

Gordon Elementary School Parent-Student Handbook



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

Phone: 910-907-1300
Fax: 910-925-0721

Parent-Student Handbook

School Year 2009-2010

Gordon Elementary School

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24 Percy Boulevard

Cameron, NC 28326

Phone: (910) 907-1300

Fax: (910) 925-0721

E-mail Address: <http://www.am.dodea.edu/bragg/gordon/>

Mascot: Patriots

Administration

Principal
Arleen Young

Assistant Principal
Emilio Garza, Jr.

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

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

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FOREWORD

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

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

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

Arleen Young
Principal
Gordon Elementary School
Fort Bragg Schools, DDESS

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FORT BRAGG SCHOOLS
Gordon Elementary School
24 Percy Boulevard
Cameron, NC 28326
(910) 907-1300 Fax: (910) 925-0721

19 August 2009

Dear Parents:

Welcome to Gordon Elementary School! Our administration and staff are glad that you and your children are part of our school community. We will stress student learning and focus on the mastery of the academic curriculum standards. Also, we will work to have a safe and orderly environment. We will need your support to accomplish all this.

We have published the Gordon Elementary School Parent-Student Handbook to assist our students and you. Please review the Parent-Student Handbook to learn about the operations and procedures. Read all the information carefully. It is our students' responsibility to understand the rules, procedures, and guidelines provided in the handbook. If you have questions about any information in the handbook, do not hesitate to call the school office.

Regular school attendance is essential for school success. Please make it a priority for your student to attend school every day and to arrive on time. If your student must miss school, please send a note on the day your student returns to school, indicating the reason for the absence.

We hope you will involve yourself in many activities at Gordon Elementary. Parents are encouraged to participate in our school community. You can volunteer at the school, join and participate in the Parent-Teacher Association (PTA), and join us for lunch in the cafeteria often. We encourage you to visit the school and to communicate with your student's teachers.

My staff and I look forward to working with you to provide a quality education for your children. Together we can provide an outstanding educational program for your student. If you have concerns about anything at school, please do not hesitate to contact an administrator. If one of the administrators is not available, please make an appointment with the secretary.

Mrs. Arleen Young
Principal

About Our School

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

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

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

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

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

Gordon Elementary School Vision Statement:

Expect the extraordinary!

Gordon Elementary School Mission Statement:

To provide a safe learning community that inspires students to be life-long learners in an ever-changing world.

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Instructional Program and School Improvement

Instructional Program

We use the DoDEA curriculum standards to guide instruction at Gordon Elementary School. Use of these standards helps to provide consistency in the instruction for students as they move from one location to the next. Information on the DoDEA standards can be found online at http://www.am.dodea.edu/bragg/New-CSO/Parent_Info/Curr&Instr.htm.

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

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

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

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

School Improvement

Our school improvement process is based on an analysis of school data, assessment of school needs, guidance and/or goals from the Superintendent of Fort Bragg Schools, the DoDEA Community Strategic Plan (CSP), and DoDEA Guiding Principles. The following are the updated CSP goals and guiding principles:

DoDEA Community Strategic Plan Goals

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

Goal 2: Performance-Driven, Efficient Management Systems. DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate 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 partnerships and communications to enhance student development.

DoDEA Guiding Principles

Productive citizenship is embedded in the Guiding Principles and is an inherent core value of all CSP goals for all DoDEA stakeholders.

- Success for All Students
- Trust and Respect for Others
- Uncompromising Advocacy for Students
- Development of Lifelong Learners
- Equal Access to Quality, Rigorous Education
- New and Motivating Challenges to Inspire Excellence
- Teaching with High Expectations
- Safe and Stable Learning Environment

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General Information

School Hours of Operation

The regular school day begins at 8:25 a.m. Dismissal time is at 2:45 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, the dismissal time is at 1:55 p.m. All students are to go home when dismissed at the end of the school day. Students participating in an after-school program should be picked up immediately after the activity ends. Early dismissal on Wednesdays will allow the staff time for professional development and instructional planning.

Maintaining a safe and orderly learning environment is a top priority for our school. In keeping with this philosophy, it is essential that we ensure our campus and facilities are adequately supervised during normal business hours as well as when students are scheduled for classes. The teachers are on duty at 8:00 a.m. Students may not arrive at school before 8:00 a.m. unless they participate in the school breakfast program or in the School Age Services program. Students must leave the campus at dismissal time unless they are under the supervision of a staff member for a school-sponsored activity. We will make every effort to provide parents and students with the necessary guidance in order to avoid these school safety issues.

Signing Out Students

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

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

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

We ask that you not sign out students after 2:25 p.m. The last few minutes of school are important, for teachers review the day's learning, give directions, and provide instructions for assignments. Parents/authorized adults arriving close to dismissal time will be asked to wait until after dismissal to receive their child.

Vehicle Parking

Parking space is very limited at Gordon Elementary School. Whenever possible, please walk your student or carpool to help us reduce the vehicle traffic on the school grounds. You can park in handicapped areas only if you have a handicapped sticker. No parents should double park or drop off their children in the parking lot. If you must park, please park in a marked space only and walk your child to the crosswalk. If all the parking spaces are taken, you may park in the unpaved parking lot.

Student Information

It is very important that we have accurate information on each student, which includes correct address, parents' or guardians' home and work telephone numbers, emergency contacts, and email. If you have cellular telephone or pager numbers, we need that information, also. Please notify the school immediately if your child's information changes. This may be done by sending a note to your child's teacher or calling the school office at (910) 907-1300. Emergency contact numbers should be for someone that resides in the local area. Hopefully, there will never be an emergency involving your child, but if so, we want to be able to contact you immediately. Please be aware that teachers cannot call long distance telephone numbers from classroom telephones.

