



DEPARTMENT OF DEFENSE  
FORT BRAGG SCHOOLS  
Butner Primary School  
P.O. Box 70089  
FORT BRAGG, NORTH CAROLINA 28307-0089  
Priscilla Joiner, Principal  
(910) 907 – 0203



August 2011

Dear Butner Parents,

Welcome to Butner School-----*Home of the Butner Bears!!* 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 Butner safe and nurturing.

The handbook has been written to provide you with useful information about the school's operations. Please refer to this handbook throughout the year. Read the information carefully. It is our students' responsibility to understand the rules, procedures, and guidelines written within this handbook. If you have questions, please do not hesitate to call the school office (910) 907-0203 or e-mail me Priscilla.Joiner@am.dodea.edu.

Communication between school and home is essential to ensure the success of our educational program. Please plan to join the Butner 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 all working together! I look forward to working with you to provide a quality educational experience for your children.

Sincerely,

*Priscilla G. Joiner*

Priscilla G. Joiner  
Principal

## **ADMINISTRATION and KEY PERSONNEL**

**Dr. Emily Marsh  
District Superintendent  
NC DDESS**

**Dr. Harriet Hunter-Boykin  
Assistant Superintendent  
NC DDESS**

**Ms. Kimberlee Simmons and Ms. Terry Lawrence  
Superintendent's Office  
907-0200**

### **FORT BRAGG SCHOOLS**

<b>Albritton Junior High</b>	<b>907-0201</b>
<b>Bowley Elementary</b>	<b>907-0202</b>
<b>Butner Primary</b>	<b>907-0203</b>
<b>Devers Elementary</b>	<b>907-0204</b>
<b>Gordon Elementary</b>	<b>907-1300</b>
<b>Holbrook Elementary</b>	<b>907-0205</b>
<b>Irwin Intermediate</b>	<b>907-0206</b>
<b>McNair Elementary</b>	<b>907-0207</b>
<b>Murray Elementary</b>	<b>907-0208</b>
<b>Pope Elementary</b>	<b>907-0209</b>



## DoDEA Mission Statement

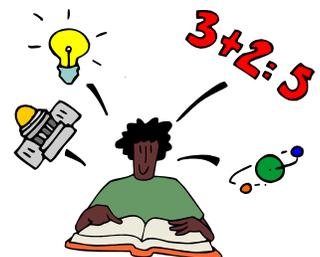
*To Provide an Exemplary Education that Inspires and Prepares All DoDEA students for Success in a Dynamic, Global Environment.*

**OUR VISION: EXCELLENCE**

### GOALS

**Goal 1 Problem Solving:** By June 2012, all students will increase performance in problem solving using instructional interventions in math. The targeted skills are to identify the problem, select a strategy, devise a plan, implement the strategy to solve the problem, and evaluate the results. Progress will be measured through use of system wide and local assessments.

**Goal 2: Reading Comprehension:** By June 2012, all students will increase performance in reading comprehension using interventions implemented in literacy instruction. These interventions will include instruction in phonological awareness, decoding, fluency and vocabulary. Progress will be measured through use of system wide and local assessments.



## Table of Contents

Absence/Truancy	5
Admission Requirements	5
Bicycles	6
Birthday Celebrations	6
Daily Schedule	6
Discipline	7
Dress Standards	7
Emergency Information	7
Instructional Program	8
Homework Policy	8
DoDEA Core Curriculum	9
Items That Should Not Be Brought To School	9
Late Arrivals/Early Departures	10
Lost and Found	10
Lunch/Breakfast Program	10
Money and Valuables	11
Moving Off Post	11
Pre-Kindergarten	11
P.T.A	12
Reporting Pupil Progress	12
School Closing Late Starts/Early Dismissals	12
School Health Services	12
Continuous School Improvement	13
Transportation	13
Know The Rules	14-17
Telephone Services	17
Visitors	17
Volunteers	18
Withdrawal Procedures	18
Transitioning	18
Transition Strategies	19
Awards Criteria	20
Counseling	20
Home Reading	21
Dismissal Map	

## ABSENCE/ATTENDANCE

If your child is going to be absent, please notify us by 8:30 a.m. (910) 907-0203. 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. Sickness, family emergencies, and medical appointments will be excused absences. For the safety of your children, they will not be permitted to leave school grounds unless a parent or authorized individual 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.

