive at school before 0805 unless they are participating in the breakfast program, as there is NO staff on duty to supervise them. Children participating in the breakfast program may arrive at 0745.

If you find it necessary for your child to arrive after the school day begins at 0825, please park in the front parking lot and accompany your child to the office. You will need to sign your child into school and complete an Admit Slip before he/she will be allowed to go to class.

Promoting A Safe And Orderly Environment

A safe and orderly environment ensures that learning is maximized. At Bowley, we promote good citizenship and consideration of others. Classroom teachers work with our guidance counselors and parents to address any behavior concerns. After these measures have been utilized to assist the child in making appropriate decisions regarding their behavior, the child will

be referred to the assistant principal or principal as appropriate. If a referral is made, parents will be contacted. Standards for behavior at Bowley School are listed below.

Bowley Bobcat Behavior Standards

School Rules

Follow instructions and speak politely to everyone
Use appropriate language at all times
Always walk
Keep hands and feet to yourself
Use quiet voices
Respect others and their property
Help keep our school clean
Chewing gum is not permitted at school
Bring all needed materials to class each day
Cross streets at marked crosswalks
Stay on the path and not in the woods when walking to and from school
Follow bike safety and courtesy rules -Walk bikes across campus

Playground Rules

Wear shoes with rubber soles and closed toes
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 first, 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
Guests 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 student guest if desired and approved by the teacher or cafeteria monitor

Bus Rules

Obey the bus driver at all times
Always ride your assigned bus unless you have a written note from your parent
Always get on and off the bus at your assigned bus stop
Use a quiet voice and only talk to the children sitting with you
Stay seated in your assigned seat with feet, legs, and other belongings out of the aisle
Keep arms and head inside the bus at all times
Be kind to other bus riders
Keep the bus clean and free from damage
Stay away from the emergency door, fire extinguisher, and first aid kit
Eating, drinking, or chewing gum is not permitted on the bus

Cell phones or other electronic devices are not permitted on the bus
Weapons or items that could be used as weapons are not permitted on the bus
Behave in a manner that is safe at all times

Please review all the behavior standards with your child/children. Your support in maintaining a safe and orderly learning environment is greatly appreciated. Please be aware of the following DoDEA policy on student discipline, summarized as follows from DoDEA Regulation 2051.1:

DoDEA Discipline Policy

- 1. Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.
- 2. Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.
- 3. Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.
- 4. Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary

committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

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

- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.

Dress Standards

Children should be dressed appropriately for school. Please keep in mind that children are involved in various activities throughout the school day. Students will engage in hands-on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc. Appropriate attire should include coats, hats, and gloves on cold days, and comfortable, well-fitting clothing and shoes that allow for participation in Art, PE, and play activities.

Uniforms are optional at Pre-K through 5th grade levels. The same uniform dress requirements apply for Pre-K through 5th grade students who choose to wear the approved Fort Bragg Schools' school uniform. Please call the school office to receive a copy of the Uniform Policy or refer to the Fort Bragg Schools website: <http://www.am.dodea.edu/bragg>

Jewelry

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

Hats

Children should not wear headgear in the building except for medical reasons or special school-wide events.

Shoes

To ensure safety while walking on Bowley's tile floors, as well as to facilitate outdoor play, all children should wear closed, rubber soled shoes to school EVERY day. Sandals, flip flops, and shoes with high-heels or platform soles are not appropriate for and inhibit elementary activities. Heelies are not permitted at Bowley Elementary School. If your child arrives at school wearing heelies, you will be called to bring a change of shoes. Tennis shoes should be worn on days when students participate in PE classes.

Miscellaneous Information

Birthday Celebrations:

To protect instructional time, no birthday parties are held at school. Children may bring birthday invitations to school only if there is an invitation for each child in the class. Classroom teachers will determine an appropriate time for distribution. Simple birthday treats may be brought in for sharing at snack or lunch time. Cupcakes are requested rather than ice cream cakes or cakes that

need to be cut. All treats must be store packaged and cannot be homemade. Contact your child's teacher if you wish to send a birthday treat. Please do not have flowers or balloons delivered to the school.

