Fort Bragg Schools
Staff Handbook
2019-2020

Mid-Atlantic District Superintendent
Dr. Donato Cuadrado

Fort Bragg / Cuba Community Superintendent
Kathryn Strode Downs

PO Box 70089
Fort Bragg, NC 28307-0089
Phone: 910-907-0200
Fax: 910-907-1775

Updated 8-7-2019
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Mission
Educate, Engage, and Empower Each Student to Succeed in a Dynamic World

DoDEA Vision
To Be Among the World’s Leaders in Education, Enriching the Lives of Military-Connected Students and the Communities in which They Live

Purpose Statement
To ensure the college and career readiness of our military-connected students, the DoDEA Mid-Atlantic District is committed to building capacity among all educators to increase the effectiveness of instructional practices.

MID-ATLANTIC DISTRICT SUPERINTENDENT’S OFFICE

Address
PO Box 70089
Fort Bragg, NC 28307-0089

Phone 910-907-0200
Fax 910-907-1775
www.dodea.edu/Americas/index.cfm
Dr. Donato Cuadrado was named District Superintendent for the DoDEA Mid-Atlantic schools in March 2018.

As the Mid-Atlantic District Superintendent, he oversees 26 DoDEA schools located on eight installations serving more than 10,000 students in North Carolina, Virginia, New York, Puerto Rico and Cuba.

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools. He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for DoDEA’s New York, Virginia, Puerto Rico District.

Dr. Cuadrado has won numerous awards. He received the U.S. Presidential Scholars Program Teacher Recognition Award and special Congressional recognition for outstanding service to his community. He was also selected as a DoDEA District Teacher of the Year.

Dr. Cuadrado earned his Bachelors in Elementary and Secondary Education and his Masters in Linguistics from the University of Puerto Rico. He earned his Doctorate in Educational Administration in 2004 from the InterAmerican University in Puerto Rico. Dr. Cuadrado and his wife, Oly, currently resides near Ft. Bragg, in Fayetteville NC.
Kathryn Strode Downs is the Community Superintendent for the Fort Bragg/Cuba Community, Mid-Atlantic District of the Department of Defense Education Activity (DoDEA). Prior to joining the Fort Bragg/Cuba Team, Mrs. Downs led 21st Century teaching, learning and leading at Crossroads Elementary School aboard MCB Quantico. For over 30 years, Mrs. Downs has served military-connected students in the Pacific, Europe and the Americas through the roles of teacher, district curriculum specialist, and school-level administrator. Mrs. Downs’ leadership strengths include empowering students, teachers, and parents to engage in leadership opportunities that ignites a culture of mutual respect, fosters a growth mindset for all, and embraces the collaborative culture of a 21st Century School.

Mrs. Downs’ husband Robert is a long-time DoDEA team member, currently serving military-connected students as a Program Analyst of the DoDEA Partnership Branch at DoDEA HQ. Their daughter Emily is an alumni of DoDEA schools in Italy and Germany. She is currently working on her undergraduate degree in Virginia.
# 2019-2020 School Year Calendar
## DoDEA Americas Mid-Atlantic District
### Fort Bragg Field Office

**August 2019**
- **19** - All Teachers Return
- **22** - Open House – Irving ES (3:30-5:30)
- **22** - Middle Schools (4:30-6:30)
- **23** - Open House - Primary & Elementary Schools (3:30-5:30)
- **26** - First Day of School Grades 1-8
- **26** - Pre-K Home Visits Begin
- **26** - Kindergarten Orientation
- **27** - First Day for Kindergarten

**September 2019**
- **1** - Q1 Interim Report
- **14** - NO SCHOOL - Columbus Day Holiday
- **16** - NO SCHOOL – Teacher PL (CCR-Q3)
- **31** - End Quarter 1 (45 Days)

**October 2019**
- **1** - NO SCHOOL – Teacher Workday
- **11** - NO SCHOOL - Veterans Day Holiday
- **12** - Parent/Teacher Conferences Pre-K-B
- **13** - Parent/Teacher Conferences Pre-K ONLY
- **25-29** - NO SCHOOL - Thanksgiving Break

**November 2019**
- **1-3** - NO SCHOOL - Winter Break
- **6** - Students Return
- **20** - NO SCHOOL - MLK Jr. Day Holiday
- **24** - End Quarter 2 (42 Days)
- **27** - NO SCHOOL - Teacher Workday

**December 2019**
- **17** - NO SCHOOL - President’s Day Holiday
- **27** - Q3 Interim Report

**January 2020**
- **13-17** - NO SCHOOL - Spring Break
- **30** - Pre-K & Kindergarten Registration for 2020-2021

**February 2020**
- **1** - Pre-K & Kindergarten Registration for 2020-2021
- **6** - NO SCHOOL – Teacher Workday (QS)
- **13** - Q3 Interim Report
- **15** - Accelerated Withdrawal Begins
- **16** - NO SCHOOL – Teacher Workday
- **25** - NO SCHOOL – Memorial Day Holiday

**March 2020**
- **1** - Pre-K & K Registration for 2020-2021
- **6** - NO SCHOOL – Teacher Workday
- **19** - Q4 Interim Report

**April 2020**
- **1** - Pre-K & Kindergarten Registration for 2020-2021
- **5** - NO SCHOOL – Teacher Workday
- **22** - April Break

**May 2020**
- **11** - Last Day for Pre-K Students
- **12** - Last Day for Grades K-8 (46 Days)
- **15** - NO SCHOOL – Teacher Workday

**June 2020**
- **Albritton M: 910-907-0201**
- **Briody ES: 910-907-6103**
- **Dyess ES: 910-907-0200**
- **Gordon ES: 910-907-1300**
- **Hampton Pl: 910-907-0205**
- **Irvin ES: 910-907-8206**
- **Peola ES: 910-907-0209**
- **Shughart ES: 910-907-0210**
- **Shughart M: 910-907-0211**

## K-8 Report Card Dates
- **Quarter 1**: November 13, 2019
- **Quarter 2**: February 3, 2020
- **Quarter 3**: April 3, 2020
- **Quarter 4**: June 18, 2020

## Website Updates
- Updated 8-7-2019

Visit our District and School websites for school specific hours and events

[http://www.dodea.edu/Americas/midAtlantic](http://www.dodea.edu/Americas/midAtlantic)

6/28/19
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<thead>
<tr>
<th></th>
<th>Pre-Kindergarten</th>
<th>Kindergarten</th>
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<tbody>
<tr>
<td>Backpack - No wheels</td>
<td></td>
<td>backpack - No wheels (large enough to hold an 8” x 11” folder)</td>
</tr>
<tr>
<td>1 change of clothing</td>
<td></td>
<td>1 box crayons (24 count)</td>
</tr>
<tr>
<td>3 glue sticks</td>
<td></td>
<td>1 box of washable markers (8 count)</td>
</tr>
<tr>
<td>1 box of crayons (8</td>
<td></td>
<td>1 box facial tissue</td>
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<td></td>
<td>1 box of washable markers (8 count)</td>
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<tr>
<td>1 box of facial tissue</td>
<td></td>
<td>3 glue sticks</td>
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<tr>
<td>1 pack of wet wipes</td>
<td></td>
<td>1 pencil box</td>
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<td>(alcohol free)</td>
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<td>1 pack of wet wipes (alcohol free) ***</td>
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<tr>
<td>1 pack of 12 #2 pencils</td>
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<td>1 pack of 12 #2 pencils (MY First Ticonderoga)</td>
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<tr>
<td>(MY First Ticonderoga)</td>
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</tr>
</tbody>
</table>