Birthday Celebrations

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

Deliveries

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

Pets/Other Animals

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

School Age Services Program

The Child, Youth, and School Services organization established the School Age Services Program at our school. The program provides supervision and activities for students from 5:45 a.m. to 8:25 a.m. and from dismissal time to 6:15 p.m. on school days. Gordon Elementary provides the facilities, but we do not manage or oversee the program. If you are interested in enrolling your child in the program, please contact the Gordon Elementary School Age Services staff at (910) 366-1331, or you can contact the Child Youth Services (CYS) office at (910) 396-8110. The CYS office is located on the fourth floor at the Fort Bragg Soldier Support Center. Information brochures are available in the school front office.

Moving Off Post

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

Pledge of Allegiance

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

Cellular Telephones

Our policy on cell phones is the same as Irwin Intermediate School and Albritton Junior High School. If students bring cell phones to school, they must turn off and keep their phones in their backpacks. If a student is seen using or handling a cell phone in school, the phone would be confiscated. The parent would need to claim it from a school administrator.

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Arrival and Dismissal

Arrival and Entering the Building

Students may not arrive at school before 8:00 a.m., unless they participate in the breakfast program or School Age Services Program. Breakfast is served from 7:45 a.m. to 8:15 a.m. Students who eat breakfast may arrive at 7:30 a.m. and will go directly to the cafeteria upon their arrival. Designated staff members will supervise the students who eat breakfast in the cafeteria.

The students have to be in their classroom at 8:25 a.m. for the start of classes. If a student arrives at school after 8:25 a.m., his or her parent would have to sign him or her in at the front office and fill out an admit slip before the student goes to the classroom (see section on Student Attendance). If the parent is driving, he or she would have to park in the parking lot.

Students who walk or ride a bicycle to school will enter the building through the D-Wing doors. Students who are dropped off by their parents will enter the building through the school main entrance (front). Students who receive bus transportation will enter the school through a designated doorway near the cafeteria. All students must enter the school in a quiet and orderly manner.

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

Please do not escort your child to the classroom. Teachers will be in their classrooms to supervise students as they arrive. Staff members will be at the school main entrance, the D-Wing doors, and a designated area in the back campus to supervise arriving students.

Students who participate in the School Age Services Program will enter the school building through the front entrance near the gym and go directly to the gym. The School Age Services Program staff will take the students who participate in the breakfast program to the cafeteria at the appropriate time.

Dismissal for Kindergarten Through Fifth Grade

As stated previously, dismissal time is at 2:45 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, the dismissal time is at 1:55 p.m.

At dismissal time, the walkers and bicycle riders will exit the school through the D-Wing external doorway. The car riders will exit through the school main entrance, as directed by their teacher.

Pre-Kindergarten Drop-off and Pick-up Procedures

The morning preschool students may be dropped off between 8:10 a.m. and 8:20 a.m. An educational aide will be on the sidewalk in front of the school main entrance to help with unloading students. As the parent stops his/her vehicle in the front circle across from the main entrance, the aide will help to unload the child from the vehicle. We ask that the parent stay in the vehicle to help us to keep the traffic moving safely and timely. An aide will stay with the students in the main lobby. At 8:20 a.m., he/she will walk the students to the classroom. At 8:10 a.m., an educational aide will be at the D-Wing external door to receive the preschool students from the parents who walk their children to school. The aide will walk the students to the classroom at 8:20 a.m.

Dismissal for the morning preschool students will be at 11:00 a.m., and the students must be picked up promptly at that time. To facilitate an efficient and safe dismissal, the parents will drive on the inner lane of the front circle to the parking lot and park in a parking space. The vehicle speed should be no more than 10 miles per hour. After parking their vehicle, the parents will walk across the front circle crosswalk to their teacher's designated dismissal area. Ms. Cooper's and Ms. Jillard's dismissal area will be the school entrance by the gym. The teachers and their aides will release the students to the parent or authorized adult at that location. The dismissal area for Ms. Merritt's and Ms. Harrison's classes will be the school main entrance. The teachers and their aides will release the students to the parents or authorized adult at the location. When the parents get their children, they will go across the crosswalk to their vehicle and exit the campus.

The afternoon students must be brought to the front of the school at 12:00 p.m. To facilitate an efficient and safe arrival, the parents will drive on the inner lane of the front circle to the parking lot and park in a parking space. The vehicle speed should be no more than 10 miles per hour. After parking their vehicle, the parents will walk their children across the front circle crosswalk to their teacher's designated arrival area. Ms. Cooper's and Ms. Jillard's arrival area will be the school entrance by the gym. The teachers will receive the students at that location. The arrival area for Ms. Merritt's and Ms. Harrison's classes will be the school main entrance. The teachers will receive the students at the location. Afterward, the parents can return to their vehicle and exit the campus.

The afternoon preschool students will be dismissed and must be picked up promptly at 2:45 p.m. Monday through Friday. On Wednesday, the students must be picked up promptly at 1:55 p.m. The dismissal procedure will be the same as for the morning dismissal.

Parents are required to sign in their child at the front office if they are late dropping off.

It is suggested that the parent or an authorized adult accompany any preschool student to and from school. In accordance with Fort Bragg policy, any child who is of an age appropriate for fourth grade or younger requires direct supervision at all times. For more information regarding this policy, parents may call the U. S. Army Child and Youth Services office at (910) 396-8110.

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Communications, Parent Conferences, and Parent Concerns

School Office and Classroom Telephone Service

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

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

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

Parent-Staff Communications

Staff members may be reached by calling the school office at (910) 907-1300 and the staff member's extension number. Please leave a message, and the staff member will return your call in a timely manner. If you make direct contact with the teacher during class time, you would be asked to leave a message, and the teacher would call you back in a timely manner. The reason for this is that we are doing everything reasonably possible to protect instructional time. Please remember that teachers cannot make long distance calls from their classrooms; so, provide a local number where you can be reached.

