

INTRODUCTION

This handbook has been prepared as a source of information concerning school rules, regulations, policies, and procedures. If you have questions that are not covered in this handbook, please feel free to call the school for more information.

Vicenza American Elementary School is one of over 170 schools world-wide that make up the Department of Defense Dependents Schools (DoDDS), which are a part of the Department of Defense Education Activity (DoDEA) headquarters in Virginia. DoDDS is among the largest school districts in the United States. Our mission is to provide a quality education from kindergarten through grade twelve for the eligible minor dependents of Department of Defense military and civilian personnel on overseas assignments.

The DoDEA Director is Ms. Marilee Fitzgerald

The address is: Department of Defense Education Activities
Office of Dependents Education
4040 Fairfax Dr.
Arlington, VA 22203-1635
The telephone number is: DSN 696-4252 Ext 104
Commercial 001-703-696-4252 Ext. 104
DoDEA Web Site Address: www.dodea.edu

The Deputy Director, Europe, located in Wiesbaden Germany, is Dr. Nancy C. Bresell

Her address is: DoDDS-European Area
Unit 29649, Box 285
APO AE 09096
Her telephone number is: DSN 338-7615
Commercial: 49-611-380-7615
DoDDS-E Web Site Address: www.dodds-e.eu.dodea.edu

The Italy District Superintendent, located in Vicenza, is Dr. Elizabeth Walker

Her address is: Office of the Superintendent
Italy District (DoDDS)
APO AE 09630
Her telephone number is: DSN 634-8460
Commercial: 0444-71-8460
Email Address: italy.supt.dso@eu.dodea.edu

The Vicenza Elementary School Principal is Mr. Christopher Beane

His address is: Office of the Principal
Vicenza Elementary School
Unit 31401 Box 11
APO AE 09630
His telephone number is: DSN 634-7710
Commercial 0444-71-7710
Email address is: principal.vicenzaES@eu.dodea.edu

Parents are encouraged to handle concerns directly with teachers first, and then principals. However, if a matter cannot be resolved at the local level, parents have the right to access the above Chain of Command in order from bottom to top. We strive to resolve issues at the lowest level possible.



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Letter from the Superintendent of the Mediterranean District



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630**



25 August 2010

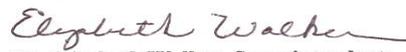
Dear Students and Parents, Community and Commands, and Educators and Support Staff:

Welcome to what promises to be another great year in the Mediterranean District! My staff is working with me to develop plans for the year so we can visit with all of you—wherever you are in this District. You are located in five different countries and that means extensive travel for me—and for everyone on my staff. But it's worth every kilometer, if it means we can meet new faces and reconnect with others whom we've met before.

Quite soon I will be winging my way to Bahrain in the Persian Gulf, many locations in Italy, Lajes in Portugal, Rota and Sevilla in Spain, and Ankara and Incirlik in Turkey. In my third year as Superintendent, I now feel as though I am much more knowledgeable about each of your schools, your communities, the students and the educators. I thrive on attending school events and getting to know the participants and their parents. So when you talk to me and tell me about yourselves and how you are adjusting to your school and your surroundings, it helps me know what I need to do to provide you with better supplies and equipment and to give you even greater opportunities.

My staff is now complete! I have 11 Instructional Specialists covering the entire range of the curriculum who will be working with your Principals and your teachers; 2 Safety & Security Officers who are focusing on making the schools as safe as possible and increasing people's security awareness; 4 Budget Department members who keep us on straight fiscal paths; 5 Logistics Management personnel who take care of transportation, construction and renovation, maintenance, and supply; 3 Information Technologists who ensure that our computers are current and functioning well; 2 Administrative Assistants who plan my travel and assist with the travel of others, ensure that everyone is paid appropriately, and take care of a thousand other things just to keep us organized; and 3 Executive Leaders to help me with problem-solving and decision-making. So, you see, we are a wonderful team, working together at all times toward developing the best possible schools in the most exceptional District.

As I mentioned in another message to you, you--the students and your parents--are the reasons we are here. So, I fully expect all our educators and support staff in this District to dedicate themselves and their skills toward helping you learn, achieve, and succeed. To all of you—students and parents, community and commands, educators and support staff—I extend my heartfelt best wishes for an awesome year! Don't hesitate to let me know how my staff and I can help you even more. Remember. . . I am only an e-mail away: Elizabeth.Walker@eu.dodea.edu.


Dr. Elizabeth Walker, Superintendent
Mediterranean District

SY2010-11 Calendar

**VICENZA ELEMENTARY SCHOOL CALENDAR
2010-2011**



2010 - 2011

Fri, 27 Aug New Parent/Student Orientation 16-17:00 VES Gym

Thurs, 2 Sept First day of regular instruction for 1st-5th grade & PSCD students (buses as regular)
and Open House for Kindergarteners
1:00PM to 2:30PM

Mon, 6 Sept Labor Day, no school

Fri, 10 Sept 1st Day for Kindergarten (2 - 9 Sept. Home Visits)

Thurs, 16 Sept 1st Day For Sure Start Program

Thurs, 16 Sept. Open House, Vicenza Elementary School – Villaggio 16:00 – 17:30

Thurs, 23 Early Dismissal 11:00, Teachers' Training no students in pm

Wed Oct, 6 & Thurs, Oct 7 Individual School Pictures

Fri, 8 Oct CSI (Continuous School Improvement) Workday, no students

Mon. Oct 11 Columbus Day, no school

Thur. 4 Nov	End of 1 st quarter
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Fri, Nov. 5 Teacher Work Day – no students