**First Grade**

| Backpack - No wheels |                                                                                  |
| box crayons (24 count) | 1 box crayons (24 count) |
| box of washable markers (thin or thick) | 1 box of washable markers (thin or thick) |
| box of facial tissue | 1 box of facial tissue |
| 1 pack of wet wipes (alcohol free) | 1 pack of wet wipes (alcohol free) *** |
| 1 pack glue sticks (12 count - any kind) | 3 glue sticks |
| 1 pack of regular #2 pencils (12 count) | 1 pack of regular #2 pencils (12 count) |

**Third Grade**

| Backpack - No wheels |                                                                                  |
| box colored pencils (12 count) | 1 box colored pencils (12 count) |
| 1 1" binder | 1 box of colored pencils (12 count) |
| box facial tissue | 2 boxes facial tissue |
| 1 pack of loose leaf filler paper (wide rule) | 3 composition notebooks (hardback cover) |
| 2 composition notebooks (hardback cover) | 1 pack glue sticks (12 count - any kind) |
| pencil box | 1 zipper pencil bag |
| 1 pack of regular #2 pencils (12 count) | 1 pack of regular #2 pencils (12 count) |
| 1 pack glue sticks (12 count - any kind) | 1 pack of loose leaf paper (wide rule) |
| 1 pack of pink pencil erasers (3 count) | 2 plastic folders with prongs |
| 1 pack of wet wipes (alcohol free) | 1 pack of black fine tip dry erase markers (4 count) |

**Fifth Grade**

| Backpack | 2 glue sticks |
| 4 plastic folders | 2 dry erase markers (low odor) |
| 2 packs of loose leaf paper (wide rule) | 2 yellow highlighters |
| 3 composition notebooks (hardback) | 1 zipper pencil bag |
| box colored pencils (24 count) | 1 pack of wet wipes (alcohol free) |
| 1 pack pencil eraser caps (5 count) | 1 box facial tissue |
| 1 pack of regular #2 pencils (12 count) |  |

***DUE TO OSHA REQUIREMENTS, SCHOOLS CANNOT USE PRODUCTS CONTAINING ALCOHOL***

Updated 8-7-2019
DoDEA Americas: Mid-Atlantic District
Fort Bragg
P.O. Box 70089
Fort Bragg, North Carolina 28307

Middle School Starter Supply List 2019-2020

One 1-inch binder for CCRS Math materials

One 3-inch 3-ring heavy duty binder (check with teacher prior to purchase)
  • Loose leaf paper
  • Dividers with pockets
  • Pencil Pouch

5 Pocket folders

Composition notebooks (at least 4)

Colored pencils

Regular Pencils

Highlighters

Elective classes/PE classes:
  • Many PE and elective classes will need a 1” binder which can be used for multiple elective classes each term throughout the year. Please consult with the individual elective teacher before purchasing.
  • All students will be required to have a PE uniform; please contact your specific middle school for PE uniform information.
  • Other supplies may be needed. Please check with your child’s teacher to determine what items are needed for a specific class. As the year progresses other supplies may be needed, such as poster boards and project materials.

DoDEA Mission
Educate, Engage, and Empower military-connected students to succeed in a dynamic world.
<table>
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<th>Phone</th>
<th>Start Time</th>
<th>End Time</th>
<th>Website</th>
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<tr>
<td>Albritton Middle</td>
<td>907-0201</td>
<td>M, T, Th, F – 7:55AM</td>
<td>M, T, Th, F – 3:10PM</td>
<td><a href="http://www.dodea.edu/AlbrittonMS">http://www.dodea.edu/AlbrittonMS</a></td>
</tr>
<tr>
<td>Hampton Primary</td>
<td>907-0205</td>
<td>M, T, Th, F – 8:15AM</td>
<td>M, T, Th, F – 2:45PM</td>
<td><a href="http://www.dodea.edu/HamptonPS">http://www.dodea.edu/HamptonPS</a></td>
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<tr>
<td>Poole Elementary</td>
<td>907-0209</td>
<td>M, T, Th, F – 8:20AM</td>
<td>M, T, Th, F – 2:50PM</td>
<td><a href="http://www.dodea.edu/PooleES">http://www.dodea.edu/PooleES</a></td>
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Updated 8-7-2019
INTRODUCTION

This handbook has been developed as a guide so the staff will be thoroughly familiar with the practices, procedures, and expectations necessary for the safe, smooth, and efficient operation of Fort Bragg Schools. As we work to accomplish our mission, the staff will comply with the practices, procedures, and expectations prescribed in this handbook.

In addition to these practices and expectations, every employee shall be familiar with and abide by the Department of Defense Education Activity (DoDEA) and Mid-Atlantic School District regulations, policies, and mandates. Also, the staff should be familiar with the Master Labor Agreement (MLA). If there is a conflict, the DoDEA authorities and MLA will prevail over these practices, procedures, and expectations.

This handbook is not all inclusive. The practices and expectations described herein are subject to modification, revocation, suspension or termination by the school administration at any time. Furthermore, the school administration has the exclusive authority to, in its discretion, interpret the practices and expectations contained herein and determine whether to apply them in any given situation.

The staff handbook is to be used in conjunction with the Fort Bragg Schools Parent-Student Handbook. This is a living document that is continuously updated throughout the year. Staff should review the most current edition on the common drive. Please inform the office if there are any needed corrections. The document will be updated and staff members will be notified.

Neither this handbook nor the practices or expectations described herein constitute a contract between DoDEA/DODEA-AMERICAS/Fort Bragg Schools and you or a guarantee of employment for any definite period of time. Employment by all employees is governed by DoDEA regulations, policies and the MLA. This handbook does not alter the employment relationship.

AdvancED Accreditation
Assessment Information
District Calendar
District Supply List
DoDEA Curriculum Standards
**Absence and Leave**

**POLICY:**

DODEA-AMERICAS managers have the primary responsibility to determine when and to what extent leave is to be granted. Managers at all levels are responsible for ensuring that procedures for controlling absence and leave are established and that employees not on duty are in the appropriate leave status.

**EACH EMPLOYEE WILL:**

Request leave sufficiently in advance to permit proper planning of work assignments and equitable decisions on scheduling and granting leave. Please sign and submit all leave forms (SF-71s - available on the common drive) in accordance with school directives. Do not send forms to the office with students.

Report illness or need for emergency absence to the immediate supervisor prior to the normally scheduled reporting time. Please do not leave messages about absences on the school answering system. It is important that you speak with your direct supervisor or designee based on the school you are assigned to. If you are going to be out for an additional day, it is helpful for you to call by 2:00 pm so we can find out determine if the same substitute is still available. Teachers are not to arrange their own substitute teachers.

Please submit leave for prearranged medical, dental, optical examination or treatment as soon as you are aware of the date and time. When possible, schedule such appointments during off-duty hours or non-workdays. When you report for duty following appointments or if you arrive after your duty hours begin, please inform the secretary of your arrival time and make any necessary changes or revisions.

Leave may be taken in 15 minutes increments and will carry over to the next school year if you have unused hours. For security reasons, if you leave the building during the day, make sure an administrator and/or secretary know when you leave and return. Additionally, staff members should contact the front office if they are running late for work. Leave will be taken in 15 minute increments for late arrivals and early departures without approved leave. Conferences will be held with staff members who display a pattern of late arrival or early departure.

If you use all of your leave during the year and must go into Leave without Pay (LWOP) status, you may be required to pay back money at the end of the year. When you go into LWOP, it affects the amount of leave you earn, so if you have already used all of your front loaded leave, you could be required to reimburse the federal government for leave you did not actually earn because you used LWOP.

The first and last days of school are important. Please avoid taking leave on these two days unless absolutely necessary.