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

If you call to talk with your child's teacher, please understand that telephone calls will not be sent to a teacher's classroom unless the teacher alerts the receptionist that she/he is expecting your call. This is to preserve instructional time and lessen disruptions. You may leave a voice mail message for the teacher, or the school receptionist will record and place your message in the teacher's mail box as time allows. Emergencies will be handled on an individual basis.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled during the school year. Contact your child's teacher if you would like to schedule a conference. System-wide conference dates are posted on the school calendar.

To schedule an appointment, please send a note with your child to the teacher or call the office to request that your child's teacher call you. When scheduling an appointment with a teacher, we ask that you respect classroom instructional time by not interrupting the teacher during class times.

Parent Concern Procedures

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

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

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School Food Service

Breakfast and Lunch

The Gordon Elementary School Cafeteria serves breakfast and lunch. We ask parents to encourage their children to eat a well-balanced meal each day. Breakfast starts at 7:45 a.m., and students may enter the school and go directly to the cafeteria at 7:30 a.m. Students may not arrive before 7:30 a.m., as there is no supervision before that time. **Students eating breakfast must use their best manners, follow all cafeteria rules, and obey the cafeteria monitors on duty.** We welcome visitors in the cafeteria for breakfast and lunch. Guest tables are available for students with visitors.

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

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

Lunch Guests and School Procedures

Parents are invited to have lunch with their child in the cafeteria during the child's designated lunch time. All adult lunches are A La Carte, and each item is priced individually. The DoDEA Food Services Regulations prohibit its patrons to bring food from any restaurant or store to eat for school lunch.

If you come to the school to eat lunch, please sign in at the office and obtain a visitor's badge before proceeding to the cafeteria.

You are invited to sit at one of the designated guest tables with your child. If you are alone, you may sit at your child's table if there is adequate space. If several family members are coming for lunch, we ask that you sit at the guest table. We ask that other children from your child's class not be invited to join you at the guest table.

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

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

Cafeteria Prices SY 2009-2010

Meal	Daily	Weekly
Breakfast	1.00	5.00
Reduced Breakfast	.30	1.50
Lunch	2.00	10.00
Reduced Lunch	.40	2.00
Extra Milk	.35	1.75
Juice	.40	2.00

Student Salad Menu

Salad will be offered every day in the school cafeteria.

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

Adult Meal Participation

Breakfast and lunch will be offered to adults at A La Carte prices. Entrees that have two or more items will not be divided. Examples: Soup and Sandwich will be \$2.00 even if you do not want both. Scrambled eggs, grits and big biscuit or toast will be \$1.00.

Adult Salad Menu

Adults purchasing a Child's Salad will be charged \$2.50 for the student salad which includes two packages of crackers or one roll. Beverage is A La Carte.

Adult Salad Plates will be offered and will include two packages of crackers or one roll for \$3.00. Tea or milk is A La Carte.

Returned Checks

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

Procedure for Free and Reduced Meal Applications

The Free and Reduced Meal Applications with Parent/Guardian letter attached is made available after July 1 of the new school year. The applications are placed in strategic locations such as the Central Office Reception area; the Community Center; School Food Service Office.

Applications are to be returned to the school collection clerk; reviewed by the clerk to ensure that all essential information is provided.

Applications are sent to the Central Office for processing. Once the application is approved, the collection clerk will be informed of the change(s). The parent/guardian will be notified by mail.

Prepayment Program

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

LunchPrepay.com

In addition to the above prepayment procedure, a new technology is available to Fort Bragg Schools which allows parents to track what their children are purchasing in the school cafeteria,

along with being able to prepay for school meals. Parents can access this program online at <https://www.lunchprepay.com/Redirection.aspx?Page=0>. The program highlights are:

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

Cafeteria Rules and Procedures

1. Walk and enter cafeteria quietly. Enter the serving line once; take everything you need as you go through the line.
2. Eat and stay in your assigned table (or assigned seat). Eat only in the cafeteria.
3. Use silverware, napkins, etc. properly.
4. Eat only the food on your tray. Do not share with others.
5. Comply with the directions and instructions of the Cafeteria Monitors.
6. Keep your hands, feet, and objects to yourself.
7. Eat first, then you can talk softly and pleasantly to others sitting near you. Red, amber, and green cups will be used as follows: (Red) Students on the table may not talk because they too loud or misbehaved; (Amber) Students on the table are getting too loud and need to lower their volume; and (Green) Students may talk.
8. Remember to walk.
9. Pick up your own trash from the table and the floor; clean up your own spills.
10. Each class will have designated one table washer and one floor sweeper for the week. These students will get up several minutes before the rest of the class to take their trays.
11. When departing, one entire side of the table will leave at a time. Students walk to the tray line and then to the class line to wait for their teacher.
12. Students should not leave the cafeteria to use the bathroom or to go to the nurse except in extreme emergencies. No student should leave the cafeteria without permission of the cafeteria monitors.
13. Polite behavior and good manners are expected at all times – while entering the cafeteria, going through the line, at the lunch tables, in the tray line and during dismissal.

Juice and Milk Program

Students are provided 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. Envelopes are sent home each month for parents to pay for milk or juice. Milk is \$.35. Orange juice is \$.40. All milk and juice must be prepaid by the date on the envelope, or you may pay for the entire school year. Milk and juice for break time may not be purchased on a daily basis. For safety and health reasons, please do not send drinks in glass bottles or carbonated drinks.

Your child will be provided a list regarding dates for the collection of juice and milk payments.

The envelope will be collected by the classroom teacher and given to the collection clerk. You may combine milk/juice payments for more than one child; however, an envelope for each child must be sent in with the combined payment. Indicate the student's name, teacher's name and choice of milk or juice on the envelope for each student. If advance payment is for more than one student, staple envelopes together placing money/check in the top envelope.