Thurs, Nov. 11 Veterans Day – no school

Th-F, 18 & 19 Nov Parent-Teacher Conferences (all day), no students

Wed, 25 Nov No school –Teacher work day

Th.- F, 25 & 26 Nov Thanksgiving Break, no school

Mon, 20 Dec. 24 – Mon, 2 Jan Winter Break, no school

2011

Mon, 3 Jan	Instruction resumes
Fri, 14 Jan	Early Release of School Dismissal 12:35 - CSI Workday
Mon, 17 Jan	Martin Luther King, Jr. Day, <u>no school</u>
Thurs, 27 Jan	End of 2 nd quarter and 1 st semester
Fri, 28 Jan	Teacher Workday, <u>no students</u>
Fri, 4 Feb	Parent Teacher Conferences – <u>no students</u>
Fri., 18 Feb	CSI Workday, <u>no school</u>
Mon, 21 Feb	Presidents' Day, <u>no school</u>
Mon, 14-18 March	Terra Nova Testing grade 3-5
Fri, 26 March	CSI Workday, <u>no school</u>
Thurs, 7 Apr	End of 3 rd quarter
Fri, 8 Apr	Teacher Workday, <u>no students</u>
Mon, 11 – 15 Apr	Spring Break, <u>no school</u>
Mon, 18 Apr	Instruction Resumes
Fri, 22 Apr	Parent Conferences <u>no students</u> & Early Registration
Fri, May 27	Early Release 1235 CSI Workday, <u>no students in pm</u>
Mon, 30 May	Memorial Day, <u>no students</u>
Thurs, 16 June	Last day for students, end of 4 th quarter
Fri, 17 June	Last day for teachers

Please be aware that these dates are subject to change if necessary, but we will do everything possible to give advance notice if changes are made. Parents are requested to plan their leave and vacations to coincide with school vacations and holidays.

Parent-Teacher Conferences are vital to good communication and student achievement. We ask that parents plan to attend all conferences to which they are invited.

INSERVICE DAYS AND TEACHER WORK DAYS: In-service days have been included in this calendar. These important days provide time for the teachers to maintain, renew, and update their instructional knowledge and skills. Teacher workdays provide much needed time for record keeping and planning. These days are built into the calendar and do not count against student instructional days.



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOL

**OFFICE OF THE PRINCIPAL
Vicenza Elementary School
Unit 31401, Box 11
APO AE 09630**



Letter from Vicenza ES Administration

Welcome to the NEW Vicenza Elementary School for SY 2010-2011!

I hope that all of you had restful summer and are looking forward to a positive and productive school year. We currently have an enrollment of about 550 students in grades pre-kindergarten through fifth grade for this current school year.

At Vicenza Elementary School, we believe that the best education can be achieved through teamwork by having home, school, and community combine energies and talents. Our mission at Vicenza ES is to provide a curriculum in which each student has opportunities to develop skills applicable to real life situations in the 21st century. This can only be achieved through strong relationships, quality programming, and continuous reflection.

We encourage stakeholders to be active participants in the school by having an active role in the education process. Volunteers enrich and support the curriculum through diverse activities within the classrooms and are always welcome in the library, cafeteria, and on the playgrounds. We are fortunate to have a very active Parent Teacher Student Association (PTSA) and they are always looking for members. There is also the School Advisory Committee (SAC) that is comprised of parents and teachers who deal with whole school topics such as curricular issues, cafeteria items, and bus questions. In addition, we have Continuous School Improvement (CSI) Teams that include parent representatives working with teachers to achieve our school improvement goals.

Vicenza Elementary School provides quality programming to ensure student success. Some of the programs and services provided are Sure Start, Pre-School Children with Disabilities Program, Gifted Education, Special Education Services, English as a Second Language Program, READ 180, Partial Italian Language Immersion, Counseling and Psychological Services, School Nurse, Information Center (Library), and Educational Technologist (Computers, etc.)

Mr. Chris Beane
Principal

Dr. Lorena Reinhardt
Assistant Principal

Continuous School Improvement

DoDEA Mission Statement

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

Vision Statement for Vicenza Elementary

Vicenza Elementary School will provide a learning environment for our student which is nurturing, safe and supported by the community. This atmosphere of success will enable each child to reach his or her potential in a global society. We will respect the diversity of our children, accommodate differences in learning styles, and assure quality and equity for all.

Vision Statement – According to Students

Our school is a safe place to learn, and the school officials care about kids. Our school encourages kids to reach our goals. Our School respects the differences kids, accepts different learning styles, and provides equal chances for all to do our best in our world.

School Improvement Goals

- Goal 1: All students, by June 2012, will improve written communication, the ability to organize and compose information, in all curricular areas as measured by the selected system-wide and school based assessments.
- Goal 2: All students, by June 2012, will improve mathematical reasoning, the ability to demonstrate critical thinking using mathematical concepts to solve problems in daily life, across the grade levels as measured by the selected system-wide and school based assessments.

Entrance Requirements and Registration

Any child who is five years old by 1 September 2010 and is presently in the command is allowed to attend a DoDDS Kindergarten. Children must be six years old by 1 September 2010 to attend a DoDDS first grade.

Daily Schedule

Students should not arrive at school earlier than 0800 hours when school doors open. Please do NOT bring or drop children off at school before 0800 hours.