Cell Phones

Cell Phones are not permitted on the buses at any time. If your child walks or is brought to and from school by personal vehicle, he or she may carry their cell phone for safety, but it must be turned off before they enter the school building and may not be turned back on until they exit the school at the end of the day. Parents volunteering in the building are asked to put their cell phones on vibrate or silence them so that they will not interrupt classroom instruction.

Toys/Games/Electronics

Children should not bring toys, collector cards, or electronic devices to school.

Money

Children should bring money in a container labeled with their full name, the purpose for the money, and the amount enclosed. Example: John Smith, book fair, \$5. Children should not bring **extra** money to school that is not specified for a purpose.

Chewing Gum

Chewing gum is not allowed at school.

Playgrounds

Children are permitted to use open Bowley School playgrounds after school hours only under the supervision of parents. Children should not be allowed to visit school grounds after hours unsupervised.

Animals

Animals are not allowed on the school grounds at any time. Please do not bring your dog with you when picking up your child at the Back Path or while using Bowley playgrounds after hours. Animal waste on our playgrounds and areas where children frequently walk, play, and sit can pose serious health risks.

Transportation

You will be asked to complete a student Transportation Form noting the normal means of daily transportation to and from school. If your child must go home by another means one particular day, you **MUST** notify the school in writing. For security reasons, no changes in transportation arrangements may be made by phone except in cases of emergency. Please notify the school office if your child's transportation permanently changes. You will need to complete a new Transportation Form.

Rainy Weather

If your child walks or rides a bicycle to school, please be sure he/she understands what you expect him/her to do if it is raining at dismissal and be sure to mark on the transportation form if your child will be a car rider on rainy days. We can not accept phone calls at dismissal time on rainy days to change transportation. Your child will be sent home as indicated on the transportation form on rainy days if any level of rain is coming down at the time students dismiss.

School Cancellations/Unannounced Dismissals

Please note that you will complete two transportation forms: Transportation form (daily transportation) and the Inclement Weather/Emergency Conditions form.

In the event of an unexpected early release from school, children will be sent home by the means of transportation listed on the Inclement Weather/Emergency Conditions form. The Superintendent of Schools will issue instructions for school closings, late openings, and early dismissals. Housing Mayors, the school PTA President, and our military partner point of contact will be telephoned in the event of an early release. Please tune in to the local radio and television stations and access <http://www.cancellations.com> on the internet for information regarding school closings and early release. In addition, the One Call System will be activated to alert you of unexpected school closings.

Parents are asked to listen to these stations for information, rather than telephoning the school or the stations themselves. In case of early dismissal, please make plans ahead of time so your child will know what he or she is to do. Prior planning helps children feel safe and less frightened when unexpected changes occur. In the event of an unexpected early release from school, children will be sent home by the means of transportation listed on the Inclement Weather Form. Therefore, please be sure you have kept your child's Inclement Weather/Emergency Conditions Form updated throughout the year as changes occur. Fort Bragg Youth Services closes when the post closes. If your child participates in this program, you must arrange transportation if school closes due to post closure.

School Buses

Bus transportation is offered to students who live more than one mile from school. This service is provided to safely transport students to and from school each day. Any conduct or activities that threaten the health, safety, or welfare of the bus driver, other students, or any other riders in any manner shall be grounds to terminate *indefinitely* all bus riding privileges. Therefore, it is essential that the home and school work together to make our buses safe for children. Please review the Behavior Standards for the bus with your child.

The bus drivers counsel children when they do not follow the behavior standards for the bus. Bus drivers write Bus Incident Reports and give them to the principal if children continue inappropriate behavior. Parents are phoned each time an incident report is written. Students who do not follow the behavior standards for the buses, will not be allowed to ride the buses. Automatic bus suspension will occur for children who fight on school buses. Parents are responsible for supervising children at bus stops. Parents are asked to limit conversations with bus drivers particularly in the mornings. Our drivers must be at Bowley by 0815. Parents may not step on to the buses at bus stops.

For security reasons, children will not be released to parents in the bus lot during arrival and dismissal times. Please ensure that any changes in transportation are made prior to 1400.

Car Riders

Children will be escorted to the pickup areas and supervised by school staff. Car riders in grades Pre-K and K will arrive and be dismissed at the sidewalk nearest the Pre-K /K playground. Car riders in 1st and 2nd grades arrive and dismiss at the sidewalk nearest the 1st/2nd grade hall entrance. Car riders in 3rd through 5th grades will arrive and dismiss in the front circle.