Credit for absences during the month will be given the following month. Please advise your child to select white milk for either snack or lunch, so that your student is not choosing chocolate milk for both snack and lunch.

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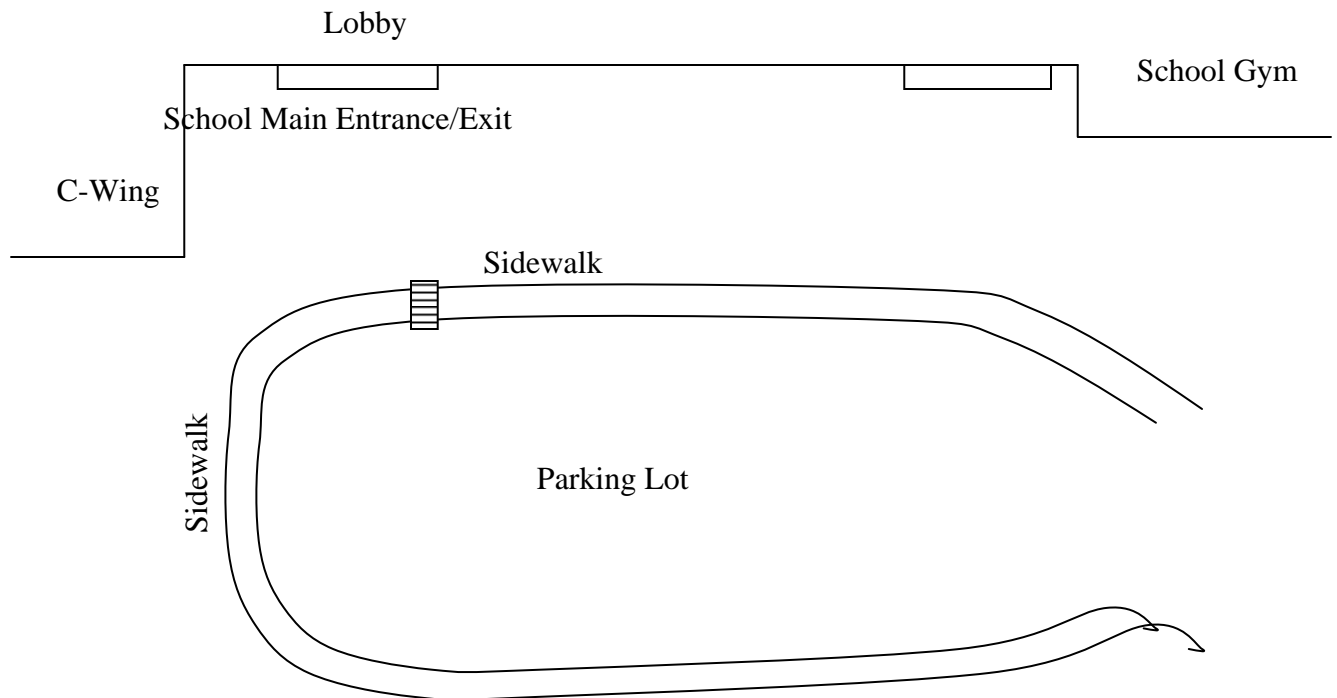
Visitors and Volunteers

Visitors

A close relationship between the school and home is an important part of a student's education. For safety and security reasons, parents and all other visitors to our school must sign in at the front office and receive a visitor's badge. No visitors should go to any classroom or building area without first signing in at the office. The visitor's badge must be worn during the entire time of the visit. The badge must be returned to the office when the visitor leaves the school. If you drive to the school, please park in the parking lot. Do not park in the front circle by the school front entrances. **The front circle is for loading and unloading only.**

Front Circle Diagram

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



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

We discourage parents from bringing large strollers into the building when during periods when many visitors are present. Strollers can present a safety hazard. For example, parents should avoid bringing strollers into the school during arrival or dismissal time, lunch, Open House, PTA meetings, etc.

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

Volunteers

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

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

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

How to register with VMIS:

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

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

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

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

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

How to log your hours on VMIS:

If you have never logged hours...

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

If you have previously logged hours....

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

Follow the steps below to update your profile.

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

Volunteer hours must be entered into the system by the 5th of the month for the previous month to ensure certification.

Pre-kindergarten Volunteer Hours

The Fort Bragg Schools Early Childhood Program is a place for both the children and the parents to experience the joy of learning. Parents are their child's primary advocates and first teachers. Parents are encouraged to participate in the home-school partnership of the Early Childhood Program. Throughout the year there are various ways to participate in your child's program. Some examples of the ways you can participate in your child's learning include:

Volunteer in the Classroom

- ...read a story
- ...chaperone a field trip
- ...monitor outdoor play
- ...assist students on computers
- ...assist with Family-Style dining
- ...assist students during center time
- ...provide cooking lessons

Activities Outside the Classroom

- ...preparation of teacher made materials
- ...collecting teaching resources
- ...preparation and/or participation in
Family Resource Evenings
- ...Home Reading Program
- ...family trip to points of interest
- ...sharing family roots with your child

Instructions and Procedures for Visitors and Volunteers

A sheet with general instructions and procedures for visitors and volunteers will be issued to our visitors and volunteers. A copy of the instructions and procedures sheet is at Tab A.