0800 – School doors open and supervision begins
0805 - First bell rings
0810 – Classes begin
1440 – Classes dismissed
1450 – Buses depart



Going Home

Parents wishing to pick their children up from school can meet their children in the area in front of the elementary school. All students will ride assigned buses. Parents must meet their children at the home bus drop off point. Any exceptions regarding the destination of students after school must be in the form of a note notifying the child's teacher, i.e. don't ride the bus today, go to SAS, etc. Without a written note, the child will be directed to go home in the usual manner. **Phone calls will not be accepted after 2:30 unless there is an emergency.**

Child Supervision Policy

4th grade students and above may walk by themselves if they live on Villaggio. All students 3rd grade and below will be released from school only to parents, legal guardians, siblings in 4th grade or above, and/or parent designees. However, children should not be going to a post location without parental supervision or by previous arrangement, i.e. SAS.

Lunch Schedule

10:34 – 12:40 (There are a total of 45 min of lunch per class)

The Army and Air Force Exchange Service (AAFES) sell a lunch daily in the school cafeteria. Students may also bring their lunches from home. Setting up a meal account with AAFES is strongly encouraged for speed and efficiency, and may be organized at the Cashier's Cage located in the back of the Post Exchange. Information about reduced price lunches may be obtained from Ms. Norie McCall at the Schools Liaison Office, Davis Hall, Room 42 at ext. 634-5998. Please check with AAFES for further guidelines.

Early Dismissal

If you wish for your child to be dismissed from school early, please notify the teacher in writing. In the note, please indicate when you will come to take your child, or if someone else is picking up your child. **(That person must be listed as an emergency contact in your child's record)**. Please report to the office first, and they will make arrangements for your child to come from the classroom. Without a written note, the child will be directed to go home in the usual manner.

Newsletter

School wide Parent Newsletters will be sent home via email monthly. Sponsors and parents are asked to keep their email and related information current. This can be done in the office and/or the child's teacher.

Attendance

It is the responsibility of parents to notify the school before 9AM any time your child will be/is absent.

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the assumption that students will attend school regularly and punctually. Students may not leave the classroom or school grounds without permission. Regular attendance at school is critically important. The purpose of this action is to ensure the safety of the child, establish patterns of good attendance, and to ensure that students and educational programs have an opportunity to be successful. Children who are taught by home and school that punctuality and attendance are behaviors expected of responsible citizens not only do better in school, but also learn a life skill that serves them well in later years in the adult world.

Attendance is taken each morning and entered into a computer program by 0900 hours daily.

At that time, if a reported absence is unexcused, the office will call the parents that morning to make certain that the student is fine and accounted for. For any absence, a signed, written note from the parent of a child is needed to consider the absence "excused", without a note from the parent, the child's absence is recorded as "unexcused" by DODDS regulation:

- Illness or injury to the student.
- Family emergency such as severe illness, injury or death.

Other Guidelines

- Medical or dental appointments (please schedule after hours, as much as possible).
- Meeting religious obligations.

With two days of advance notice, teachers will provide appropriate assigned homework for up to two weeks of long-term leave. It is the responsibility of the parents to see that children complete the work. Work is due immediately upon return to school. Failure to comply may result in a failing grade for this period.

Visitors to School and Classrooms

You are encouraged to visit your child's classroom and your school. For security reasons, all visitors must sign in at the main office and obtain a visitor's pass. At the end of the visit, the badge must be returned to the office. Persons who refuse to report to the office or refuse to identify themselves will be reported to the Provost Marshall's Office.

Discussions with the teacher during class time should be avoided except for emergency situations; your child and others lose valuable instructional time while these unplanned conversations take place. Teachers will be happy to schedule conferences during their planning times or at some other mutually convenient time. While we realize that you may have younger children, please do not bring them with you when you come to your child's class.

Note: Please return your "Visitor's Badge" to avoid a phone call from our office; we are required to keep 100% accountability of these badges.

Parents are requested not to take lunch money or lunches, permission forms, or homework directly to the classroom, but to leave such items in the main office for delivery to the classroom.

Late Arrival

For security purposes, parents are required to escort their children to the office and sign them in when arriving late. Students arriving after 8:15 AM will receive a late pass to give to their teacher for admission into class.

Closing of School and Emergency Evacuations

In the event of early dismissal from school, a public information campaign will be initiated to inform the community, and the school bus system will be activated. This public information would be executed through various mediums, including email, AFN radio and TV, the installation Emergency and Mass Notification system, and the installation message board's displays. Families in the Vicenza Military Community are asked to monitor these systems at all times for information update.

In the event of an actual crisis, parents are advised to monitor AFN broadcasts. The Family Assistance Center will establish a telephone number to answer questions and relay information in the event of a crisis. Please be sure to pick up your children at the designated staging area only. Collecting students from school or enroute to the staging area could cause needless confusion in the school's accountability process. Parents can get their students' location by calling the STO at 0444-71-6345 or the EOC at 0444-71-8288.

Situations that may require closing of school are:

- Inclement weather
- An alert
- Health epidemic
- Bomb or terrorist threat
- Facility deficiencies which would endanger the health or safety of students and/or school personnel

Fire Drills

During the first month of school, fire drills are held weekly, they are scheduled monthly, thereafter, throughout the school year.

Transfer and School Clearance

Please notify the school registrar by sending a copy of your PCS orders at least five working days in advance of your scheduled departure date so that school records may be prepared for you. Parents may pick up student records at the end of the last day of attendance at the Elementary School Office from the registrar.