## TRUANCY

A total of three (3) unexcused absences constitute simple truancy. Students reported truant more than three (3) times will be declared habitually truant. Any student who is signed in after 11:30AM will be considered tardy.

Absences of less than half a school day will be recorded as a tardy. When students are tardy, they **must** be signed in by a **parent/guardian**. Please do not drop students off and tell them to go to class. If parent/guardian does not sign the student(s) in properly, the tardy will be unexcused.

If a student has:

3 absences teachers should contact parents and review tardy policy.

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 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.

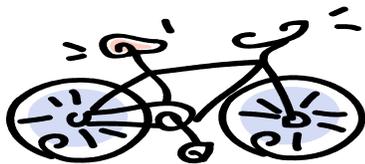
18 absences (or 18 tardies) – a letter will be sent to the sponsor from the principal, through the superintendent, again emphasizing the importance of the student being in school and indicating the sponsor's command has also been notified.

## 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 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.**

expected to follow all safety rules and take the recommended routes to school.



## BIRTHDAY CELEBRATIONS

We recognize students' birthdays during morning announcements 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. **Store brought items only.** 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.** Thank you for your assistance.



## DAILY SCHEDULE

<b>Breakfast</b>	<b>7:45-8:15a.m.</b>
<b>Entrance Bell</b>	<b>8:10 a.m</b>
<b>Classes Begin</b>	<b>8:25 a.m.</b>
<b>Classes End –</b>	<b>2:45</b>

**Monday, Tuesday, Thursday, Friday**

**WEDNESDAY ONLY - DISMISSAL AT - 1:55**

## DISCIPLINE

For information about discipline, please refer to your copy of the **Butner Primary School** discipline policy.

## PRINCIPAL'S BOOK CLUB

Students receive a book in recognition of their birthday. Wednesdays of each week, students will be called to the office for Mrs. Joiner to sign their books.

## DRESS STANDARDS



NO



YES

Uniforms for students in grades PreK-4 are optional in Fort Bragg Schools. If you would like for your child to wear the adopted uniform for students in grades 5-9, 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. Coats and hoodies will be stored during the school day. Sweaters and sweat shirts (without hoods) may be worn during the day. 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. Hair coloring is **not acceptable** during school time.

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, cell, 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 times.**

## **Emergency Drills/Procedures**

**Fire** – In case of a fire, students will evacuate the building to their designated class area. Fire drills will be practiced monthly.

**Tornado** – In the event of a tornado, students will evacuate to the hallway area and sit on their knees, bent over, with their heads covered up. Tornado drills will be practiced.

**Lockdown** – For a lockdown condition, the doors to every classroom are locked. Students and adults sit on the floor against the walls. Blinds are closed and lights are out. Teachers will follow procedures as indicated by their crisis intervention plan located behind their classroom door. All entrances will be secured and monitored until the lockdown is over.

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

## **INSTRUCTIONAL PROGRAM**

**Butner Primary School** is one of 10 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-4) 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 Butner Primary 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.

## **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

1<sup>st</sup> and 2<sup>nd</sup> grade 15-30 minutes

3<sup>rd</sup> grade 30 minutes

4<sup>th</sup> grade 30-45 minutes

**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.

**ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL**

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

Animals - no exceptions

Radios, cassette, or CD players

Cards- playing/game cards

Toys or other novelty items

Gum-Candy  
 Knives (real or toy)  
 Razor  
 Guns (any variety)  
 Darts  
 Caps (exploding kind)  
 Roller Blades  
 Skate Boards  
 Scooters  
 Cellular Phones  
 DVD's  
 Electronic Games  
 Videos  
 CD's  
 Heelys  
 Laser Pointers  
 Pagers  
 Weapons

**Dogs, even those on a leash, are not permitted on the school grounds at anytime.**



### **LATE ARRIVALS/EARLY DEPARTURES**

Students arriving after 8:25am. must be signed in by an adult at the office and given a tardy slip. Students being taken from school before the end of the day must be signed out in the office by a parent. No student will be released from the school to any adult other than the parent, guardian, or emergency designee without written permission. **We ask that you not check students out after 2:00p.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.