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Gordon Elementary School

Instructions and Procedures for Visitors and Volunteers

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

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

Arleen Young
Principal

Emilio Garza, Jr.
Assistant Principal

School Enrollment and Withdrawal Procedures

School Enrollment Procedures

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

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

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

1. A certified birth certificate from the Department of Vital Statistics of the state of birth. The certificate must include the parent's names and cannot be a pocket card or hospital/congratulatory certificate. A copy of the certificate will be retained at the school.
2. If the sponsor is not listed on the birth certificate as a biological parent, then a marriage license is required. The student's dependency and custody determination must be documented before enrollment is approved. If the sponsor is a stepparent, the sponsor must present a copy of the custody paperwork and marriage certificate.
3. The sponsor's current military orders. Orders dated 36 months prior to the beginning of next school year will require updated orders or a copy of the sponsor's ID card.
4. Documentation of the sponsor's housing assignment in permanent quarters, either by a housing letter, Housing Assignment Voucher, or the completed front page of the RCI lease agreement or a 90-day letter from the appropriate Housing office. The document must list the student as a dependent with authorization to live in housing. **No student will be permitted to start school without this documentation.**
5. Immunizations.
 - a. Before enrolling in a DoDEA school, students are required to have an up-to-date immunization record. This will be required before registration can be completed. Copies of the immunization record will be kept at the school.
 - b. Returning students must be immunization compliant, also. The students' records will be reviewed by the school nurse, and if any students' immunizations need to be updated, the school nurse would notify the parents. In such a case, the parents would have 10 school days to have

their children immunized and to provide the updated immunization record to the school office. Students will not be allowed to attend school until they are immunization compliant or the school has a written communication from the medical facility requesting a waiver until the vaccine is available or until there is a scheduled appointment for the student's immunization.

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

6. If the sponsor is deployed, a general power of attorney will be needed to complete registration.

School Withdrawal Procedures

Parents should notify the school as soon as they know they will be leaving Fort Bragg, but at least five days prior to the student's last day at Gordon Elementary School. We ask that you come to the school office to clear your child's records, pick up a transfer form, and sign a records release form. A Student Withdrawal Checklist will be used for this. Please give the transfer form to the new school when you arrive at your destination. Students will receive grades if they have attended 20 or more days during the grading period.

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

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

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

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Student Attendance

Regular student attendance is a high priority Gordon Elementary School. Regular attendance at school is vitally important to each student since attendance affects a student's academic progress and the development of attitudes for his/her adult life. Absences and tardies will be monitored closely throughout the school year. All appropriate parties will be notified if absences or tardies become excessive (more than 5 days). Please make attending school and arriving on time a priority for your child.

Absences

If a student is going to be absent, his/her parent will need to notify us by 8:30 a.m. (907-1300). When the student returns to school, his/her parent must send or provide a note to the student's teacher stating the reason(s) for the absence. The note will need to include the student's name, date(s) of absence, the reason(s) for the absence, and the parent's/guardian's signature. If a note is not received, the student's absence will be recorded as unexcused. If a student is absent three or more days consecutively, we would request a doctor's note is required. Three unexcused absences constitute truancy. The following reasons constitute excused absences:

- Legitimate illness of the student or quarantine when ordered by health officials
- Severe illness or death in the family
- Emergency leave by the student's military sponsor
- Medical or dental appointment for the student, which cannot be arranged at a time when school is not in session
- Family trip that cannot be arranged at a time when school is not in session
- Aid of the student is needed by parents/guardian during a period of a local hardship in the home
- Religious observance
- School-sponsored activity in which the student is participating

Academic penalties will not be given for excused absences. However, the student would be responsible for making up the classroom work missed during an excused absence. The work would have to be made up and submitted to the teacher within

Fort Bragg Schools and Gordon Elementary School 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, which indicates their support of the educational process in the Fort Bragg Schools. A parent conference will be requested with the school counselor.

- **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. A parent and student conference will be requested with the principal or assistant principal, school social worker, and other appropriate staff members. The student’s academic and attendance records will be reviewed during the meeting.
- **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. Utilization of Fort Bragg Schools' resources, such as the schools' social worker may be considered. A conference will be requested with the student’s sponsor and parent by the principal or assistant principal. Other staff will be requested to attend the meeting, such as the school social worker, counselor, etc. The student’s academic and attendance records will be assessed during the meeting, and the parent will be informed of the possibility that the student’s retention in the same grade may be considered.

The notification to the sponsor’s command may include any extenuating circumstances known to the school, such as extended illnesses. The superintendent reserves the right to forward this letter or not. Instances in which there are unusual circumstances, e.g., accident, hospital stay, extended illness, etc., will be addressed on a case-by-case basis. Utilization of the Fort Bragg School System resources, such as a social worker referral, may be considered.

The academic record of a student having 18 or more absences during the school year will be reviewed to determine if the student is prepared for the next grade level. Eighteen absences could impact the student’s mastery of the curriculum standards. Student promotion could be affected by excessive absences.

We understand and respect the need for families to spend some quality time together, especially since parents may get deployed at different times. However, we hope that some of this quality time will include visits to the classroom, going on school study trips, or volunteering in the school. We support you as parents and military service members, and we would appreciate your support as we work to provide the best education possible to your children.

Academic penalties will not be given for excused absences. Work assignments missed due to the student's absence should be completed and submitted to the teacher within a reasonable time, usually equal to the length of the absence.

Students with unexcused absences will not be given the opportunity to make-up class work missed due to the excused absence. When grades are earned during the period of unexcused absence, the grade(s) for each missed day or portion of a day will be “F” or zero, as appropriate. Unexcused absences may also result in disciplinary action.

Tardiness

We appreciate your efforts to bring your child to school on time. If a student arrives at school after 8:25 a.m., he or she will be tardy. Students who enter their classroom late will miss the opening activities that set a foundation for learning for the day. Being tardy could cause the student to fall behind in his/her studies and school work. This could affect the student's ability to master the curriculum standards, which could detract from the student's success in school.