To assist parents with multiple children in various grade levels, 3rd through 5th grade siblings of car riders in grades Pre-K through 2nd grades will unload with their younger siblings in the morning and walk through the building to their arrival area. Pre-K through 2nd grade car riders with 3rd through 5th grade siblings will be escorted to their older siblings in the afternoon to the front circle for pick up.

Please refer to the map on the back cover of this handbook to fully understand our transportation procedures.

For safety and security reasons, do not park and get out of your car during arrival/dismissal. Please follow the flow of traffic. Please assist us in keeping our arrival and dismissal procedures efficient by not engaging in cell phone conversations when loading or unloading students. Please respect the directions of staff members on duty in the parking lot during arrival and dismissal times.

Please do not drop off students after adults who supervise these areas have gone inside the building. For security reasons, all exterior doors are locked. Students will not be able to enter the building from other locations after the 0825 bell has rung and adults have escorted students inside. After the bell has rung everyone must go to the front entrance and use the camera monitoring system to gain entrance into the building. An ID card is required, and you will need to go to the office and sign in.

The arrival/dismissal times are as follows:

08:10	First Bell
08:25	Tardy Bell (Students are expected to be in the classroom and ready to begin the day at this time.)
13:55	Dismissal on Wednesday
14:45	Dismissal on Monday, Tuesday, Thursday, Friday

Students who are not picked up by the end of dismissal will be brought to the office and parents will be required to sign them out.

Please be aware that each Wednesday students are dismissed early at 1355. Please plan accordingly for pick-up on this day.

Walkers and Bike Riders

Many Bowley children walk to school. Most children will walk from Corregidor Courts and Bougainville through the path at the back of our school, but you may choose for your children to walk to school by way of Randolph Street. Walking students will be directed to their arrival areas and supervised by staff beginning at 0805. Children who arrive between 8:05 and 0810, will remain outside and may talk with friends under the supervision of our staff until the 0810 bell. If the weather is too cold or if it is raining, children will be allowed to come inside to wait for the first bell to ring. Please talk to children about safety concerns related to walking to and from school.

New families to our community should walk the route from your home to the path with your child before allowing them to walk alone. Parents are encouraged to walk to and from school with their children. It is the responsibility of parents to supervise children walking to and from school. Please refer to Master Policy 87, regarding the supervision of children on Fort Bragg. We require that Pre-K students who walk to and from school be accompanied by an adult.

Students are not allowed to walk or ride a bike to Irwin School to meet older siblings or parents.

Signing Students Out of School

When you need to take a child out of school during school hours, please park in the parking lot located at the front of the building and come to the school office where you can sign out your child. Please be prepared to show picture identification. The office staff will call your child to the office when you arrive. Children are not permitted to leave the school grounds during school hours unless parents have signed them out in the office. Please do not send someone to pick up your child that is not listed on the transportation form, inclement weather form, your emergency contact list, or for whom you have not written a note of authorization. We will not release children to anyone without written authorization from parents or legal guardians.

Children may not be signed out of school, nor can changes be made to transportation after 1400 except in cases of emergency. We ask that you respect this guideline, so that teachers and other personnel can get all students prepared to safely dismiss. Our instructional program continues each day until the dismissal procedures begin at 1440.

On Wednesdays with dismissal at 1355, please plan to make changes to transportation or sign students out prior to 1315.

Please understand that the safe dismissal of approximately 400 children ages 4-11 is an awesome task. Our procedures were carefully designed to protect the safety of your children. Also, our goal is to protect instructional time. The last few minutes of the day are important for the completion of the day's activities.

Visitors and Volunteers

Parking

Parents and visitors should park in the parking area at the front of the school. On special event days where large numbers of parents will be at school, you may park in the side parking lot and the door inside the Pre-K/K gate will be made available. The front circle is designated for loading and unloading ONLY. Do not park your car in the front circle at any time.