It is our recommendation that copies of certain records be hand-carried by the parent-sponsor to avoid unnecessary delays in registration and attendance at the receiving school. Additional "official" copies may be mailed directly to the receiving school upon receipt of a request signed by the parent.

Students are required to clear all debts (payment for lost books etc.) before or on the last day of attendance.

Change of Registration Information

It is extremely important that the school has **your correct current contact** information (work, home and cell phone numbers; e-mail addresses; emergency contacts; etc.) in our file, including correct military and civilian local addresses. It is also very important to have emergency contact phone numbers on file other than the sponsor or spouse; preferably a neighbor or someone at your duty station, in the event you cannot be reached.

If you have changes in current information, please notify the school as soon as possible in order that corrections can be made.

Pledge of Allegiance and Salute to the American Flag

All classes are required to have, as a part of daily opening activities, the recitation of the Pledge of Allegiance and salute to the American flag.

Students have the right to recite the Pledge of Allegiance and to salute the American flag; but may decline to do so as long as they respect the rights of others who wish to do so.

Textbooks

Students who are issued textbooks will be held accountable for the return of the texts in proper condition.

Student Photographs

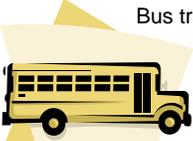
Individual school pictures are taken in the fall, and class pictures are taken in the spring. These activities are sponsored by the PTSA.

Volunteers

Volunteers are always welcome as a part of our school. Persons interested in volunteering should first go to ACS at Davis Hall and register on-line with the Army Volunteer Program. Some of the areas needing volunteers are:

- reading to the children – classroom and library
- helping the children read/math
- making copies for the teachers
- cutting out designs for teachers
- typing
- working in the office
- helping with art/music specials
- attending the playground at lunch recess

School Bus Transportation



Bus transportation to and from school is a privilege, not a right. School buses, as well as discipline on the buses, are the responsibilities of the Administration and Vicenza School Bus Office. We want our school bus transportation system to be as safe as possible. The Department of Defense Dependents Schools transports our students using locally contracted commercial transportation companies with well maintained buses with properly certified drivers and safety aides. However, the safe operation of our school buses goes well beyond the drivers and vehicles – it relies on the proper conduct of students, and support of parents/sponsors, DoDDS Officials and Community leaders. DoDDS Officials and contracted bus operators take the safety of the children that ride school buses very seriously. We expect parents and sponsors to do the same.

We consider the school bus ride, both to and from school, to be no less than an extension of the school day. What this means is that school rules apply to all students, no matter where they are in the school day, be it walking to or waiting at the bus stop, on the bus to or from school, playing on the playground or learning in the classroom. No matter where they are during the school day, your child's safety and security is paramount.

Because our bus drivers must focus their attention on the road and not be distracted by what is happening in the back of the bus, the behavior of our students while riding is of the utmost importance. The District Office – through the School Bus Offices, have adopted rules to govern behavior on the bus that are based on common sense safety and security guidelines with a view towards keeping our children safe and transporting them from home to school and back again in a secure environment.

To that end, DoDDS-Europe has, as well, adopted a concrete set of sanctions in order to enforce school bus behavior guidelines. Safety demands strict implementation of these with sure consequences for misbehavior that may potentially distract a driver and endanger the entire bus. These sanctions are incremental in nature and ramp up consequences for repeat offenders and ultimately provide DoDDS the tools necessary to ensure the safe operation of the bus and the security of all passengers on the route.

Please take the opportunity to review these simple rules and corresponding sanctions for infractions with your children. Ultimately, the parent is responsible for their child's behavior on the bus. We look forward to working together with families to enhance the overall safety and security of our children.

All children are expected to follow the 10 simple rules while on the school bus. Violations of these rules and any other conduct detrimental to good order and discipline may draw a suspension or expulsion from the bus.

The 10 School Bus Rules

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep your hands, feet and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items or vandalism.
9. Do not eat, drink or chew gum.
10. Be responsible, be safe.

Older students are expected to behave more maturely and thoughtfully than younger students;

SCHOOL BUS - TABLE OF CONSEQUENCES (Revised 11 March 2003)

therefore, they will be held more responsible for the consequences of their conduct.

Older students are expected to set an example for the younger students.

Category if	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting/harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering	Verbal/Written Warning	1-5 day suspension	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects/body parts out the window/door 6- Full or partial nudity 7- Damage/theft/pilfering <\$100	1-5 day suspension	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities <u>Notification to installation Commander via Schools Liaison Office (SLO) if appropriate</u> SLO to be informed when suspensions/expulsions from bus occur				

Note:

- 1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3- Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 4- Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1

Please call the numbers below for bus information. For situations concerning bus problems and bus complaints, please call the School Bus Office.

School bus transportation services are located in Vicenza Middle School and Vicenza High School (toward the library from the school building). The office is open between 0815 – 1200, 1300 – 1440, and 1515 – 1630.

Contact numbers: 634-6345

Commercial 0444-71-6345

Email: Trans.vicenza@eu.dodea.edu

Students who do not comply with behavior standards while around or riding DoDDS school buses will be identified and subject to appropriate consequences which may include any or all of the following:

- Reminder of rule (as appropriate)
- Conduct referred to Principal (Counseling of student or Letter of Warning to Student/Sponsor)
- Suspension of School Bus riding privileges.
- Revocation of School Bus riding privileges.

Incidents of student misconduct may be observed/reported by DoDDS Official, drivers, safety aides, students or parents/sponsors. DoDDS Officials will conduct investigations and a recommendation (if required) will be made to the Principal for appropriate action, as listed above.