When the student arrives at school, you or an adult authorized in writing by you will need to sign in the student at the front office, as stated in the section on School Hours of Operation. A signed, dated note from you will need to be provided to the student's teacher stating the reason(s) for the student being tardy. If a note is not received, the student's tardy will be recorded as unexcused until the office has received an absence note. If the parent's note is not received by the teacher within five school days of the student's tardy, the tardy will be recorded as unexcused permanently. The reasons that constitute an excused absence will constitute an excused tardy.

Call Back System

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

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TRANSPORTATION

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

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

School Buses

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

Bus Rules

- Obey the bus driver at all times
- Always get on and off the bus at your designated bus stop
- Use a quiet voice and only talk to others sitting near you
- Stay in your assigned seat
- Be kind to other bus riders
- Keep the bus clean and free from damage
- Stay away from the Emergency Door, the fire extinguisher, and first aid kit
- Behave in a manner that is safe at all times

Car Riders

If you plan to drive to transport your child to and from school, the circle by the school front entrance is the drop-off/pick-up location. Please drive slowly (preferably no faster than 10 miles per hour) on the circle, and always watch for anyone who may be walking to their vehicle or across the road. Stay on the right side/lane of the road. Do not park or pass or drive around other vehicles on the front circle. Please adhere to this to help in preventing an accident. Staff

members will monitor the arrival and dismissal of students. Students who eat breakfast at school may arrive no earlier than 7:45 a.m. All other students may arrive no earlier than 8:00 a.m.

The following schedule is provided to help you in planning for school dismissal:

Monday, Tuesday, Thursday, and Friday

2:40 p.m. Pre-K & Kindergarten

2:45 p.m. 1st, 2nd, 3rd, 4th, and 5th grades

Wednesday

1:50 p.m. Pre-K & Kindergarten

1:55 p.m. 1st, 2nd, 3rd, 4th, and 5th grades

Walkers

Students who walk to and from school are encouraged to use sidewalks, cross streets at designated crosswalks, and use manned crosswalks. Students must not arrive at school earlier than 8:00 a.m. If the student participates in the school breakfast program, he or she may arrive at 7:45 a.m. and go directly to the cafeteria. During student arrival or dismissal, parents who are accompanying or meeting their child should wait outside the building. If a parent needs to enter the building, he or she would have to go to the front office to sign in as a visitor.

Most of our students walk to and from school. Staff members will be on duty at the school front entrance and D-Wing entrance to supervise students from 8:00 a.m. to 8:25 a.m. The cafeteria will have two staff members to monitor students from 7:45 a.m. to 8:25 a.m. Please talk to your children about the route they are to walk to and from school as well as any other safety concerns.

If your child walks to and from school, please discuss what he or she is to do if it is raining when school dismisses. It is not always possible to ensure all students are given last minute arrangements that may be called in.

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School Cancellations/Unannounced Dismissals

If it becomes necessary to close schools, to delay the school day start time, or to dismiss students early, the announcement and instructions will come from the Fort Bragg Schools Superintendent's Office. The One-Call system will be used for this, which will enable the school district to send the message to the parents with one telephone call. Announcements about closing school for the day or delaying openings will be made before 6:30 a.m. ***If no announcement is made, school will open as usual.*** Local radio and television stations will be notified, including Dragon Radio on Fort Bragg. Parents are asked to listen to these stations for information, rather than telephoning the school or the stations themselves. Almost all local radio and television stations can be accessed on the internet at the [Fort Bragg Schools](http://www.cancellations.com) website or www.cancellations.com.

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

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

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

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Academic Information

Honor Roll

Gordon Elementary School has two levels of honor roll during each marking period (every nine weeks) for grade levels 3, 4, and 5. The “A” *Honor Roll*, which is the higher level, is achieved by having an overall grade of A in each core curriculum subject and a marking of Satisfactory or higher on every special subject. The second level, A/B *Honor Roll* with Distinction, is achieved by having at least one overall grade of A and no overall grade less than B in the core curriculum subjects, and the student must have at least an overall grade of Satisfactory or higher on every special subject.

Awards

We will recognize perfect attendance and faithful attendance quarterly. Perfect attendance means the student had no absences and no tardies. Faithful attendance means the student had three or less excused absences and/or three or less excused tardies.

At the end of the school year, we will have an assembly to recognize the fifth-grade students for the following awards:

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

Nominees for the Terrific Kid Award will be recognized every month.

Students are recognized during the year for good academic work, citizenship, and/or faithful attendance.

Reporting Student Progress

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

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

Gordon Elementary School Academic Program and Curriculum Information

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

The [DoDEA Core Curriculum Standards](http://www.am.dodea.edu/bragg/New-CSO/Parent_Info/Curr&Instr.htm) are used to provide a quality, integrated instructional program in the Fort Bragg Schools. Curriculum content and performance standards specify what students should know and be able to do. These standards reflect those developed by professional organizations for each discipline. The DoDEA standards parallel the content standards developed by the National Council of Teachers of Mathematics, the National Council of Teachers of English and the International Reading Association, the National Council of Social Studies, and the National Research Council's National Science Education Councils. The DoDEA standards are online at http://www.am.dodea.edu/bragg/New-CSO/Parent_Info/Curr&Instr.htm.

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

- *Fine Arts:* Our students participate in music and art classes. These classes provide an avenue to create, explore, listen, and develop an awareness of the student's physical environment. Music activities enhance and develop a student mentally, physically and socially through exploring, listening, playing instruments, singing, moving, reading, and creating. The Visual Arts program incorporates art concepts and the use of materials to invite curiosity, build confidence, promote problem solving and foster creativity. Hands-on activities are provided in music and art classes. Students' artwork is displayed throughout the building during the school year.
- *Physical Education:* A comprehensive physical education program is provided for Kindergarten through 5th grade. The purpose of physical education is to provide appropriate instructions for building a healthy body, mind, and character for each student. This goal is achieved through a skill-based instructional program that encompasses personal fitness skills, perceptual motor skills, developmental gymnastic skills, and recreational and sports skills.
- *Computer Technology:* In addition to one computer lab, each classroom is equipped with computers for student use. A wide variety of software is available to enhance learning. The Educational Technologist supports the integration of technology into the curriculum by providing staff development for teachers, working in classrooms with students as they extend and enhance skills using appropriate software, and creating an informative and interactive website.
- *Read 180:* Read 180 is an intensive reading intervention program for students, which is

designed to meet the needs of students whose reading achievement is below the proficient level. The program addresses the student's needs through adaptive and instructional software, high interest literature, and direct instruction in reading skills.