Sign-in Policy

Visitors and volunteers are always welcome at Bowley, but for your safety as well as that of our students and staff, we must ask you to carefully follow our procedures. Visitors and volunteers must always enter through the front door and sign in at the office indicating where you plan to be in the building. It is extremely important that we maintain accurate records so that we can locate you quickly in case of an emergency. Visitors must also sign out a visitor's badge. The visitor's badge must be worn while you are in the building. Please do not go to your child's classroom without first signing in and getting a badge from the office. This procedure is part of our Anti-Terrorism Plan and we will seek assistance from the MPs as necessary to enforce it.

Emergency Procedures

Bowley has emergency procedures in place for a variety of circumstances and we drill on these procedures throughout the school year and initiate them as directed by the administration of Fort Bragg Schools and the Post Commander. Please follow all announcements and staff directions for ALL emergency drills and procedures. Failure to comply with staff directions could result in harm to you, our staff, or our children. Please do not enter the building if an emergency drill is already in progress; for example if you hear the fire alarm going off. Please do not use your cell phone or turn any other electronic device on or off when drills or actual emergencies are in progress. Also, if you hear of an emergency in progress, PLEASE do not call the school. Lines of communication must remain open for the administration and emergency personnel in the event of an emergency. You will be contacted as soon as is humanly possible and necessary in the event of an emergency or where emergency procedures have been put in place which were not part of a scheduled drill.

Volunteers and PTA

Volunteers are needed throughout the year in many areas. In August, volunteers are recruited for a variety of classroom activities and school wide projects. During Open House in August, those of you who would like to volunteer may sign up with a homeroom teacher 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. As a volunteer, you will be required to register with the Ft. Bragg Volunteer Services Office at ACS and log in your hours with them. This can be completed electronically, and the information can be helpful for you on a resume and for Bowley to know the level of volunteer participation in the building for reporting out purposes.

Bowley is fortunate to have a very active PTA. The primary focus of the association is to promote the welfare of the students at school and to create a closer relationship among parents, students, and school officials. PTA Board meetings are held once each month and general membership meetings are held three times yearly at evening events. The PTA is involved in

many school activities throughout the year. Please join the PTA during the membership drive in August or at any time during the school year.

You will receive a monthly newsletter and other flyers in your child's book bag with information about PTA events that you and your child can participate in.

Appointments with Teachers

We welcome your involvement in your children's education. If you have questions or concerns, please contact the classroom teacher to request an appointment by phoning the school office. Our secretary will give the teacher a message that you called or put you through to the teacher's voice mail, and your call will be returned as quickly as possible. You may also send a note with your child to request a call from the teacher for an appointment. Scheduling an appointment with the teacher will provide both the teacher and you the best opportunity to be focused on the discussion. In an effort to respect the instructional day, teachers cannot accept phone calls during the school day. Please do not go to your child's classroom during the instructional day to request a conference. Such interruptions take the teacher's attention away from your child and the rest of the class.

Academic Programs

DoDEA Curriculum Standards

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

Student Progress Reports and Conferences

Students receive report cards four times during the school year. Parent-teacher conferences are scheduled one time each school year. Parents are invited to schedule additional conferences with their child's teacher as needed. To schedule an appointment, please send a note with your child or call the office and request that your child's teacher call you. Please do not go to your child's classroom during the instructional day to request a conference. Such interruptions take the teacher's attention away from your child and the rest of the class.

Fourth grade students' progress will be managed by Grade Speed, an electronic grade book that can be accessed by parents who enroll in it. It is an excellent tool for parents to monitor student work, assignments, and grades. Fourth grade parents will receive information shortly after the school year begins.

Home Reading

“The more you read, the better reader you become.”

Our Home Reading Program is designed to promote the love of reading, to give students additional reading practice, and to support our literacy instructional focus. Each grade level has specific home reading goals. Your child’s teacher will share these goals and record keeping procedures with you. We also participate in the Book-It program sponsored by Pizza Hut. Please schedule time each day to read with your child.

Homework

Homework can give parents an opportunity to see evidence of student work and be involved in their child’s learning.

Not all homework will be 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, as well as finding basic items at home for a purpose, or just sharing with parents what is being learned at school.

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 relate 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.

Classroom teachers will provide parents with clear expectations for homework at the grade level. Please contact your child’s teacher if you have questions regarding homework.