**DEFINITIONS:**

**Absence Without Leave (AWOL):** Unapproved absence from duty, without pay. The Principal may approve up to 3 days total of LWOP. When you have used a total of 3 days LWOP, your leave form will be sent to the Superintendent for review and consideration.
**Excused Leave:** Employees may be granted excused leave for the following reasons: blood donations for which the employee is not compensated; adverse weather conditions; acts of nature; military necessity; jury duty; or other reasons as approved by the Agency. Approved late arrivals or early departures shall not exceed 59 minutes. Excused leave is granted only on a non-recurring basis.

**Personal Leave:** Three (3) days are earned in one school year and are cumulative to six (6) days. Personal leave may be granted without divulgence of reason, and should, whenever possible, be requested in writing a minimum of (2) days in advance.

**Sick Leave:** Sick leave is granted for sickness, injury, or maternity; examinations or treatments for medical, dental, or optical needs; exposure to contagious diseases; or illness or death in the employee’s immediate family. Employees may be required to submit a medical certificate in substantiation of each absence of excess of three consecutive days.

**Contagious Disease:** A disease which is subject to quarantine or which requires isolation or restriction of movement by the health authorities having jurisdiction.

**Approval of Leave without Pay (LWOP) requests:**

Regulations are explicit regarding the granting of LWOP to educators. Specifically, LWOP is not appropriate, and should not be approved for vacations, attendance at weddings, visits of relatives, and personal business. Personal Leave should be used for these types of events. LWOP **may** be granted by the superintendent for the following reasons: birth of a child and/or care of a newborn; placement of a child with the employee for adoption or foster care; care of a spouse, child, stepchild, or parent of the employee for serious health condition; professional conferences and educational purposes.

Complete definitions and provisions for leave are contained in the current bargaining unit agreements (AFGE/Certified Staff). Please consult the agreement if you have questions regarding leave.

**Leave Bank**

Please review the current bargaining unit agreements (AFGE/Certified Staff) for more information about the *Emergency Leave Bank*. Please see the secretary for any additional questions.

**Accident/Injury**

**Student:**
The school nurse must fill out an accident report whenever a student or staff member is injured on school property. Teachers should inform the school nurse immediately when an accident occurs involving either a student or staff member. Except in the case of emergencies, a Health Room Referral Form should be completed before sending a student to the nurse’s office for medical needs other than medications administered daily. Make certain these are readily available to a substitute. The nurse will provide the Health Referral forms.

**Workman’s Compensation Claim (Staff)**

It is the responsibility of the staff member to report any injury immediately to the school nurse and principal. Please see the school nurse and/or secretary for more information. Claims should be submitted in a timely manner (within 72-hours) to be considered.
**Assemblies**

Loss of personal planning period as a result of a change in the instructional day such as assemblies, field days, special events, ceremonies, field days, early release for students, or emergencies (adverse weather, bomb threats, fire drills, installation-imposed threat conditions, and the like) will not be compensated. In addition, compensation will not be provided for Agency-directed loss of one personal planning period for any one employee per instructional quarter. Please refer to the current bargaining unit agreement for specific details.

**Attendance Records**

Each teacher will be required to keep a record of their students’ attendance. After the child is absent he/she is required to give the office a written note from his/her parents (email from parent will also suffice) or doctor. The computerized list will be the official record of absences/tardiness and therefore, should be maintained accurately. Teachers are asked to complete attendance on ASPEN. When digital difficulties arise, a paper copy will be turned into the office. All attendance reports must be submitted no later than 9:00am. (Middle school teachers submit attendance within the first 10 minutes of class.) A call from our ATHOC emergency call system will be sent to all parents of students who are absent.

Teachers will track attendance. For elementary schools, when a child is absent more than three consecutive days, the teacher may contact the parents via phone or email. Counselors and administrators will follow the DoDEA attendance policy once a pattern is detected.

**Badges**

Wear ID badges at ALL times while in the building.

**Building/Class Inventories**

**Classroom Inventories**

Maintaining an accurate inventory of furniture, instructional materials, and textbooks is a daunting task that requires everyone’s assistance. It is imperative that you follow guidelines and requests from the administration to ensure accurate reporting. All materials are the property of the Federal Government and Fort Bragg Schools. The staff is asked to provide inventory information throughout the year; therefore, they must have current knowledge of inventory at all times.

Each room in the building has a bar coded inventory, classroom and textbook inventory. These lists must remain in the designated place and cannot be removed from the room without direct permission and knowledge of the School Support Assistant (SSA) and/or principal. Teachers will be asked, throughout the year, to check the inventory and verify that the listed items are in your rooms. All items to include furniture, equipment (TV, DVD, boom box, etc.), instructional materials and text books are inventoried and kept on a data base. No items should be moved from a room without speaking to the principal and SSA.

The SSA and Administrative Officer (AO) must be notified of changes to the inventory sheets. Due to accountability issues and requirements directed by our headquarters, no equipment (including computers), furniture, or instructional/curriculum materials should be moved without working with the SSA, AO and/or School Principal. Fort Bragg Schools are subject to an inspection of randomly selected items on school inventories. Consequently, all items must be in the listed location on the inventory list.
Cafeteria

Cafeteria procedures are school/building specific. General guidelines are:

- Teachers take students to the restroom before coming to the cafeteria.
- Teachers lead students to the entry door of the lunch line. Then teachers may leave. Cafeteria monitors will assist students.
- Students move along the line to get utensils, napkins, lunch, and milk. Students go through the lunch line, state their number and pay the cashier.
- Students go through the line only once.
- Students remember to get items (e.g. ketchup, salad dressing) before sitting down to eat.
- Students may quietly talk to people at their table only.
- Students remain seated and raise their hands for assistance.
- Students will line up to take trays to tray window. One at a time, they will put paper products in the trash can, silverware in the correct container, and leave the tray with dishes and food at the window.
- Students will stand in line quietly and wait for their teacher.
- Per Superintendent: Products containing nuts should NOT be shared with students. All food items should be purchased and individually wrapped.

Chemical Cleaning/Products

Please use only the chemical products purchased by the school system. All chemicals used by the school system must be listed on a Material Safety Data Sheet (MSDS). In addition, we have permission to use baby wipes, starch, shaving cream, and bubbles. Failure to follow this policy can result in disciplinary action.

Child Abuse Reporting Procedures

All instances of suspected child abuse must be reported. Teachers should not investigate the incident. If you have any concerns about a student, please make the nurse, counselor and administrator aware of your concerns as early in the day as possible. This is a non-negotiable. The principal will report all incidents to appropriate authorities to include the superintendent, who, in turn, reports to the director, DODEA-AMERICAS. The director of DoDEA has mandated that all instances be reported.

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

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

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child’s welfare under circumstances indicating that the child's welfare is harmed or threatened.
  - For further clarification outside of the DoDEA regulation, “negligent treatment” means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
• The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.

• A “child” is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term “child” means a natural child, adopted child, stepchild, foster child, or ward.

• The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

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

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

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

Class Supervision
Each teacher is responsible for the supervision and welfare of all students. If staff members see a student unsupervised, please take the initiative to assist the student. Students are never to be left unattended. In addition to routine classroom supervision, teachers are expected to provide supervision for their classes throughout the building and transitions (examples below):

1. In the hallways before classes and during transitions.
2. Lunchroom line entrance at lunchtime. Please do not drop students off at the door.
3. To and from special events when most of the class is involved.
4. During school-wide assembly programs.
5. During recess - students must always be supervised. Teachers should be moving throughout the play area monitoring and directly supervising students.
6. Primary students must have a hall pass and buddy at all times.
7. Pre-K & K students should always be escorted by a teacher or educational assistant.

SUPERVISE SUPERVISE SUPERVISE!!
Committees
Each school will be organized around AdvancED Accreditation Standards for Quality Schools, and much of the work of the school will be done through committees formed for each of the five standards. This will be a learning experience for all of us as we focus on Continuous School Improvement to meet the needs of students and the school.