Students are dismissed at 2:45pm Monday, Tuesday, Thursday, Friday and 1:55pm. on Wednesday only. If students are picked up after 2:45 Mon, Tues, Thur, Fri, and 1:55 Wednesday you will be asked to sign a "Late Pick-up" form.

### **LOST AND FOUND**

A bin labeled "Lost and Found" is located near the guidance office. 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**

Butner offers a breakfast and a lunch program. The menu is posted in the Paraglide and

The Fayetteville Observer.

Breakfast will be served to participating students from 7:45a.m. to 8:15a.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. You may now prepay on line at Lunchprepay.com and check the balance of your child's account. 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 Break**

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.



### **MONEY AND VALUABLES**

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.



### **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.

### **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.**

**Schedule for PreK**

M, T, TH & F

AM Session 8:25-10:50

PM Session 12:20-2:45

Wednesday,

AM Session 8:25-10:40

PM Session 11:40-1:55

**P.T.A.**

The Parent Teacher Association at Butner 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.

**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 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**

**Nov 4, 2010**

**Feb 2, 2011**

**April 6, 2011**

**June 14, 2011**

**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**. **In case of early dismissal, please make plans ahead of time so your children will know what to do.**



**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 Butner.

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:**

<b>Benadryl</b>	<b>Midol</b>
<b>Cough Drops</b>	<b>Aspirin</b>
<b>Calamine Lotion</b>	<b>Tylenol</b>
<b>Vaseline</b>	
- **\*\*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

### **TRANSPORTATION**

Parking is very limited at Butner. 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.



### **School Discipline and Classroom Management**

Management routines, rules, and consequences are a very important part of any school. This provides the basis for a structured environment to be created so that a high level of academic work can occur. We believe that **TEACHERS HAVE THE RIGHT TO TEACH; STUDENTS HAVE THE RIGHT TO LEARN.** It is important that a safe and orderly climate is maintained throughout all areas of the school. Please read the following school-wide rules with your child and help reinforce our expectations.

#### **Classroom Expectations:**

Each class and teacher will discuss and determine its specific rules and consequences. Classroom rules will be based upon expectations set by DODEA and Butner Elementary. Parents and students will receive a copy of the teacher's classroom rules and consequences. We ask that you discuss the rules and consequences with your student and encourage him/her to follow the rules at all times. Each teacher will post his/her classroom rules and consequences in the classroom. A copy of the rules and consequences will also be submitted to the administration.

The staff of Butner Primary School believes that:

1. Students, parents and the school share the responsibility for creating the best possible learning environment.

2. Student behavior/conduct which interferes with learning or with teacher instruction is unacceptable.
3. All students are entitled to a safe, enjoyable, and rewarding school experience.

Rules for classroom behavior and positive and negative consequences are clearly communicated to students and parents in the discipline plans which are discussed with students and sent home at the beginning of the school year or when a new student joins the class.

Each teacher has an individual discipline plan which includes positive reinforcement for appropriate student behavior. The plan is discussed with students, posted in the classroom, and is made available to parents. Common to each teacher's plan are these steps to remediate inappropriate behavior:

1. One-on-one counseling with the student.
2. Counseling with student, and parent contacted by phone, note, or e-mail.
3. Conference with parents.

Also, teachers may take additional steps which may include consequences such as loss of classroom privileges, working or silent lunch, or counseling by counselor (or) school psychologist.