Homework

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

Homework Hints:

- Research shows that when homework is turned in to the teacher, graded, and discussed with students, it can improve students' understanding of the content.
- Parents can assist by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the supplies that your children need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support.
- The amount of homework varies by grade level.
 - Kindergarten: 10 to 15 minutes Monday – Friday (The student should read for about 15 minutes daily, reinforcing skills taught at home.)
 - Grades 1 and 2: 10 to 20 minutes, three to five times per week
 - Grades 3, 4, and 5: 30 to 60 minutes, three to five times per week
- We recommend that all students read or be read to at home each day as part of homework. If your student consistently takes longer than the recommended time to complete homework, please contact your student's teacher.
- The amount of help you offer your student depends on each student's grade level, knowledge of skills, and study habits. Make sure the student understands the directions by completing a few problems together. Praise right answers, and show how to correct mistakes. Students should be able to complete the assignments independently.
- Teachers want students to learn from homework. Tell the teacher if your student thinks the homework is too easy or too hard. This will help the teacher match homework with student ability and maturity levels.
- Each grade level communicates with parents about their students' homework assignments, via an assignment sheet, homework folder, or other method.
- Avoid "hovering" over your children while they work on homework. You do not want your student to be dependent on you to complete the tasks.
- Help older students organize their assignments by recording them on calendars or planners, along with due dates, dates turned in, etc.

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

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

Home Reading Program

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

Student Find

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

Pre-Kindergarten

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

Field/Study Trips

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

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

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Student Behavior Expectations

Gordon Elementary stresses and provides a safe and orderly environment. We promote good citizenship, good character, and respect for others. All students are expected to contribute by exhibiting appropriate behavior and assuming responsibility for their actions. Fighting or acts of violence will not be tolerated at Gordon Elementary School. The sponsors are responsible for their children's behavior.

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

Behavior Expectations

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

A form letter with a list of the rules and expectations listed below will be sent home with your child during the first month of the school year. Please sign and return the form letter to your student's teacher within 3 days of receipt. In general, students are to:

- Comply with the school rules and with all directions of all school staff.
- Bring all needed materials to class.
- Be cooperative and courteous to all adults and other students.
- Use appropriate language and behavior.
- Respect others and self.
- Respect all school property, the school building, and the property of others.
- Leave any toys, dangerous, and valuable items at home.
- Refrain from pushing, fighting, wrestling, tripping, playing catch, and horse-playing with other students.
- Refrain from selling merchandise at school except for school-sponsored items.
- Walk and be quiet in the hallways.

School Rules

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

Hall Behavior and Hall Pass

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

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

Playground Rules

- Wear closed-toe and enclosed heel play shoes
- Use equipment properly
- Use good sportsmanship
- Play safely

Bus Behavior Expectations

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

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

DoDEA and Fort Bragg Schools Policy on Discipline

Gordon Elementary School will follow the Fort Bragg Schools policy on student discipline, which is the same as the DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. For complete information about discipline, please refer to the DoDEA regulation online at http://www.dodea.edu/foia/iod/pdf/2051_1.pdf.

No Bullying

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

Student Dress Standards

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

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

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

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

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

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

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

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

Jewelry

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

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Personal Property and Valuables

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

Money and Valuables

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

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

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

Items That Should Not Be Brought To School

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

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

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

Lost and Found

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

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

Bicycles

Students in grades 1-5 are allowed to ride bicycles to school. They must leave them at the bicycle rack on the north side of the campus, and it is recommended that students secure their bicycles to the rack. Students who ride bicycles to school are expected to follow all safety rules and take the recommended routes to school. Fort Bragg regulations require that bicycle riders wear safety helmets. It is recommended that Kindergarten students not ride their bicycles to school.

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

Skateboards, Roller Blades, Scooters

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

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Emergency Information

Please maintain current and accurate home, cellular, and work telephone numbers on file in the school office. It is important to us, and your child, that we be able to contact you or your emergency designee, in the event of illness or other emergency. We request that we be notified of any changes in telephone numbers and address throughout the year. You can do this by completing a change form in the school office, by sending a note to your child's teacher, or by calling the school office at (910) 907-1300. **Remember that teachers cannot make long distance calls from their classrooms; so it is important to obtain a local telephone number.**

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

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Services

Guidance Counselor and Guidance Program

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

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

School Psychologist

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

Exceptional Children's Program

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

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

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

English as a Second Language (ESL) Services

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

Special Education

We follow DoDEA guidelines for Special Education. A full continuum of academic service to include speech therapy, occupational therapy, physical therapy, and transportation services are available to eligible students. If you believe that your student is having difficulty and should be considered for special education services, please contact your student's teacher to discuss your concerns. Initial help can be received from the teacher and the following staff:

- Instructional Support Services Teacher - provides remediation to students in grades 1-5 who experience difficulty with the basic subjects of reading and math.
- Read 180 Teacher - provides reading remediation to students in grades 3-5.
- Special Education Teacher -provides a range of services to students with mild to severe disabilities.
- ESL Teacher - provides services to students who have a first language other than English and are limited in English speaking and/or proficiency skills.
- Occupational Therapist - provides services to students with significant problems in small muscle development/coordination.
- Physical Therapist - provides services to students with significant problems with large muscle development/ coordination.
- Speech/Language Therapist - evaluates and provides consultation and therapy for students with articulation, voice, fluency and language disorders.
- School Psychologist - conducts student evaluations and consults with classroom teachers regarding adjustment of instruction or behavior.