A Social/Morale Committee may be established to enhance staff relations. Other committees, recommended as needed, will be established to support the DoDEA Community Strategic Plan and the school mission.

Contact With Outside Agencies
All staff members need to inform the principal prior to making any outside agency contacts concerning a student or school related matter. No staff member should contact representatives of the media directly. All requests for media coverage (or visits by representatives of the media) must be made through the principal. In some cases, a release of information document must be on file. Please contact the principal prior to discussing students with outside agencies.

Contact Within the System
If you have any questions concerning curriculum, budget, or other District/DOEA-AMERICAS/DoDEA issues, staff members should first come to the building principal – not DOEA-AMERICAS or DoDEA HQ. The principal will address the question or seek appropriate guidance. If you have a question to ask, please use the chain of command as a professional courtesy.

Controversial Subject Matter
Any subject you are presenting in your class that could be perceived by others as controversial in nature should be explained to the parents of your students, as a courtesy, so that they may have the option of keeping their children out of that particular class.

For example: If you are showing a film or discussing a controversial topic, you should send a notice home to the parents explaining:

1. Who is presenting the topic…?
2. What the topic is…
3. When it will be presented…

The administration is to be advised of matters as listed above before notices are sent home.

Copier Usage
Students involved in learning experiences that result in authentic products and assessments have a higher level of mastery of curriculum objectives and skill development.

- Worksheets should not be the primary means that students use to demonstrate mastery. Project-based learning and more authentic methods of skill development are the focus.
• Copy counts will be monitored and staff members will be notified if they have excessive usage. Requests for additional copy paper should be requested through the SSA and parents should not be asked to provide copier paper.

• If there is a paper jam or the copier is broken, contact the SSA or office staff for assistance. The use of the color printers should be limited. Items for personal use should not be copied at school.

• Please follow the school’s directive on the use of the duplicating machine for copying mass quantities.

Cumulative Records
Cumulative records are secured in locked file cabinets in the front office or records room and are signed out by staff members. Students’ records should be reviewed within the first few days of school and returned to the records room by close of business. No folders should leave the building and no folders should remain in a classroom overnight.

Custodial & Facility Services
If you have any concerns or complaints regarding the cleaning services, please contact the AO as soon as possible. The AO also maintains communication with the district facilities manager. Please address any facility concerns directly with the AO.

Digital Media
Staff members should use digital media only for instructional purposes, not for entertainment. Please ensure that copyright laws are followed.

DODEA-AMERICAS Performance Appraisals, Observations, Walk-Throughs
• Formal performance-based evaluations will be conducted as well as informal teacher evaluations and walkthroughs. New teachers will receive three formal observations and returning teachers will receive at least one formal observation.

• All staff members are required to know the criteria for their Performance Appraisal. Standards for performance will be set at the beginning of each school year. Mid-year reviews will be conducted and a final conference will be held at the end of the school year.

• Pre-observation conferences will be held prior to announced formal observations for probationary teachers.

• Informal walkthroughs and observations may not be announced. Staff members will receive feedback within 5 days from the administrative staff on their observation and performance.

DoDEA Discipline Policy
DoDEA Regulation 2051.1 is the policy and procedures for disciplinary action for all students enrolled in DoDEA. We encourage you to review the regulation for more information. The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior. The school philosophy remains that the teacher is responsible for discipline in the classroom. The focus in the area of student discipline at all levels should always be
teaching appropriate behavior and promoting self-discipline. The lowering of a student's grade shall not be used as punishment. Student's grades must reflect achievement in the academic area, not the appropriateness of their behavior. Students shall not be assigned additional academic work as a consequence for inappropriate behavior, nor shall they be excluded from any part of the school program unless permission is granted from the principal.

Acts of misconduct should, if a first offense, be dealt with through admonition and counseling between the student and teacher on an individual basis. If the inappropriate behavior continues, the parents will be informed and their assistance sought. This may be done through a conference and/or other school resources, such as the school counselor. Should the disruptive behavior continue following the involvement of the parents, the assistance of the principal will be sought.

**Extra Duty Assignment (EDA)**
Extra Duty Assignments are awarded to staff members who commit to participate in approved activities that extend beyond the regular duty day. Traditional EDAs are awarded to case study committee chairs, school improvement team members, mentors, coaches and club facilitators. Other EDAs may be approved for specific duties. EDAs will be initially advertised, then re-advertised if a position becomes vacant. Some positions may be filled prior to the beginning of a new school year. (Compensation will be pro-rated if the position is not for a full school year.)

**Equipment Usage**
School copiers, fax machines, computers and other government purchased machines and resources are to be used for official business only. It is unethical to use government resources for your personal use.

Each school has copiers located within their school’s workrooms or designated spaces. Only card stock and bond, copier paper shall be used in our copiers. Construction paper will only be used in designated duplicating machines. Please see the SSA if you have questions regarding paper and copying machines.

Once equipment or resources are no longer operable or usable, notify the SSA, who will document and process the item for repair/disposal. Government property should never be thrown in a trash can or dumpster by school staff members.

**Ethics and Conduct**
Professional educators have a responsibility to present themselves in a professional manner in appearance, behavior, and interactions. How we conduct ourselves is a reflection of pride in the profession and sends a statement to stakeholders about how the job of educator is valued.

- **Chain of Command:** There is a chain of command in DODEA-AMERICAS schools for resolving issues and getting information. Your chain of command for school problems is as follows: Teachers, Principal, Community Superintendent, District Superintendent, Director of DODEA-AMERICAS. The principal is your link in this chain. It is your responsibility to express concerns with the principal first. Your principal is your immediate supervisor and has the responsibility of seeking assistance for those matters which cannot be resolved at the school level. If your issues cannot be resolved at that level, it is incumbent upon you to inform the principal of moving to the next level and copy the principal with any correspondence to the next level.
• **Dress and Appearance**: It is important that students, parents, and community visitors see us as professionals. Your attire should reflect that you are a professional. As educators of children, there is a need to dress comfortably for many of the activities in the classroom and school; however, make sure your attire is appropriate for the activity and position.

• **Food and Beverages**: It is inappropriate for staff members to eat in front of the children during the instructional day. If you eat breakfast at school, you are to do so before your duty day begins. Any food taken to the room must be eaten when students are not present (ex: lunch or specials). It is appropriate to eat a snack when your class is having its snack. All cafeteria utensils and tableware are to be returned immediately upon finishing your meal. Alcoholic beverages are prohibited on school campuses and school sponsored functions.

It is appropriate to have and drink water or other beverages in a personal container during the day. Make sure commercial beverages other than water are put into a personal container, specifically in the cafeteria.

• **Smoking**: All federal buildings are designated nonsmoking worksites. Schools may have a designated smoking area or staff members may smoke in their personal vehicles. Make sure cigarette butts are disposed of properly.

• **Employee’s Children**: Employees’ children under age 12 should not be brought to the workplace for any length of time. Employees’ children age 12 and over may volunteer if they complete the designated process (details below). Please make arrangements for your own children to be supervised in another manner during duty hours. Relatives or friends who come to volunteer in your classroom must be approved using the volunteer application process. To volunteer in our schools or at a school sponsored event, the relative or friend must be twelve (12) years old or older and have a completed and approved volunteer packet on file at the school in which they wish to volunteer. This packet includes a Basic Criminal History form and it must be certified each year. Once the packet is approved by the principal, the volunteer will sign in and have defined volunteer responsibilities assigned. Volunteers are not authorized access to our network and therefore may not work on our computers or laptops. They may assist a student who is completing a task on their computer or SMART Board.