After taking all appropriate steps to correct the inappropriate behavior, teachers may make a referral to the office. **A behavior, which is severe or endangers self or others, will be referred directly to the administration, bypassing the steps above.**

**The sponsor is responsible for his/her dependents' actions.** When serious incidents occur, sponsors will be notified. Additionally, we have the obligation to keep the military authorities informed of serious misbehavior. When children are suspended from school for any amount of time, **the Office of the Assistant Superintendent will receive a**

**copy of the suspension letter. Students who are suspended from school will serve their suspension out of school.**

**Grounds for suspension/expulsion may include, but are not limited to:**

- Causing, threatening or using physical force against another person.
- Possessing/selling or using a firearm, knife, explosive, or other dangerous object.
- Engaging in, possessing, using, selling, dispensing, or being under the control of an illegal/controlled substance.
- Unlawfully possessing, offering, or arranging to sell any drug paraphernalia.
- Committing or attempting robbery or extortion.
- Damaging or attempting to damage personal or real property.
- Stealing or knowingly receiving stolen property.
- Possessing or using tobacco or nicotine products.
- Committing any lewd, indecent or obscene act or engaging in habitual profanity or vulgarity.
- Disrupting school activities or defying the authority of school staff members.
- Gambling.
- Presenting him/herself without authorization on the school grounds or buses.
- Engaging in the unauthorized use of portable communications devices (including beepers and cell phones), electronic games, portable radio and/or CD players, Ipods, personal computers, or other electronic devices during

classes, unless specifically authorized by the principal.

- Cursing, gesturing, or verbally abusing any person, including abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or sexual orientation.
- Engaging in or threatening vandalism, arson, or destroying of the school building or property.
- Forging school documents, cheating on school projects, tests, or plagiarizing.
- Using or possessing fireworks, or any other explosive device.
- Violating attendance rules.
- Violating the terms of the DDESS Student Computer and Internet Access Agreement.
- Violating any law, rule or regulation of the military installation or school.
- Being complicit in the violation of any rule described above. Students must promptly report knowledge of any rule violation to the teacher or principal.

### **School Bus Discipline**



On and around school buses, students **will** comply with the following behavior standards:

- Board and exit the bus in an orderly, safe manner.
- Ride the bus to which the student is assigned.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Sit in the bus driver's seat.
- Open or try to open bus door.
- Throw or shoot objects inside or out of the bus.
- Tamper with bus controls or emergency equipment.
- Smoke on the bus or light matches.

When an emergency requires a student who normally walks to school or rides a bus to alter transportation arrangements, **parents may phone in a change at least 1 hour before the students are dismissed from school. This will ensure the student gets notified.** If you are changing how a student goes home permanently, please send in a written notice of the change and when it becomes effective.

On or around school buses, students **will not**:

- Fight, push, shove, or trip other passengers.
- Use or possess unacceptable items (i.e., beepers/pagers, radios, tape players, or electronic games, etc.) identified in the school code of conduct.
- Push while boarding or exiting the bus.
- Exchange bus seats.
- Save seats for friends.
- Get on or off the bus while the bus is in motion.
- Make excessive noise or play electronic equipment without earplugs.
- Put objects out of bus windows or hang out of windows.
- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public displays of affection.
- Eat, drink, or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit.
- Harass or interfere with other students.
- Disrespect, distract, or interfere with the bus driver.
- Damage private property.

#### **Minor Offenses:**

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school and on the bus. Minor offenses include, but are not limited to, the following:

1. Talking out of turn or disrupting class.
2. Not completing or turning in class work and/or homework.
3. Chewing gum or eating candy.
4. Being unprepared for class.
5. Misuse of school passes.
6. Failure to follow the directions of adults.
7. Using inappropriate language or gestures.
8. Being disrespectful to classmates by teasing, picking, or calling names. Wandering or loitering in the hallways.

Bringing toys and other unnecessary items to school, including Ipod, MP3 players, CD players, cell phones, gameboys, heeies, scooters and skateboards.

### Consequences for Minor Offenses:

The classroom teacher will handle minor offenses. Repeated offenses will be referred to the Principal. Consequences for minor offenses include, but are not limited to, the following:

1. Reminder of appropriate behavior to be followed / Warning
2. Time-out
3. Loss of privileges
4. Phone call to parent or guardian
5. Apology to appropriate individual(s)
6. Parent Conference
7. Note to parent to be signed
8. Silent Lunch

### Cafeteria Expectations:

1. Remain seated.
2. Raise your hand if you need assistance.
3. Use low, conversational voices, this shows respect for others.
4. Eat your food and remember that we do not play with food or utensils.
5. Clean up your area before leaving.
6. Respect the monitors and the rights of others.
7. Enter and exit the cafeteria in a quiet and orderly manner.
8. Please do not send glass containers with lunch beverages.