School Health Services

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

The school nurse is a registered nurse who provides a variety of services in the school. She is available to screen students for vision or hearing deficits, and illnesses that need the evaluation of a physician. The nurse also offers counseling to students and parents requesting additional health information on particular health concerns. Additionally, the nurse keeps health records,

and administers any medications required for students. Further, the nurse will ensure that each student's immunizations meet the requirement of the state of North Carolina, and that an up-to-date immunization record is in each student's health records.

a. Student illness while at school: Students who are sick and unable to remain in the classroom will be sent to the school nurse with a referral form. If the student has a fever, contagious ailment, or is too ill to stay at school, the parent or emergency contact will be called to pick up the student. Parents should make certain all contact phone numbers are current.

b. Medications: Students taking medication during school hours must do so in the nurse's office. Students are not allowed to carry medication into the classrooms. All medicine taken during school hours must have a prescription label and parents must sign a permission form, which allows the school staff to administer it. Medications given at school should be kept to a minimum, but may be given if required for the student to remain in school. Parents are reminded of the following school system requirements:

- Parents must submit the Fort Bragg Schools Physician's School Medication Form/Release of Liability Form.
- Students are not allowed to bring medication to school or to have it in their possession.
- Parents must bring the medication to the school nurse.
- Medication must have the correct pharmacy label intact. Non-prescription medication will not be given unless accompanied by a written doctor's order and supplied in the container with the appropriate label intact.

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

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

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

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

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

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

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

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

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

Information Center

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

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Parent-Teacher Association

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

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

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School Improvement Team

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

Areas of oversight for the SIT may include:

Development of School Vision and Mission

Development and Implementation of School Improvement Plan

Academic Rigor

NCA Accreditation

Professional Development

School System Mandates or Priorities

Other projects regarding increasing student achievement

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Safety and Physical Security

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

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

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

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

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

Emergency Procedures

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

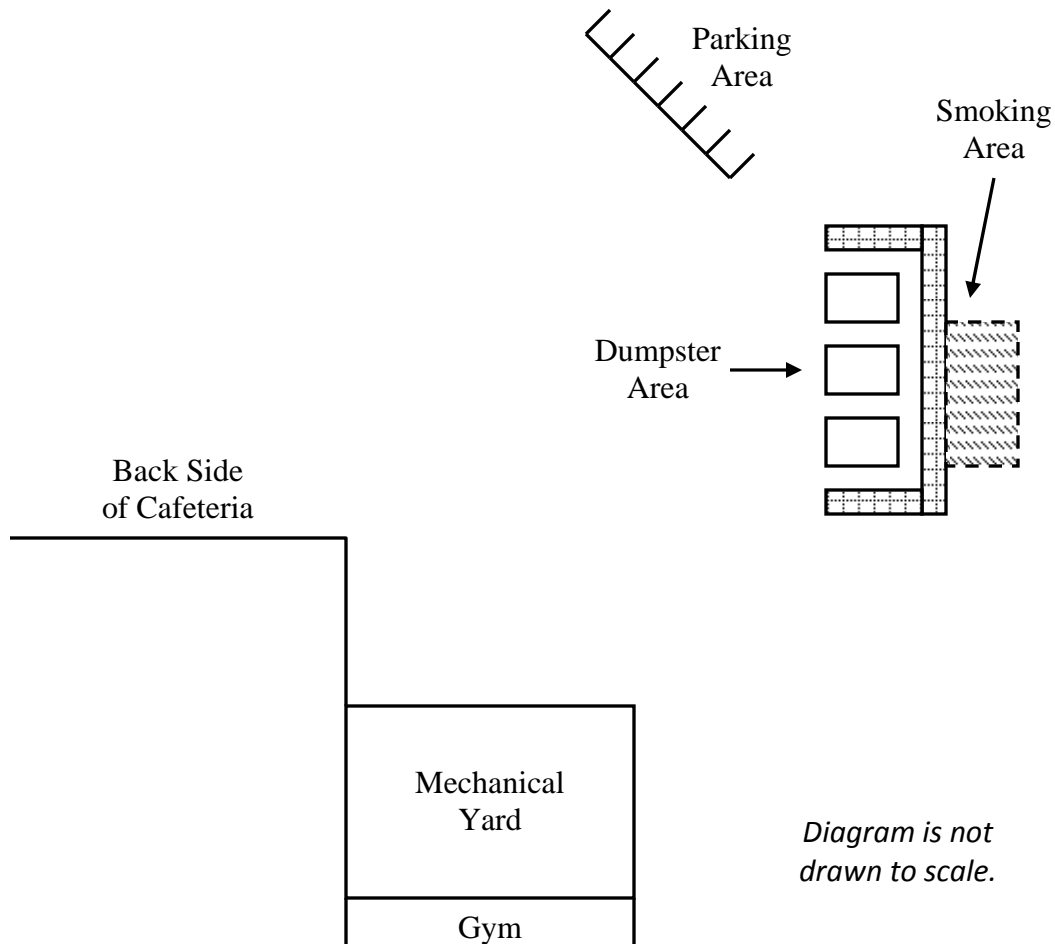
Should we have an emergency at the school, it would be understandable that parents would be concerned highly. However, parents are asked not to call students or the school during an emergency. Students will not be called from class due to the safety problem this could cause. We will provide an update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

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Tobacco Usage

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

Gordon Elementary Back Campus



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Internet Acceptable Use

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

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

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