• **Religion**: Your religious beliefs are personal and not subject to scrutiny by any other employee unless your practice of those beliefs infringes upon the rights of another employee, student, or parent. The distribution of religious literature or proselytizing is not appropriate in the workplace. Any religious practices personally carried out in the workplace (reading the Bible, praying) must be done at appropriate times and in an unobtrusive manner.

• **The Hatch Act** applies to all federal employees. The following link provides additional guidance. [http://www.oge.gov/Topics/Outside-Employment-and-Activities/Political-Activities/](http://www.oge.gov/Topics/Outside-Employment-and-Activities/Political-Activities/)

• **Sexual Harassment**: Sexual harassment in the federal work place is unlawful discrimination. The DODEA-AMERICAS policy is that all personnel will be provided a work environment free from sexual harassment. It is incumbent upon employees to make sure any actions (verbal or physical) not cause another person in the workplace to feel sexually intimidated or uncomfortable. If you think that you have been the subject
of sexual harassment, you need to inform the principal immediately upon the occurrence of the incident.

- **Colleague Interactions**: It is inappropriate to get into an argument or heated discussion with another employee in the presence of students, parents, or other personnel. If you have a professional disagreement with another colleague, it is important to try to resolve that privately at a time when others may not be privy to the conversation. It is important to try to resolve any disagreements in a professional manner without personally demeaning the other individual. If needed, an administrator may be included to mediate the conversation.

- **Students**: It is inappropriate to publicly chastise or belittle a student. If you need to verbally discipline a student, your interactions need to focus on the behavior that is unacceptable, not the student. Verbal discipline should be done in such a way that the child is not embarrassed in front of others.

- **Parents**: It is inappropriate to have conversations about children with a parent where that conversation may be overheard by other staff, students, or parents; especially if that conversation may contain sensitive information. If a parent stops you in a public area to discuss his/her child, use discretion in what you say. If necessary, ask them to stop by at a time that would allow for privacy and the ability to focus on what is being discussed. It is never appropriate to share information with a parent about a child other than his/her own. If parents attempt to share information about another family that may be deemed hearsay or gossip, it is important to tactfully let them know that you do not want to be a part of that interchange. This can be done by redirecting the conversation.

- **Staff Lounge**: The lounge is a good place to socialize and share ideas with colleagues. It is not professionally appropriate to discuss specific children’s inappropriate behaviors, achievement, or personal/family issues in an open, general forum. Use discretion when you discuss a particular child/family with another colleague. Make sure your discussions are in an effort to seek assistance or strategies for working with that child/parent.

**Grading and Report Card Procedures**

Student report cards are issued every nine weeks. A student must have been enrolled **20 school days** to receive grades for the quarter. These grade reports are distributed four times per school year, or quarterly. Grades should reflect the child’s current performance, not a culmination of grades at the elementary level.

For primary and elementary report cards, teacher comments shall at a minimum explain how the child is performing in regards to their grade level expectations. Comments and data shall also align with marking codes. For example, if the comments reveal the child is performing above grade level in Writing and Reading, the marking code should be an E for those content areas.

Students who receive a modified curriculum, per IEP, may receive an introductory comment on their report card that states, “Grades based on a modified curriculum.”

**Prek**

Prekindergarten students are on trimesters and are issued three times a year. The progress reports are developmental and aligned to creative curriculum.
Kindergarten - 3rd Grade
The marking code is not connected to numerical grades. Progress is reported as follows:

- E = Exceeds grade level expectations.
- M = Meets grade level expectations
- S = Steady progress towards grade level expectations
- L = Limited Progress towards grade level expectations

Grades 4 - 8
The marking code is connected to a numerical scale as follows:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 and below = F (Failing)

This marking code is used in the major subject areas of Language Arts & Reading, Mathematics, Science and Social Studies may also be further noted with a plus (+) or minus (-).

The Learning Skills for grades K-5 are marked with any of the following:

- 1 = Consistently Observed
- 2 = Occasionally Observed
- 3 = Infrequently Observed

Teachers can communicate student academic progress, electronically, via phone, email or note to parent if the work progress is falling below what is expected.

Midterm Progress Reports are to be sent home mid-way between each marking period. Notices are to be sent to parents of all students who are not making satisfactory progress or have shown a drop in performance. **NO STUDENT IS TO RECEIVE A FAILING GRADE** on his or her report card unless a midterm notice advising the parents of difficulties has been sent home. There will, of course, be a number of possible exceptions to this policy, but they must be cleared with the administration prior to issuing a failing grade (e.g. entry of students halfway or more through the marking period). All notices are to be signed by the parent(s), returned to school and are to be kept on file. If you find that a student’s work quality drops significantly after the mid-term reports have been sent home, be sure the parent is informed. There should be no surprises to parents at the end of the grading period.

Parents are encouraged to contact their child’s teacher at any time during the school year for a conference to discuss progress, questions, or concerns. DoDEA grading policies and procedures are established at the DoDEA headquarters, not at the local level.

It is the responsibility of the teacher, under the supervision of the Principal, to determine the instructional level of students in reading and mathematics. Once these levels are determined, it is also the teacher's responsibility to ensure that all assigned work shall be within the students' instructional level. The assumption is made that if a student is properly placed at his/her instructional level, he/she will be able to successfully complete the required work. If a student's grade(s) are a D, at or after midterm, the
classroom teacher must notify the parent/guardian of the drop in grades and discuss a plan for improvement.

**Referrals for SST**

If students do not succeed in school after interventions are made, the teacher should initiate a referral to the Student Support Team (SST).

**Health Services**

The school health program is a vital part of the total school operation. Cumulative health records are maintained for all students, which include their immunizations, medical history, school screenings, physical examinations and other health information.

The school nurse will survey your students’ health records and will furnish appropriate staff members with information about students’ special health needs. It is important that such health needs are considered in planning activities for our students. This information is strictly confidential and should be shared only on a need to know basis. Health records will be separated from cum folders.

The following procedures should be observed regarding the school health program:

- Gloves and Band-Aids will be distributed by the nurse to all teaching stations at the beginning of the school year. These items may be used in the room to provide minor first aid for students.
- Children who are sick or injured and unable to remain in the classroom should be sent to the school nurse. A nurse referral form should be filled out and sent with the child. If emergency care is needed, report over the phone or radio to the office, or send a student for help. It is better to err on the side of caution than to not take action. A copy of the nurse referral form will be sent back to the teacher and/or parent.
- Vision and hearing screenings for students will be scheduled for the fall. Please make the nurse aware of students with vision or hearing concerns. These students will be screened as a priority.
- Please collect student health update forms (on returning students), clip them together, and give to the school nurse when all are in. When students transfer, the health records will be pulled by the nurse and given to the secretary.
- The nurse must be notified of any medical concern for students in your class as well as accidents and injuries. Please watch your students during recess to avoid preventable accidents.
- The student health information is classified as private data according to the guidelines and requirements of the Privacy Act. Non-medical staff should not diagnose or take responsibility to share medical information about any student.

If a student has a bathroom or toilet accident, please take the following steps to help the student:

- Remain calm and use a reassuring manner to avoid embarrassing the students.
- If necessary, call parents to ask them to bring dry clothing for students who soil clothing at school. Ask parents of children who have a tendency to soil their pants to send a set of clothing to school in a Ziploc bag labeled with their child’s name.
- Use the clothing in the health room only as a last resort.
- Make medical referrals to the school nurse if the age of the child and the frequency of soiled pants are concerns.
Homework

PURPOSE

The purpose of homework is to make a significant contribution to the student's learning by:

1. **reinforcing** or extending knowledge and skills learned in the classroom.
2. **providing** parents the opportunity to observe the student's work and participate in the learning process.
3. **providing** training and practice in responsibility and study skills.