Complaints or concerns regarding school bus behavior or misconduct should be addressed in writing to the School Bus office as soon as possible after a problem or concern is identified. As a minimum their complaint/concern should include the following specifics:

Name of individual making report
Phone number
Date/Time of incident
Bus route (and or bus stop if applicable)
Nature of incident/concern

Complaints or concerns regarding school bus operations (bus is early, late, speeding, etc.) should be reported to the school bus office (SBO) as soon as possible after the problem or concern is identified. These complaints or concerns can be called into the SBO, please provide specifics as to route # and physical location of bus when problem/concern is identified.

Working together, we can ensure a safe environment for our student riders.

Student Conduct and Discipline



Positive attitudes and behaviors on the part of the students play a major role in planning and carrying out worthwhile school activities. Every effort will be made in the learning process to build students' self-esteem and a feeling of adequacy in order to gain maximum emotional, social and intellectual growth and development. Team spirit on the part of the parents provides the support and encouragement the classroom teacher needs to gain good rapport with the students. When parents support the school, the students normally support and cooperate with their classroom teachers. When teachers receive parental backing, students respond much more positively to school policies and procedures.

It is the policy of DoDDS schools that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for fellow students, and to have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with the principal and teachers the responsibility of developing a climate within the school that is conducive to productive learning.

Expected Student Behavior

- Show respect for the learning of others by not displaying disruptive behavior.
- Protect others and self from danger and injury.
- Demonstrate respect for school property.
- Obey all school adults promptly.
- Use appropriate language.
- Wear appropriate attire to school.
- Take responsibility for own actions.
- Bring no items that could cause physical harm to oneself or others.
- Toys and other entertainment items (electronic or otherwise) brought from home are prohibited in classrooms, common areas or on the bus or playground. The only exception to this rule is in the case of specific teacher permission. Failure to comply will result in confiscation. Repeated compliance failures will result in the items being held in the school office until retrieved by the parent.

At VES, we believe that a safe environment free from the disruptive behavior of others, is the right of each student and is necessary for effective teaching and learning. We also believe that it is important that discipline is not only fair, but also perceived by the children to be fair. To this end, the principal, counselor, teacher and/or aides will interview the child(ren) accused of breaking a school rule and any witness(es); the child may ask for others to be interviewed to provide information. We do our best to ensure that we gather all of the information to get the whole story. All circumstances are considered before giving consequences or calling parents. Consequences range from talking to the principal to calling the parents, to missing recess, etc. to suspension or expulsion. We will do our best to match consequences with the misbehavior, the age of the child, and all other individual information. Pro-active and positive discipline is practiced by all teachers to help children avoid misconduct.

Students and parents must be responsible for properly maintaining the textbooks and equipment used by students, for respecting property, for obeying school rules, and for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled. Every effort will be made to help a child who fails to make a satisfactory adjustment to school. Parents will be informed, and teacher conferences will be held with them. However, more serious action will be taken if a pupil persistently violates school rules or commits a serious breach of conduct.

We, the administration and staff of Vicenza Elementary School, believe that every student will get the best education possible if:

- Students come to school prepared to participate in the learning activities
- Students respect the teachers
- Teachers respect students
- Teachers communicate often with parents
- Parents communicate often with the teachers and administrators
- Parents see that students get adequate rest and nutrition
- The administrators facilitate the educational program and support the teachers

Each classroom teacher has a discipline policy that complements the school discipline plan. Your child's teacher will discuss and review their classroom expectations for student behavior with your child and you via letter and/or in person. When teachers, parents, and administrators work together, we believe that children's best interests are served.

The following discipline plan explains the expected student behavior while at Vicenza Elementary School. (The Department of Defense Education Activity Regulation 2051.1, which thoroughly outlines disciplinary expectations and consequences for DoDDS students, is on file in the school office for your review.)

Suspension

A student's behavior may prohibit a student from attending school for a period of time normally not exceeding 10 days. When a student is suspended, s/he is also excluded from attending and/or participating in all school-sponsored activities: trips, assemblies, concerts, programs, after-school activities/clubs, etc. All formal suspensions require a letter to be sent to the parents, the District Superintendent, and the Base Commander. Please be aware that the letter will include specifics as to the reason(s) for suspension. Suspensions from school for a period in excess of 10 days may require a formal hearing and must be approved by the Superintendent or designee.

The principal will ensure that parents are informed of the reasons for suspension, the length of suspension, and the conditions of reinstatement. Fighting, throwing rocks, abusive language, sexual harassment, and name-calling with racial or ethnic overtones can result in immediate suspension.

Anti-Bullying Policy Definition of bullying:

Bullying is when an individual or group repeatedly (different from a one-time inappropriate event) uses power with the intent of hurting or humiliating others physically, verbally, or emotionally.

Definition of bully:

Any person engaged in the above activities.

Definition of victim:

Any person who is upset or troubled by someone who is deliberately, repeatedly harming him or her physically, verbally, or emotionally.

Definition of witness:

Any person seeing or hearing any form of bullying directed at someone else. Witnesses have the responsibility to report to a member of the school staff or their parent as soon as possible.

Policy:

Bullying is considered to be a serious matter and is not acceptable in any form at Vicenza Elementary School. Actions regarded as bullying include the persistence of teasing, ridicule, name-calling, sarcasm, physical violence, social ostracism, unkind gossip, verbal threats, intimidation, cyber bullying, threatening or obscene gestures, and/or malicious exclusion. This list is not intended to be all-inclusive, but simply an indication of typical behaviors that constitute bullying.