Support Services/Special Area

General education classroom instruction is supported by services from Gifted Education, Special Education, and English as a Second Language for qualifying students. Art, Music, Media, Physical Education, and Guidance classes support our developmental program. Additionally, we have a Spanish foreign language classes for elementary students in grades K-3. Children generally attend specials on a rotation schedule with each class meeting for 45 minutes. Each grade level teacher, K-4, will provide specific information regarding the schedule for their classroom. Classroom instruction is also supported through the use of technology to include instruction in our Multi-Media Lab as scheduled by individual teachers. We also have reading and math support teachers who work with students and teachers to enhance student learning in those areas.

Gifted Education Program (GE)

The Gifted Education Program is designed to provide challenging learning opportunities to students through a variety of learning methods and activities. The GE program strives to develop an intrinsic desire for excellence and a sense of responsibility to the global community. Students are determined eligible to receive GE services using multiple criteria. Students are served through a flexible model that accelerates and/or enriches student learning.

Special Education

Bowley Elementary School follows Department of Defense Instruction (DODI) 1342.12 "Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents (DoD)", 11 April 2005 http://www.dodea.edu/foia/iod/pdf/1342_12.pdf and Department of Defense Education Activity Special Education Procedural Guide, 2500.13-G, September 2005 <http://www.dodea.edu/regs/SPEDproceduralGuide.pdf> in the provision of Special Education to eligible students. If you believe that your child has a handicapping condition that is adversely impacting educational performance, contact the Bowley Elementary Case Study Committee (CSC) Chairperson, the counselor, or the principal regarding your concern.

Bowley has special education services in mild-moderate and moderate-severe learning impaired, pre-school language impaired, speech, occupational therapy, and physical therapy housed in the building. Additional services may be housed in other buildings.

English as a Second Language (ESL)

English as a Second Language services are provided for qualifying students. The ESL teacher works with classroom teachers to ensure that the needs of identified students are met.

Fine Arts

The visual arts program incorporates standards-based instruction to teach art concepts, the development of skills through various media, and critical art observation. Children's artwork is displayed throughout the building during the school year.

Standards-based instruction in music provides activities that enhance and develop a child mentally, physically, and socially through exploring, listening, playing instruments, singing, moving, reading, and creating.

Media Center

The media center is an open center in which students, staff, and parents can access media services at any time during the school day.

The goal of the Bowley Media Center is to provide the students with skills that will promote and enhance reading and technology. The media center is designed to offer academic and recreational reading sources. There are areas offering atmosphere and space specifically for story time, research, whole class activities, computer usage, search strategies, checkout, browsing, and reading enjoyment. The media center collection offers print as well as non-print items such as video-cassettes and CD-ROM's.

Classes in the Bowley Media Center provide students with skills that will promote and enhance reading, resulting in lifelong learning. Bowley's "Open Library Policy" allows children to check out books during the week as long as their books have been returned in good standing (on time and without damage). Parents, who would like to check out books for or with their children, are welcome to come to the Information Center between 0800 and 1500.

Physical Education

A comprehensive, standards-based, physical education program is provided for kindergarten through fourth grade students. The purpose of physical education is to provide appropriate instruction for building a healthy body, mind, and character for each student. This goal is achieved through a skill-based instructional program that encompasses personal fitness skills, perceptual motor skills, developmental gymnastic skills, and recreational and sports skills.

It is imperative that students wear tennis shoes/sneakers to PE classes. If dresses are worn to school, shorts should be brought or be worn under dresses for PE classes.

Guidance

The purpose of the Guidance Program is to promote the welfare of students and to enhance the educational program. Emphasis is on helping students develop as unique and valuable individuals, understanding themselves, getting along with others, doing well in school, and developing skills for life-long success. The guidance counselors administer this program and provide the following services:

- Individual and small group counseling for students
- Classroom guidance
- Provide resources to and consults with parents, school personnel, and members of the community
- Serve as liaisons with community agencies and make referrals
- Coordinate the standardized testing program
- Promote motivational activities for students
- Encourage the development of good citizenship and positive character traits.

Foreign Language in the Elementary Schools (FLES)

Students in grades K-3 will receive instruction in Spanish each week.

Technology

All Bowley classrooms have computers for student use. Teachers utilize websites that support our curriculum objectives, as well as academic software. Our school also has a Multi-Media lab equipped with 30 computers for whole class instruction. The Media Center has computers for research and word processing. Teachers are encouraged to take students to the Multi-Media Lab and Media center to enhance instruction through the use of technology.

