



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



August 2009

Dear Holbrook Parents,

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

The handbook has been written to provide you with useful information about the school's operations. Please refer to this handbook throughout the year. Read the information carefully. It is our students' responsibility to understand the rules, procedures, and guidelines written within this handbook. If you have questions, please do not hesitate to call the school office (910) 907-0205 or e-mail me Priscilla.Joiner@am.dodea.edu.

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

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

Sincerely,

Priscilla G. Joiner



Mission Statement of Holbrook Elementary School

Holbrook Elementary School provides an exemplary educational program that meets individual needs through a standards-based curriculum.

With all stakeholders involved, our diverse population engages in a stimulating, safe, and creative environment which allows all students to achieve excellence in a technologically advanced global society.



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ABSENCE/ATTENDANCE

If your child is going to be absent, please notify us by 8:30 a.m. (910) 907-0205. When your child returns to school, please send a note to your child's teacher stating the reason for the absence. Students are required to bring a note from parents when they are absent or tardy. Children will not be excused from classes unless they have a note from parents. Sickness, family emergencies, and medical appointments will be excused absences. For the safety of your children, they will not be permitted to leave school grounds unless a parent signs them out. Identification is required when signing a student out. Work assignments missed due to the child's absence should be completed promptly upon return. If you know that you will be away for a few days, please notify the teacher 24 hours in advance to prepare necessary makeup work.

TRUANCY

A total of three (3) unexcused absences constitute simple truancy. Students reported truant more than three (3) times will be declared habitually truant. Absence of more than a half day will be recorded as an absence (11:31AM). Any student who is signed in before 11:30AM will be considered tardy.

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

If a student has:

6 absences (or 6 tardies) – a letter will be sent to the sponsor from the school/principal with a letter attached from the Fort Bragg Garrison Commander and the Pope AFB Commander which indicates their support of the educational process in the Fort Bragg Schools.

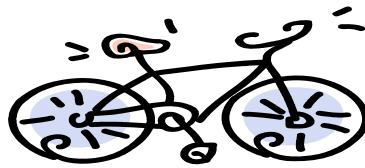
12 absences (or 12 tardies) – a letter will be sent to the sponsor from the principal – stressing the importance of students being in school. The principal reserves the right to forward a copy of this letter to the superintendent and/or the sponsor's chain of command.

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

Admission Requirements

Students 5 years of age by September 1 of this year may be enrolled in Kindergarten; those 6 years of age by September 1 may enter first grade. Parents enrolling students during the school year are requested to bring school reports or report cards from the last school attended (at the time of registration), shot record, current orders, and the military sponsor's resident occupancy agreement. If the sponsor is not currently assigned to specific quarters, the statement from the On-Post Housing Office must be presented to the Fort Bragg Schools' Superintendent's Office on Knox Street. A birth certificate or other verification of birth date is required for new enrollees in preschool and kindergarten. Children must be 4 years old by September 1 to be eligible for preschool. Parents must complete the registration packet.

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



BICYCLES

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



BIRTHDAY CELEBRATIONS

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



DAILY SCHEDULE

| | |
|---------------|---|
| 8:10 a.m. | Entrance Bell |
| 7:45-8:15a.m. | Breakfast |
| 8:25 a.m. | Classes Begin |
| 2:45 p.m. | Classes End – Monday, Tuesday, Thursday, Friday |
| 1:55 p.m. | Classes End WEDNESDAY ONLY |

DISCIPLINE

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

DRESS STANDARDS

NO



YES

Uniforms for students in grades preK-4 are optional in Fort Bragg Schools. If you would like for your child to wear the adopted uniform for students in grades 5-9, please ask for a copy of the uniform policy.

We ask that you dress your children appropriately for the weather, in a manner that keeps them safe, and does not interfere with the learning atmosphere. Boys and girls are expected to be neat and clean in appearance and to wear clothing that is acceptable to the community. Hats and headgear to include bandanas males and female, chains, and **clothing with offensive language are not to be worn in the school**. We also discourage halter tops, shirts with spaghetti straps, baggy pants, tennis shoes with high heels, and flip flops (shower shoes). Also, Heelys are not allowed in school. Parents will be contacted if children are inappropriately dressed and students will then be sent home to change clothing. For shorts, a good rule of thumb is that the shorts should be no higher than a student's fingertips when the hands are at his/her side. Hair coloring is **not acceptable** during school time.

On most days, pupils will be expected to participate in outdoor physical education activities and recess periods to exercise, and to enjoy the pleasure of playing games with their classmates. Please have your children wear **tennis shoes with closed toes and heels** each day. If children are dressed appropriately, there is no threat to their health from engaging in these activities. Unless children have a note from their physician, they will not be allowed to remain indoors during recess.

EMERGENCY INFORMATION



Telephone Numbers

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

Emergency Contact Persons

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

Emergency Drills/Procedures

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

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

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

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

INSTRUCTIONAL PROGRAM

Holbrook Elementary School is one of 10 schools for dependent children on Fort Bragg. Headquarters for Department of Defense Elementary and Secondary Schools (DDESS) is located in Peachtree City, Georgia.