Homework assignments should be of reasonable length, e.g., age appropriate for combined academic subjects.

- PreKindergarten/Kindergarten: 5-10 minutes Monday - Thursday.
- Grades 1 and 2: 10 to 20 minutes, 3 to 4 times per week.
- Grades 3, 4 and 5: 30 to 60 minutes, 3 to 5 times per week.
- We recommend that all students read or be read to at home each day (This is in addition to any assigned homework).

Projects and studying for exams may be more involved and add to the time guidelines. According to their students' needs, teachers may feel it is inappropriate to assign homework on certain days. Teachers will clarify specifics of homework expectations for their particular classroom early in the school year. This clarification may be presented in a parent conference, in an open house setting, but must be provided to parents and students in writing by the end of the first week of school.

In order to be effective, homework is the responsibility of the student as well as the parents and teachers, who will work together to support the objective.

Inclement Weather Guidance

In the event of cancellations or delays, please watch local stations, visit the Fort Bragg webpage, and there will be an alert notification message.

Each teacher should observe extreme caution concerning the amount of physical activity required of children when the temperature is high (approximately 90 degrees). When the weather is cold (approximately 32 degrees; factor in wind-chill), students will be brought into the building prior to the entrance bell.
**Child Care Weather Watch**

**Wind-Chill Factor Chart (in Fahrenheit)**

<table>
<thead>
<tr>
<th>Wind Speed in mph</th>
<th>Air Temperature</th>
<th>Wind-Chill Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>-10</td>
<td>18</td>
</tr>
<tr>
<td>35</td>
<td>-11</td>
<td>16</td>
</tr>
<tr>
<td>30</td>
<td>-12</td>
<td>14</td>
</tr>
<tr>
<td>25</td>
<td>-14</td>
<td>12</td>
</tr>
<tr>
<td>20</td>
<td>-17</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>-20</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>-22</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>-25</td>
<td>4</td>
</tr>
<tr>
<td>0</td>
<td>-28</td>
<td>2</td>
</tr>
</tbody>
</table>

**Heat Index Chart (in Fahrenheit)**

<table>
<thead>
<tr>
<th>Temperature (°F)</th>
<th>Relative Humidity (%)</th>
<th>Heat Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>10</td>
<td>Safe</td>
</tr>
<tr>
<td>85</td>
<td>20</td>
<td>Moderate</td>
</tr>
<tr>
<td>90</td>
<td>30</td>
<td>Dangerous</td>
</tr>
</tbody>
</table>

**Condition GREEN**: Children may play outdoors and be comfortable. Weather for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all outdoor groups.

**Condition YELLOW**: Be cautious and closely observe the children for signs of being too hot or cold while outside. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. INFANTS AND TODDLERS use precautions outlined in Condition GREEN. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. YOUNG CHILDREN may play in the weather they may want to play without coats and sunblock.

**Condition RED**: Children should not play outdoors due to the weather. INFANTS AND TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outdoors and do not understand the potential danger of weather conditions. OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of breaks. Child care providers must be vigilant about maximum protection of children.

**Blizzard Warning**: There will be snow and strong winds that produce a blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately.

**Heat Index Warning**: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined. Relative Humidity: The percent of moisture in the air. Temperature: The temperature of the air in degrees Fahrenheit.

**Winter Storm Warning**: Severe winter conditions have begun in your area.

**Winter Storm Watch**: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

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**Understand the Weather**

*This Climate Weather Watch/Prepared through Balanced Grant (MCJ97039 & MCJ99000) funded from the US Department of Health and Human Services, Health Resources & Services Administration, National & State Health Networks, Wind-Chill and Heat Index information is from the National Weather Service.*

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**Updated 8-7-2019**
Inspections
We will have several inspections during the school year by the fire marshal. Below are some of the things they will be looking for:

- At least two (2) feet of open space in front of HVAC units in your room
- Clear aisles and clutter free classrooms
- Unobstructed access to all classroom doors, windows and exits
- Doors free of papers, signs, and other ornamentation
- School refrigerators, microwaves and copiers plugged directly in the wall

DON’T...

- Use a surge protector plugged into another surge protector (daisy chaining)
- Use extension cords
- Use portable heaters or personal small appliances
- Hang items from the ceiling

Keys
Teachers will be issued keys to their rooms, and storage areas as needed. Master keys will be supplied to authorized personnel only. All keys will be accounted for and turned in at the end of the school year. If a key is lost, it must be immediately reported to the Administrative Officer (AO) and School Support Assistant (SSA).

Learning Objectives/Lesson Plans
Lesson plans should be prepared, printed and available for review daily. Lesson plans are fluid documents and should be revised and updated as needed. Administrators will examine lesson plans periodically throughout the school year. Lesson plans should reflect DoDEA standards. Lesson plans shall include goals and objectives as well as plans to address all students’ learning needs.

Master Policy 87 (Home Alone Policy)

The Fort Bragg Home Alone Master Policy 87, dated December 2005, requires that children under the age of 10 must be directly supervised at all times, including while waiting at bus stops, walking home and playing in common areas like playgrounds. Parents should also consider the maturity of their children as age is not always the best indicator of a child’s ability to behave responsibly. Monitoring your children can help prevent unsafe or irresponsible behavior and prevent children from endangering their safety or the safety of other children.

It is a parental responsibility to provide for the appropriate level of supervision of their children. This policy uses age and education level of the child as the primary factor in establishing an appropriate minimum level of supervision. The Parent must use good judgment and common sense in deciding whether the child’s maturity and ability to care for one’s self dictates a greater degree of supervision.

A violation of this policy will be referred to the Case Review Committee IAW AR 608-18, The Army Family Advocacy Program, para 2-3, 30 Oct 07, for a determination as to whether the circumstances constitute child neglect.

PARENTS WHO VIOLATE THIS POLICY MAY FACE ADMINISTRATIVE AND/OR PUNITIVE ACTION FOR CHILD NEGLECT.
Master Calendar
An electronic master calendar will be maintained with all school and district events, activities and programs. The principal will designate a person to maintain the master calendar and all events must be approved by administration.

Master Schedule
The purpose of the master schedule is designed to provide consistency in the instructional day and support the implementation of our instructional goals. It is also designed to protect instructional time for optimal delivery of both core and encore curricula. Our master schedule supports special services, intervention and enrichment practices within the instructional day. Lastly, our master schedule provides designated times for grade level planning and shall only be modified by the building administrator.

Meeting Norms
Staff Meetings, Professional Development, Grade Level, PLTs and Standards Committee meetings will be on Wednesdays during early release. All staff members are expected to attend. Minutes are to be submitted per school directive. Job-alike Wednesdays are the third Wednesday each month. Teachers will be informed of job-alike agenda in advance.

Military Family Life Consultant (MFLC)
A Military Family Life Consultant (MFLC) is available for students, staff and parents. The MFLC provides individual, small group and large group services to support our military families. They facilitate family meetings, deployments groups and provide resources to families when requested. Parents must grant the MFLC permission to meet with their child.

Parent Correspondence - General Notices
All parent newsletters or general notices should be shared with the administration before sending home to parents. All letters to parents on an individual basis are to be cleared with the administration if you feel the topic is sensitive or controversial.

Use Bcc on emails to parents to ensure confidentiality when addressing more than one parent.

Please ensure that your emails and phones messages from parents are returned within 24 hours.

Parent Request for Placement
Teachers are often approached by parents requesting special placement for their children the next school year. Please ask such parents to contact the office for further assistance. The principal will take parent requests into consideration but will not guarantee that a child will have a particular teacher for next year. All placements are subject to change (even after school opens, if necessary).