No individual should be subjected to deliberate mistreatment by another. It is the responsibility of the victim and/or witness of bullying to tell the bully that the behavior is unwanted and should stop. It is also the responsibility of the victim and/or witnesses to immediately notify a member of the school staff and/or their parents.

When reported to a school staff member, he/she will evaluate the situation and take appropriate action, which may result in a range of consequences varying from re-teaching to missing recesses to suspension from school for a number of days. Only administrators have the ability to suspend students. Again, this list is neither completely inclusive nor exclusive of possible consequences for bullying behavior.

The school staff is dedicated to teaching our students positive life skills in order to avoid these types of situations arising in the first place; however, we feel strongly that action should be taken when and if they do happen.

Weapons, Replicas, and Prohibited Items DoDDS enforces a ZERO TOLERANCE FOR WEAPONS POLICY. Students and parents are hereby notified that possession of weapons could result in expulsion from school.

It should be noted that possession or use of a weapon, use of an object as a weapon, or prohibited items on DOD property, regardless of ownership, is a crime and will be reported to security officials. Weapons and prohibited items are not allowed on school buses or at any school functions or activities. Toy weapons, replicas of weapons, or items that resemble weapons will be considered as weapons. Knowing about a weapon without reporting it to a school official is considered a policy infraction. Disciplinary action could include suspension or expulsion.

Students are not allowed to bring knives, matches, lighters, bullets, firecrackers, caps or other explosive devices, slingshots, cap guns, and/or water pistols to school. Other objects that are likely to be dangerous, cause misconduct, or cause anxiety to other pupils such as itching powder, shaving cream, etc. may not be brought to school. Rocks are considered as a weapon; throwing rocks is dangerous and may result in suspension. Items that look like a weapon or could be used as a weapon may not be brought to school. This list is not all-inclusive; it is impossible to list every such article. However, any item being used to frighten, intimidate, or harm another student, teacher, staff member, or volunteer will be considered a weapon. Drugs and any gang related clothing such as headgear or paraphernalia are forbidden. Any such items brought to school will be confiscated. Students who bring such articles or participate in their use or misuse, regardless of ownership, face suspension or possible expulsion.

Please note the level of severity of consequences may be elevated according to prior or repeated behavior problems. This would mean that for the same misbehavior, children could receive varying consequences.

Toys, iPods, handheld games, etc., should not be brought to school, as they tend to distract children from their learning tasks. Also, possession of alcohol or tobacco in any form will not be tolerated. Gum, soda and candy are not allowed in school, except on specially approved occasions. Drugs and any gang-related clothing or paraphernalia are forbidden articles. If you have any doubt about bringing an article to school, consult your child's teacher or the administrators. Prohibited items may be confiscated and held in the school office and /or returned only when parents come to retrieve them from school.

Expensive articles should not be brought to school. The School cannot be responsible for such items or for money a child has brought to school.

Pets are not permitted in the school or on school grounds.

Gang Awareness and Prevention

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

Cougar Cub Pride

Listed below is a profile of a cougar cub student we want to encourage at Vicenza Elementary School.

1. Someone who takes responsibility for themselves in the way they look, talk and act.
2. Someone who attends school regularly; brings a note excusing illness or an emergency upon returning to school
3. Someone who gets to class on time with appropriate learning materials, exercises good study skills and work habits, and upon completing an assignment, quietly finds something constructive to do rather than disrupt others.
4. Someone who challenges themselves, is not merely concerned with getting a right answer, but creatively thinks of several solutions to a problem, does their homework regularly, hands assignments in on time, and corrects their own mistakes when appropriate.
5. Someone who has good manners, remembers to say “please” and “thank you”, is friendly, courteous, and shows respect to everybody in our school regardless of who they are.
6. Someone who is honest with themselves and with the property of others. If they make a mistake they admit it, accept the consequences, and continue on with a smile on their face.
7. Someone who follows the basic rules of our school
8. Someone who can pick up their own litter and place it in the appropriate receptacle, and occasionally pick up after someone else.
9. Someone who volunteers to do a little extra to make their class, school, or community a better place.



Our school is fortunate to have many children like this! Let's try for 100% this year!

Dress and Grooming

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a “gang member wannabe”. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing, jewelry, backpack, school supplies or accessories that promote or advocate the use of drugs, violence, or other undesirable behaviors.

Students are expected to adhere to proper and reasonable standards of dress and appearance in keeping with the occasion. Our aim is not to be overly restrictive of students but to provide an atmosphere that is safe, conducive to learning, and free of distraction.

Dress and grooming will be clean, neat and in keeping with health, sanitary, and safety requirements.

Shoes or sandals must be worn.

Shorts may be worn if they meet the following standards:

They should be approximately mid-thigh length.

Cut-offs, swim wear, or nylon shorts are not appropriate.

Midriff tops and mesh shirts are not considered appropriate.

Make-up is considered inappropriate for elementary students at school.

In keeping with the military traditions, hats are permitted outside only. Hats are not to be worn inside the school buildings.

Please label articles of clothing and all personal possessions. We recommend reflective tape/devices be used on outer clothing during dark and on foggy weather.