Children in the primary grades (K-4) are engaged in learning which is developmentally appropriate. Developmentally Appropriate Practice involves looking at curriculum in a way that takes into account both a child's chronological age and his/her individual level of development. Learning takes place on a continuum in which the same expectation is not held for each child at the same time. Children learn and respond at different times and in a variety of ways. We engage children in active learning that provides for the varied needs of the whole child.

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

HOMEWORK

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

Homework can have beneficial effects other than knowledge acquisition. Homework can help students develop good study habits. Homework can help students recognize they can learn at home as well as at school. It can foster independent learning and responsible character traits. Homework can give parents an opportunity to see evidence of student work. Not all homework is paper and pencil tasks. For example, some homework in primary grades will be students reading to parents and parents reading to students, taking part in creative art activities, or just showing parents the topics of what they are learning in school.

Definition/Purpose:

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

PK Family involvement projects/events will be considered homework

K 15 minutes

1st and 2nd grade 15-30 minutes

3rd grade 30 minutes

4th grade 30-45 minutes

DODEA CORE CURRICULUM STANDARDS

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

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL

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

Animals - no exceptions
Radios, cassette, or CD players
Toys or other novelty items
Knives (real or toy)
Guns (any variety)
Caps (exploding kind)
Skate Boards
Cellular Phones
Electronic Games
CD's
Laser Pointers
Weapons

Cards
Gum-Candy
Razor
Darts
Roller Blades
Scooters
DVD's
Videos
Heelys
Pagers

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



LATE ARRIVALS/EARLY DEPARTURES

Students arriving after 8:25a.m. must be signed in by an adult at the office and given a tardy slip. Students being taken from school before the end of the day must be signed out in the office by a parent. No student will be released from the school to any adult other than the parent, guardian, or emergency designee without written permission. **We ask that you not check students out after 2:00p.m.** The last few minutes of instructional time are very important as teachers use this time to review the day's learning, give directions and provide instruction for homework assignments. Students are dismissed at 2:45pm Monday, Tuesday, Thursday, Friday and 1:55pm. on Wednesday only. If students are picked up after 2:45 Mon, Tues, Thur, Fri, and 1:55 Wednesday you will be asked to sign a "Late Pick-up" form.

LOST AND FOUND

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



LUNCH /BREAKFAST PROGRAM

Holbrook offers a breakfast and a lunch program. The menu is posted in the Paraglide, and The Fayetteville Observer. Breakfast will be served to participating K-4 students from 7:45a.m. to 8:15a.m. **Please do not send students early for breakfast.** No one is available to supervise them.

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

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

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

Parents may join their children at any time for lunch. **Food and drinks from restaurants are not permitted in the school cafeteria. The student may have one classmate join him at the visitor's table.**

Because sugar can impede students' learning, we respectfully request that parents ensure that candy and sodas are not brought to school. Milk may be purchased for bag/box lunches.

Juice and Milk Break

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



MONEY AND VALUABLES

Money and valuable items should not be brought to school unless absolutely necessary. The school cannot be responsible for losses.

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



MOVING OFF POST

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

PRE-KINDERGARTEN

Children 4 years of age by 1 September of this year may be enrolled in pre-kindergarten. Pre-kindergarten is a half- day program. Classes are small, allowing the teacher to provide individualized instruction. With the assistance of an educational aide, the pre school teacher provides a program designed to prepare the children to make academic progress when they enter kindergarten. A parent, or a responsible adult, must accompany any pre K student to and from school. **Pre K students will not be allowed to walk to or from school with older elementary siblings or friends.**

P.T.A.

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



REPORTING PUPIL PROGRESS

The teachers use several methods of reporting student progress to parents: telephone calls, newsletters, progress reports, report cards, and parent/teacher conferences.

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

SCHOOL CLOSING LATE STARTS/EARLY DISMISSALS

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



SCHOOL HEALTH SERVICES

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

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

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

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

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

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

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

- A temperature of 100 degrees or over – student needs to be fever free for 24 hours before returning to school
- Nausea and/or vomiting
- Acute cold symptoms
- Sore throats
- Persistent coughs
- Red, swollen and/or draining eyes
- Earaches
- Toothaches
- Diarrhea

SCHOOL IMPROVEMENT LEADERSHIP TEAM

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



TELEPHONE SERVICES

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

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

TRANSPORTATION

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

Students are encouraged to use the sidewalks, cross streets at designated crosswalks, and use the manned crosswalk, whenever possible. Students must not arrive at school earlier than 8:05. Parents who are meeting students should wait **outside** the building at the designated grade level exit doors.

Older siblings are to exit with their classmates and meet younger sibling on the outside of the school building. They are not permitted to walk through the building.