Parent Teacher Association/Organization
The Parent Teacher Association (PTA) is a partnership between parents and educators. In order to fully support that partnership, you are encouraged, but not required, to join and attend meetings. If you are making a request for assistance from the PTA for money to support a classroom project, please
complete the appropriate form and give it to the principal. Funds from the PTA should only be requested if there are no funds available from the regular school budget.

**Parent-Teacher Relationships**

To ensure the best possible parent-teacher relationships, teachers should:

1. Meet early in the year with parents of your students. An Open House scheduled for this purpose will be announced.

2. Encourage the parents to visit the classroom and become involved in special projects and instructional activities.

3. Keep parents informed throughout the year concerning what your class is studying.

4. Schedule conferences with parents as needed. The school calendar also includes designated Parent/Teacher Conference day(s).

Conferences are productive when:

a. Parents and the students are made aware in advance of your reason for requesting the conference.

b. Parents and students are given an opportunity to indicate concerns and questions they would like discussed.

c. The students' strengths are emphasized.

d. Weaknesses are discussed constructively (with an explanation being given as to what assistance you have given the students to help him/her overcome them).

e. Specific suggestions are made to parents regarding ways in which they can assist the students with what you are trying to accomplish.

f. Parents are encouraged to provide information and opinions regarding their child.

g. The conference ends with positive and encouraging comments.

h. An invitation for future visits to the classroom is extended to parents.

Most parents are sincerely concerned about their child's progress in school. The following guidelines or procedures should be followed on a case by case basis:

1. If you need assistance arranging a conference, request assistance from school counselor or administration.

2. If conference becomes difficult to continue, suggest that the conference be continued at another time. (Reschedule conference for a later date)(Inform administration)

3. Parents who approach a faculty member in anger should be dealt with calmly. Contact an administrator to intervene immediately.

4. If an issue being discussed with a parent cannot be resolved, the teacher should take the initiative to invite a school counselor or an administrator to a follow-up conference.

The following procedure is used when parents contact the office with concerns regarding a faculty member:

1. After determining the nature of the parent's concern, the question is asked, "Have you discussed this with the teacher concerned?" If not, the parent is advised to do so.
2. If it becomes necessary for administration to schedule a conference with the parent, the faculty member involved is notified in order that he/she may be present, if this is requested.

Each conference is handled on a case by case basis. Every possible effort will be made to resolve the issue in a manner which is supportive to the faculty member concerned.

**Pay**

Staff members are paid every two weeks. The payroll for staff is maintained in the office and submitted every two weeks. It should be emphasized that leave request form (OPM-71) are essential in keeping track of leave accurately. It is the employee’s responsibility to provide a leave request form for each absence. For unscheduled absences, it is imperative that a leave request form be submitted immediately upon returning to school. The payroll administrator (secretary and/or AO) is the point of contact for questions concerning pay. If problems remain unresolved, please inform your supervisor.

The payroll administrator submits final payroll information for review by noon on the Thursday prior to the end of the pay period. The school administrator approves payroll by noon on the Friday ending the pay period. Any leave submitted after noon on Thursday of payroll week may not be accurately reflected on your LES.

**Personally Identifiable Information (PII)**

Due to the proliferation of information processing technology and network access, it is easier than ever to breach PII. All DoDEA employees are responsible for protecting PII and all DoDEA employees are required to take annual online PII training.

Do not create or use any websites or databases using PII. In addition, remember that PII should not be entered or stored on any non DoDEA official information processing system. Some of these systems include but are not limited to email, social networking sites and external websites. PII should not be stored on non-secure media such as but not limited to thumb drives, CD-R’s and external hard drives. PII should not be provided to contacts outside our Agency unless specifically authorized.

**Phones**

The phones at school are for business use only. Please do not ask the secretary to place calls for you. The secretary will send an email to the staff member or she will take messages and place them in the staff members’ mailboxes. You will not be called during your class to answer the phone except in the case of an emergency.

Personal cell phones should remain turned off/silenced during instructional time, during meetings or any time you are supervising students. Staff should not be texting, reading or talking on personal cell phones except during their breaks, duty free lunch, personal planning time, before or after the duty day. This also applies to blue-tooth or other hands-free devices.

**Recess**

Classroom teachers should circulate on the playground during recess to monitor student interactions. Students should be scheduled for 20 minutes of recess each day (weather permitting). If the temperature is below 40 or above 90, students should be given indoor recess.

- A loss of recess **CANNOT** be used as a consequence for incomplete work.
• Teachers should be in close proximity of their students to monitor interactions and intervene
  when necessary.
• Students returning to the building from recess should be accompanied.
• Consequences can be set by teachers and should be consistent with the philosophy of the
  school and the discipline code.
• *Physical activity and exercise should not be used as a consequence for inappropriate behaviors
  (i.e. push-ups, walking laps).*

Release of Students

Parents are requested to report first to the school office, "sign out" the student, then the office staff will
call the student to the office to be released. Parents should not come directly to the classroom for
release. Additionally during dismissal, release students ONLY to those individuals who the parents
have indicated (in writing) may pick up their child. This information should be on file in the office or in
student transportation files.

Renewal Credit Procedures (Licensure)

Professional staff members are individually responsible for maintaining their DODEA certificates. Only
pay lane changes should be submitted through the school. Renewal certificates are issued for six
years. In order to renew certification, professional staff members must complete six semester hours of
acceptable undergraduate or graduate level coursework from an accredited U.S. educational institution.
Recertification credits must be earned during the renewal cycle. Courses cannot be repeated for future
renewal credit. In most cases, excess credits earned during one renewal cycle cannot be carried over
to the next renewal cycle. The exception to this is limited to three semester hours of coursework taken
during the final four months of the renewal cycle. Hours for a single course may not be split between
two renewal cycles. Educators should apply for renewal at least 12 months prior to the expiration of
their license. Educators should notify the licensure unit of a legal name changes. Additional
information can be found at http://www.dodea.edu/Offices/HR/employees/licensure/index.cfm

Safety/Security Procedures

GENERAL:
We, as educators, have a moral as well as legal obligation to ensure a safe environment in which
students can pursue a quality education. In order that we may offer a safe school environment,
the following procedures are necessary.

ALERTs
During the Instructional Day Procedures:
Should a student be determined missing during the school day, the following procedures should be
followed.
• Inform the office when it is determined a child is missing.
• A search will be conducted by specific personnel and reported back to the front office.
• CODE AMBER will be announced if the child or staff member is not located.
  *The Secretary will contact the MPs.
  *The Principal will contact the child’s parents.
• Staff members should look in their general area for the missing person and report to the office
  any new information.
• Updates will be provided as information changes.
• CANCEL CODE AMBER will be announced to conclude the Alert when the missing individual is located.
• A conference will be held with the child and their parents or the staff member concluding the Alert.
• If necessary, information regarding the incident will be shared with all staff and parents via the front office.

**School Counseling Services**

The school counselor is available to counsel students and support teachers on issues that impact the classroom. The school counselor provides guidance classes to students on a rotating basis. Counselors also meet with students individually or in small groups to discuss and resolve issues before they become major problems. The school counselor provides assistance to students to help with learning and goal setting. Students may discuss any problem or feelings that are personally important. The school counselor works with the school psychologist and facilitates the Student Support Team Program (SST).

Teachers should communicate with the counselor. If you have a concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

School counselors support parents’ efforts as well. Parents are encouraged to talk to the school counselor about any area of concern related to their children and the school.

In cooperation with the Mid-Atlantic School District, the Army has provided a school based Mental Health Professional for each school. These professionals will work with children needing support beyond the school counselor. School personnel and parents are required to refer students through the school counselor to access services.