Special Student Activities

Numerous opportunities are provided for students to participate in educational study trips and special activities. Some activities are planned school-wide, while others may take place at the grade level or in individual classrooms.

Study Trips

Children participate in educational study trips planned by classroom teachers within their grade level. These trips emphasize hands-on learning and promote educational objectives. Teachers will notify parents concerning plans for classroom study trips to include dates, places, and themes. If chaperones are needed for the study trip the classroom teacher will contact parents. 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. Some study trips may extend beyond the school day. Pick-up procedures will be provided by teachers for those trips that end after the school day.

Other Special Activities

All Bowley students participate in the Read Across America celebration of Dr. Seuss' Birthday and National Library Week, as well as the Celebration of the Month of the Military Child and Field Days. Several grade levels participate in book swaps and a variety of multi-

cultural activities for special celebrations around the world. Parents are always encouraged to share their cultural backgrounds, special talents, and skills in the classrooms to complement activities planned by the teacher. Please let your child's teacher know if you would like to share something in the classroom or conduct a special learning activity.

School Spirit Days

We encourage children to wear Bowley School colors (black and gold) **every Friday**. The PTA coordinates the sale of Bowley t-shirts and sweatshirts in the fall and spring. Students are invited to show school pride by wearing school colors or a Bowley t-shirt or sweat shirt on school spirit days.

School Services

Food Service Programs

The Bowley School cafeteria serves breakfast and lunch. Breakfast starts at 0745 each morning. Students should not arrive before 0745. for breakfast, as there is no supervision before that time. Students who walk to school or are dropped off are to enter through the back entrance of the school. Students eating breakfast must use their best manners, follow all cafeteria rules, and obey educational aides on duty in the cafeteria. Please be sure your child has a book to read after eating.

Lunch is a duty-free time for teachers. Support personnel supervise the cafeteria. To insure an appropriate mealtime environment, it is essential that children are well behaved and mannerly.

- Breakfast and lunch may be paid daily or prepaid on a weekly or longer basis.
- Free and reduced applications are available in the school office. You may apply any time during the year. The central office approves applications.
- You may pre-pay into your child's lunch account at the following website <https://www.lunchprepay.com>
- 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.
- Milk and ice cream are available for purchase. Children must purchase milk or ice cream as they go through the line. Children who owe money for breakfast or lunch will not be allowed to purchase ice cream.
- Menus are published in the *Fayetteville Observer Saturday Extra*, on our website, and are posted in the classrooms. Additional copies are available in the office.
- Children may choose to bring their lunch.

Juice and Milk

Students are provided an optional milk/juice break during the day. Students may bring their own nutritious drink or they may choose to buy milk or juice at school. Envelopes are sent home for parents to use in returning payment to the school. All juice and milk payments must be prepaid by the date on the envelope. Payment may be made for the time frame listed on the envelope or annually. Credit is given when students are absent. Parents must indicate a choice for white milk, chocolate milk, or juice on the front of the envelope.

Lunch Guests

We welcome visitors in the cafeteria for breakfast and lunch. Guest tables are available for students with visitors. Guests should purchase lunch from the school or bring a lunch from home. Food and drinks from restaurants are not permitted. Guests should sit at designated guest

tables with their child. If you desire to invite one friend to sit with you and your child, it must be upon the approval of the classroom teacher or the cafeteria monitors. If you visit the school for lunch, please sign in on the Visitor's Log in the office and obtain a visitor's badge.

School Nurse

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

Parents must bring medications and a permission form that has been signed by the physician and parent allowing the school to administer medications. Students are not allowed to bring medication to school; it must be brought in by adults with appropriate paperwork. All medication to be taken during school hours must be prescription-labeled. Students take all medications in the nurse's office.

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

Please note the various communicable conditions under which students will not be allowed to attend school, as determined by the Chief of Preventative Medicine at Womack Army Medical Center, located in the Appendix.

The following information is available at www.am.dodea.edu/bragg/bowley:

- Guidelines for Exclusion for Common Communicable Diseases
- Fort Bragg Schools 2011-2012 Calendar
- Fort Bragg Schools Supply Lists
- Master Policy 87