VISITORS

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

VOLUNTEERS

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

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

WITHDRAWAL PROCEDURES

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

TRANSITIONING FROM HOLBROOK SCHOOL

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

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

Transition Strategies at Holbrook Elementary School Ft. Bragg, NC

1. New students/parents are met in the office first thing in the morning and given an orientation about our school, which includes: school hours, lunch/breakfast/snack procedures, door assignments, club activities, volunteer information, supplies needed, and ways to contact teachers. They're also introduced to the principal, secretary, and the nurse upon availability.
2. All new students are welcome to join after school activities, regardless as to when they start school.
3. Teachers greet the children when they arrive and present the parents with a packet of information about their classroom and procedures.
4. Parents are encouraged to come for lunch, volunteer/observe in the classroom, and join the PTA.
5. New students are evaluated academically within 2 weeks of arrival. This information is shared with the parents.

6. Special education needs are met in a timely manner; there is usually no break in service if there is any evidence of special education paperwork.
7. Teacher assigns new students a buddy for the first few days after arrival.
8. The school counselor meets with every new second – fourth grade student within one week to build rapport.
9. When students are leaving, some teachers put a good-bye packet together for the departing child, which includes a picture of the class and notes from the student’s friends. Each teacher has her own way of saying good bye in an honorable way. Other examples include: autograph sheet, bound booklet, small memento, etc.
10. The school secretary offers the departing parent a large brown envelope which lists the information the parent should take to the new school in order for a smooth transition to take place.
11. The school counselor scans records of incoming students for any pertinent information.
12. As part of the intake process for new students, parents are asked about any special concerns, such as a need for counseling, reading difficulties, speech, etc. through a survey which is given to the counselor.
13. Operation Hero is offered 2 days a week after school through the YMCA to aid in the transition of new third and fourth grade students.
14. Parents are informed of the “Heart to Heart” forum for parents. This forum meets monthly and parents are invited to share any concerns or suggestions.

AWARDS CRITERIA

Honor Roll – 4th grades only:

Student must have all A's and B's, NO L's and may have S's only in special areas.

Brought Up Grades (BUG) – 4th grade:

Student must have brought up one grade in any academic subject without dropping any other grades.

Eagle Patrol – K-3rd:

Students must be responsible with outstanding behavior.

Soaring Eagle – K-3rd:

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

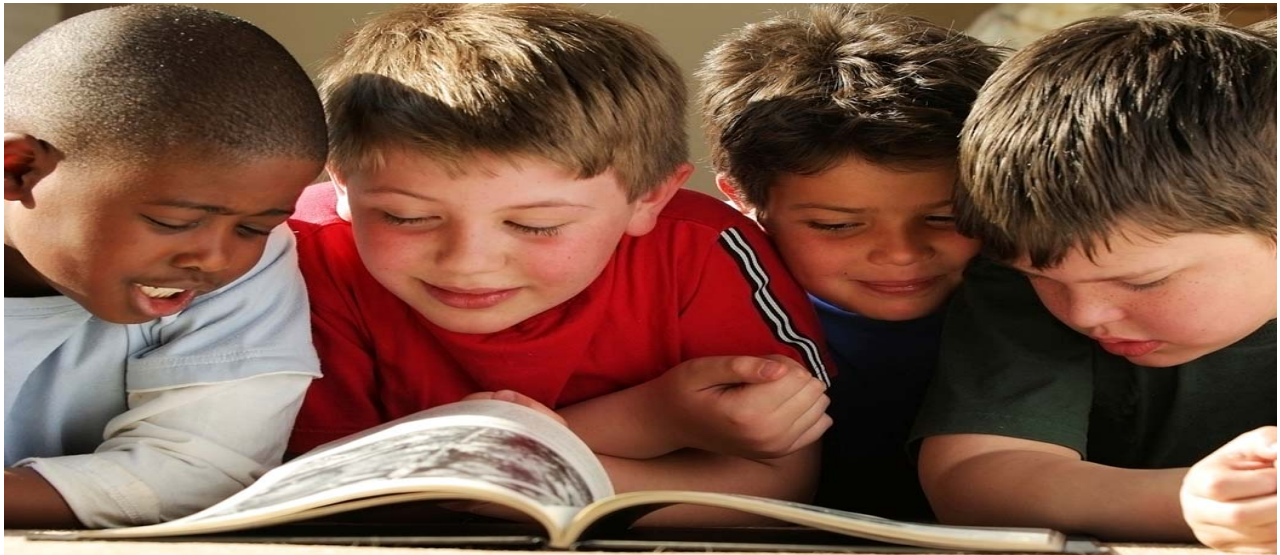
COUNSELING

School counseling is an integral part of each school district's total education program. It is a comprehensive program that includes sequential activities provided in Pre-Kindergarten through grade 12. These activities are organized and implemented by certified professional school counselors with the active of parents, students, teachers, and administrators.

In concert with Goal 1, Highest Student Achievement, of the DoDEA Community Strategic Plan, school counselors are strategically positioned to help students in developing strategies to deal with daily challenges that may interfere with the educational process.

HOME READING

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



“Learning is not attained by chance; it must be sought for with ardor and attended to with diligence.~~ Abigail Adams

Let's all work together!