**School Hours**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Mon, Tue, Thu, Fri</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten (AM)</td>
<td>8:20 am - 10:50 am</td>
<td>8:20 am - 10:40 am</td>
</tr>
<tr>
<td>Pre-Kindergarten (PM)</td>
<td>12:20 pm - 2:50 pm</td>
<td>11:40 am - 1:55 pm</td>
</tr>
<tr>
<td>Primary/Elementary Schools</td>
<td>8:20 am - 2:50 pm</td>
<td>8:20 am - 1:55 pm</td>
</tr>
<tr>
<td>Irwin Intermediate School</td>
<td>8:15 am – 3:00 pm</td>
<td>8:15 am – 2:10 pm</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>7:55 am - 3:10 pm</td>
<td>7:55 am - 2:20 pm</td>
</tr>
</tbody>
</table>

**Special Education**

All service providers, including general education staff, will adhere to the student’s IEP and modifications. If teachers see the need for modifications to a current IEP, teachers should contact the student’s case manager to set up an IEP review meeting. All IEPs will be kept in a locked drawer to ensure confidentiality. Discussions about student performance will be held in a professional, confidential manner (e.g. not at bus duty, not in the teacher’s lounge).

[http://www.dodea.edu/Curriculum/specialEduc/pubs.cfm](http://www.dodea.edu/Curriculum/specialEduc/pubs.cfm)
Student Dress Standards

Children should be dressed appropriately for school and teachers/staff are needed to help communicate these expectations. Please keep in mind that children are involved in various activities throughout the school day. They will engage in hands on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc. Student clothing should not create a safety risk for the student, nor should it create a material or substantial disruption to school activities or the learning environment. Therefore, children may not wear ill-fitting clothing, halter-tops, swimsuits, or dresses or skirts of an inappropriately short length or other immodest apparel.

Additionally, students are not allowed to wear clothing that contain inappropriately lewd, vulgar, obscene or discriminatory slogans, words, phrases, pictures or acronyms, or that contain language or pictures that promote the illegal use of drugs, alcohol, tobacco, or that advocate violence, violent behaviors, and/or other illegal behaviors. Large hoop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons. Children should not wear headgear in the building except for religious or medical reasons. For safety, it is recommended that all children wear play shoes with rubber soles every day for physical education classes as well as recess activities. Students may not wear sandals or flip-flops. Shoes with heels or tennis shoes with wheels are not allowed. Appropriate attire should include coats, hats, and gloves on cold days, and comfortable, well-fitting clothing and shoes that allow for participation in Art, PE, and play activities. At the request of a parent, school administrators may approve exceptions and accommodations to the dress code standards on a case-by-case basis.

Middle School dress code can be found on each school’s website.

Student Rights and Responsibilities

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

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

(3) Rights of freedom of speech, expression of views, and assembly under Amendment 1 of the U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).
a. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness and respect.

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

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

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

Student Socials

- Class parties are limited to one per year and should be scheduled during a time of day that will minimize disruptions.
- Teachers typically acknowledge students’ birthdays but do not hold parties for each student. In support of the Fort Bragg Healthy Base Initiative and DoDEA Wellness Policy, parents are allowed to bring non-food items (pencils, erasers, etc.). Please do not bring flowers, balloons, or other gifts to the school.
- To avoid interruption of instructional time, flowers or other gifts will not 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 for the parent to pick up.

Students Remaining After School

If teachers choose to keep students after school to tutor or for special activities, it is the teacher’s responsibility to provide supervision for the student(s) at all times until they are picked up by their parents. Parents must be informed prior to keeping the student(s). Also, inform the secretary (in case a parent calls).

Study Trips

Fort Bragg Schools offers the opportunity for students to participate in study trips as an extension to learning and classroom instruction. These study trips require advanced planning and coordination with the Supply Technician and Cafeteria Manager.

- All off-campus study trips must be approved in advance by the principal and all activities should be an extension of the school curriculum. Trips should be taken in as large a group as possible and are limited to 60 miles from the school. Staff can secure study trip request forms from the SSA. Teachers should have a complete itinerary to be sent home with students with a permission form. NO student may leave campus without a signed permission slip.
• All trips should be scheduled to depart from school no earlier than 8:45 am and arrive back at school no later than 2:30 pm.
• All students attending the study trip must ride the school bus. Additional parents or staff may be asked to chaperone field trips. Final decision concerning adult participation on study trips and activities will be made by the building administrator. Chaperones may not bring other children. Chaperones are expected to follow the direction of the teacher and follow all school rules. All chaperones are to be a model for the students and must stay with their assigned group. Cursing, smoking or drinking alcohol are prohibited while chaperoning. **ALL chaperones MUST have a background check on file and have completed the Anti-Terrorist Training before they go on a study trip.**
• Students should be aware that study trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a study trip. If you are concerned about a student attending a study trip, please discuss the matter with the principal before excluding anyone. Please be conscious of your responsibilities for supervision on the trip, including the bus.

**Substitutes and Substitute Folder Plans**

Any concerns with the performance of a substitute in your room during your absence should be submitted in writing to the assistant principal.

**SUBSTITUTE FOLDER PLANS:**

In addition to clear and specific lesson plans, all teachers should maintain a substitute folder. This should contain the following information and materials:

- Teacher roster and rooms
- Current seating chart
- Daily lesson plans and schedules for specials, ESL, Gifted, etc.
- Emergency Plans: at least 2 days, updated quarterly
- Specific information on students and/or medical needs
- Procedures: Arrival/Dismissal, Attendance, Emergency Procedures/Drills, Classroom Procedures, Lunch, Restrooms, Include reminder of 100% ID check, Duties

**Supply Requests**

Requests for supplies can be submitted according to school directive.

**Tardy Policy**

Students arriving at school after the instructional day begins are considered tardy. Tardy students must be signed in at the front office by a parent.

Students who are tardy due to government transportation are excused and will not need to obtain a late slip from the office. A tardy not properly reported by the parent or guardian is unexcused unless circumstances warrant otherwise. Parents will be notified of excessive tardies based on the attendance policy.

DoDEA Regulation Regarding the Calculation of Tardies:
Regulation 2095.01 states students will be identified present or absent based upon the following criteria:

1. Absent up to 25% of the school day = absent ¼ of the school day
2. Absent between 26% to 50% of the school day = absent ½ of the school day
3. Absent between 51% to 75% of the school day = absent ¾ of the school day
4. Absent between 76% to 100% of the school day = absent full day

Visitor’s Pass

All visitors must sign in at the front office. No parent/visitor is to come to your classroom without a pass. Should a visitor arrive without one, simply inform them that it is school policy and you cannot conduct business of any type unless you receive a pass. This is not only a security precaution, but prevents interruption of classes. Visitors should return the pass to the office before leaving.

Weingarten Rights

Weingarten Rights guarantee an employee the right to union representation during an investigatory interview by an employer. If the interview could in any way lead to the employee being disciplined or terminated or affect his or her personal or working conditions, he or she should respectfully request that a union representative or officer be present at the meeting.

Withdrawal of Students

The following will be accomplished for the withdrawal of any student:

1. The office will notify appropriate staff members of student withdrawal and provide a Student Withdrawal Checklist. It will indicate the date of the student’s withdrawal and the date the Student Withdrawal Checklist is due.

2. The actions listed on the Student Withdrawal Checklist should be completed prior to the student’s departure and returned to the front office.

3. The student transfer form will be completed by the front office staff and given to the parent to present to the new school.

4. The reading resource teacher (LLI/Read 180), gifted education teacher, and ESL teacher will give the office the related information within five working days of notification. This information will be transferred with the student’s cumulative folder.

5. The school nurse will provide the office any health information.

6. For special education students, the case manager will give a copy of the IEP and any other special education records to the office and file the original.

7. The entire process must be completed and the file returned to the secretary within five working days of the date of withdrawal.