VES DISCIPLINE FLOW CHART

A

**Minor Misconduct
Classroom Managed**

Define as:

- Inappropriate Language
- Physical Contact
- Defiance
- Disruption
- Property Misuse
- Teasing/Taunting
- Lying/Cheating
- Homework/Class work

→ **First Offense** → **Second Offense** → **Third Offense**

Teacher Intervention

- Student / Conference
- Loss of privilege,
- Think Time
- Parent Contact
- Guidance Referral
- (Special Area Teacher)
- Notification of Reg Ed Teacher

Teacher Intervention

- Student / Conference
- Loss of Privilege
- Parent Contact
- Think Time
- Guidance Referral
- (Special Area Teacher)
- Notify Reg Ed Teacher
- Notify Admin

Administrator Intervention

- Student / Conference
- Possible Disciplinary measures/
Suspension

B

**Major Infractions
Administration Managed**

Define as:

- Repetition of Minor Misconduct
- Fighting
- Overt Defiance
- Repeated Disruption
- Forgery/Theft
- Harassment/Bullying
- Property damage
- Weapons

→ **First Offense** → **Second Offense** → **Third Offense**

Admin Intervention

- Student / Conference
- Loss of Privilege
- Parent Contact
- Suspension

Admin Intervention

- Student / Conference
- Loss of Privilege
- Parent Contact
- Suspension
- Expulsion

C

**Severe Offenses
Administration Managed**

Define as:

- Repetition of Major Infractions
- Fighting
- Serious Defiance
- Harassment/Bullying'
- Excessive Non Compliance
- Vandalism
- Major Property Damage
- Profanity Toward Staff
- Other

→ **First Offense** → **Second Offense** → **Third Offense**

Admin Intervention

- Student / Conference
- Loss of Privilege
- Parent Contact
- Suspension
- Expulsion

Study Trips

To enhance your child's total education, study trips are planned throughout the year. Study trips are part of the regular instructional program. Students are expected to attend unless there are extenuating circumstances. Teachers who are planning to take study trips will notify parents well in advance and ask for volunteer chaperones. Notification will include destination, date and time of study trip and other information, such as whether to bring a lunch, admission costs, etc. If you have concerns please talk to your child's teacher.

Study trips are school; they just take place outside of the actual school walls. If a student has difficulty behaving appropriately in school and/or on study trips, a parent/guardian may be required to accompany the student on the trip.

Active parent participation in chaperoning study trips is necessary to provide a safe, enjoyable experience for the children in the class. Parents who attend study trips are there to help the teacher supervise the students; therefore, it is inappropriate to bring preschool or other children on these trips.

Guidelines for Supervising Student Activities

DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity preparing and accompanying DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and well being of DoDDS students. District Superintendents, Principals, and activity project officers may add to this guideline but may not delete any items.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions." These documents are available on the DoDEA Web Site at www.dodea.edu (Regulations).
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe." The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, **MUST** be returned to the Supervisor prior to travel.
4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form **MUST** be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.
6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.
7. Supervisors will make every reasonable attempt that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.
8. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must

immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well-being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.

9. When a designated chaperone is acting as the adult supervisor numbered items 5-8 would apply.

Information Center

The Information Center is a key component of your child's educational program. The teachers and specialists in the classroom use materials from the center. Items available in the Information Center are books, computers with CD ROM and Internet capabilities, videotapes, audiocassettes, DVDs, records, and all of the equipment needed to use them.

Students and parents are responsible for damaged or missing materials. Parents may contact the Information Center by calling 634-7710 and leaving a message for the Information Center Specialist.

Parents are encouraged to visit the Information Center at any time.



Messages, Use of Telephones

Due to constant activity in our school office, we earnestly request that parents not call for the purpose of relaying routine message to their children but instead only for true emergencies. Messages received after 1430 are always difficult and sometimes impossible to deliver.

Likewise, children may be permitted to use the telephone only for emergency purposes. Lost lunch money, or forgotten homework are not considered to be emergencies.

Cellular Phone Policy



Students may, when given permission from the teacher, make telephone calls from the classroom,. These calls should be for emergency situations only. Although landline phones are readily available at our school, we realize that many parents want their children to carry a cell phone for security purposes. Student cell phones are to remain turned off at all times when students are on school grounds, on the bus, or involved in school activities. It is the student's responsibility to ensure the cell phone is turned off and kept out of sight. The only exception to this policy would be a call made at the explicit request of school personnel or a responsible adult acting on behalf of school authorities, i.e. substitute teachers, bus drivers, bus monitors, field trip chaperones, etc. The right to bring a cell phone to school implies responsible use; misuse or mishandling could result in the loss of this privilege and/or confiscation of the phone. Neither the school, school personnel, nor DoDDS/DoDEA will take responsibility in any circumstances whatsoever for the loss, destruction, theft, or unauthorized use of any personal cell phone

Birthdays

Sometimes we are asked about celebrating children's birthdays in school. If parents want to bring in treats for the class, please check with your child's teacher. Teachers cannot manage whole cakes, party favors, games, etc. Birthday treats will be in the classroom, not in the cafeteria at lunch time.

Progress Reports and Conferences

Progress Reports are issued every nine weeks. Parent conferences are scheduled at the end of the first reporting period and are an important means of communication. Parents are encouraged to make every effort to attend. In addition, teachers are available for a conference on most days after school. If you wish to have an appointment, please write a note to the teacher in order that a time convenient to you and the teacher may

be determined. Please do not contact the principal concerning a teacher or your child's problem until you have first talked to the teacher. Since the teacher has first hand knowledge of the situation, no action can be appropriately taken until the teacher is involved. Mid-term progress reports will be sent for any student not achieving a satisfactory level during a nine-week marking period either by e-mail or via the students.