### Consequences:

Failure to adhere to cafeteria rules will result in silent lunch or other consequences determined by the teacher. Referral to the Principal may also occur.

### School-wide Rules:

1. We walk, not run in the halls, and sidewalks around campus.
2. We use an appropriate voice level at all times & walk quietly in the halls.
3. We keep hands and feet to ourselves.
4. Listen carefully for the teacher's directions.

5. We use our time wisely.  
When walking in a group, we walk in a single file line, to the right side of the hall or walkway.
6. Use a hall pass.

### **CONTINUOUS SCHOOL IMPROVEMENT (CSI)**

The Continuous School Improvement (CSI) is an administrative advisory committee composed of a parent, teachers, and the administration. They help 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.



### **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. We discourage parents from bringing large strollers into the building when large numbers of visitors are present(i.e. Open House. Strollers can present a safety hazard.

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

### **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](http://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 BUTNER SCHOOL**

When moving from Butner 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 Butner 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.
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 Forum**.
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 scans 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.
12. Operation Hero is offered 2 days a week after school through the YMCA to aid students.
13. Parents are informed of the **Heart to Heart Forum** parent meetings. This forum meets monthly and parents are invited to share any concerns or suggestions.

## AWARDS CRITERIA

### Buddy Bears

Students must show good citizenship in all areas

### Cub Awards – K-2nd:

Student must have all E's and M's, No L's and may have S's in specials areas.

### Terrific Kids

Students are recognized monthly.

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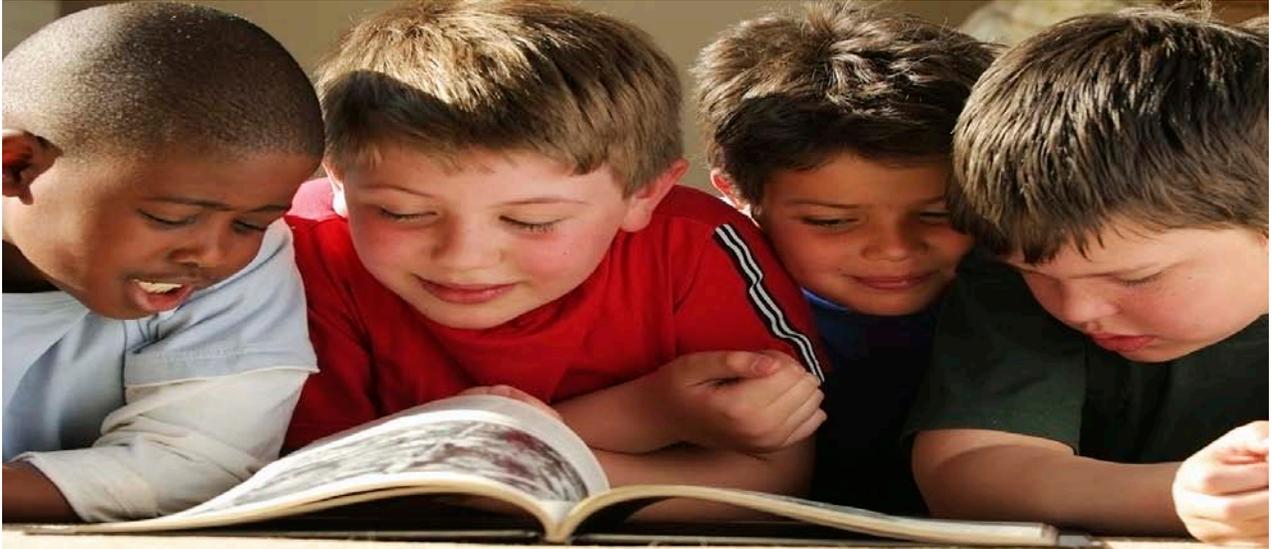
## COUNSELING

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.

## HOME READING

Our Home Reading Program is designed to promote the love of reading! It also supports one of our school's goals – “All students will improve their literacy skills”.



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**LET'S READ, READ, READ!!!**

**Let's all work together!!**