Homework

Definition:

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.



Purpose:

We endorse the use of homework as an instructional tool because research studies indicate that homework, accompanied by meaningful feedback, enhances student learning. We also recognize that our children are more than students and need time for family interaction, play and work, as well as for study; therefore, homework should not infringe excessively on the student's out-of-class time.

The school supports that the development of study skills is an integral part of a student's education and the assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives.

Policy:

Teachers are responsible for the specific homework policies of their classes.

Students are responsible for the completion and return of assigned work.

Parents are responsible for the supervision of students' homework and studies.

1. It is the policy of our school to assign homework, as appropriate, to all students capable of completing assignments.
2. Homework assignments each week will be consistent with the following suggested guidelines per grade level:

Grades	Hours
2 - 3	2 – 4 hours per week
4 – 6	5 – 6 hours per week
Kindergarten & 1st	15 minutes of daily reading

3. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
4. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
5. Homework will be done outside class time, not during the instructional period.
6. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
7. This policy does not apply to those students receiving homebound instruction and to those students whose instructional program is governed by Individualized Educational Plans (IEP's) when those plans exclude the prospect of homework.
8. Parents will be encouraged to see their child's teacher when homework is too stressful or is taking too long. Assignments may be modified according to child and family needs.

Teacher Responsibilities

Teachers will:

1. Identify the manner in which homework affects the determination of a student's evaluation.
2. Provide clear, concise directions for the completion of homework assignments.
3. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
4. Evaluate, review, and return homework in a timely manner.
5. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

Parent Responsibilities

It should be recognized that homework may not always be paper and pencil tasks. Some of the homework in the primary grades will be students reading to parents and parents reading to students, taking part in host nation activities, or creative art activities.



Ways parents can help include:

1. Provide a good environment for the student and a consistent time each day for homework to be done
2. Reinforce desirable study habits by giving praise
3. Give encouragement and help when needed
4. Take an interest in the student's school activities
5. Guide the student toward independent and effective use of time
6. Monitor the completion of assigned homework

Student Responsibilities

It should be recognized that homework is the responsibility of the students. They are expected to complete all assignments in a timely and accurate manner.

Student Placement

It is the policy of DoDDS that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis and decisions will reflect the best interests of the students.

At each school, the principal will establish a committee to recommend placement of students being considered for other than routine grade or class placement. The committee is composed of the counselor, the classroom teacher, specialist or other teacher, the assistant principal, the sponsor/parent, and others, as appropriate. This committee will make a written recommendation to the principal on placements that require retention, double promotion, and any "other than routine grade or class placement" that is designed to promote student success.

In addition to designing a plan to promote student success, the committee recommendations to the principal must assure that each student retains a positive self-image. The progress of each student who has been placed as a result of this committee's recommendation shall be reviewed not less than once during a grading period for three successive grading periods.

For classroom change requests, the following procedures are followed:

- Conference – a parent-teacher conference is held for problem-solving purposes. Alternatives to reassignment are explored.
- Parent Written Request – a written request is submitted to administration stating specific concerns/reasons for reassignment.
- Intervention/Probationary Period – the administrator and other appropriate personnel, such as the counselor and resource or other teacher, consults with the classroom teacher and parent to develop a plan. The child will remain in the current educational setting for a minimum two-week probationary period to be closely monitored by teacher and/or resource personnel.
- If the probationary period is unsuccessful, a request for a classroom change will go to the Placement Committee

Health

The Vicenza school health program has three main areas of focus – education, screening programs, and promotion of a safe and health environment.

The health room is for emergency situations and minor situations that occur during school hours. The Health Room is supervised by the school nurse

Children are sent home for the following reasons:

1. **temperature** over 100 degree F.
2. uncontrollable body functions
3. appearance of great discomfort, despite a non-elevated temperature
4. communicable diseases

School policy states that, in the event a student becomes ill and the school nurse notifies the parent, the parent must come to the school for the student. The student is not permitted to walk home.

Other health information:

Please take your child to the base health facility if illness is severe or occurs before or after school hours.

It is requested that each student’s state of health be established before coming to school. If your child is not feeling well enough to stay in class, s/he should stay at home.

Children need to be free of vomiting/diarrhea and without fever (over 100 degrees) for 24 hours before returning to school.

If a doctor prescribes an antibiotic for your child, your child needs to take the antibiotic for 24 hours before returning to school.

If a doctor has diagnosed that your child is unable to participate in any school activity, please submit a written diagnosis and excuse from the doctor stating the problem and the time period involved.

Please call the school nurse if your child has a communicable disease.

Parents are asked to schedule appointments after school when possible.

- The school nurse does not administer medications, to include aspirin and cough drops, except specific individually prescribed medications for conditions such as:
- Severe asthma
- Allergies to bee stings
- Severe heart conditions
- Hyperactivity



When short-term illnesses require the use of medication during the school day, the parent must provide the medication to the school nurse in its original container with a written order from the child’s doctor.

Children cannot carry medication of any kind to school for any reason.

When the student who is receiving medication at school is going on a study trip it is the responsibility of the parent to administer the medication. The school staff does not assume the responsibility for measuring or administering medicines.

Re-Admission Following Illness

Children should return to school only when they are well enough to participate in usual daily activities. Only a well child learns well. A well child is one that is physically, mentally, emotionally and socially fir. Our goal is to foster each child’s fullest potential; with your help it will be achieved.

No Smoking Policy



Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There will be no designated smoking areas defined or condoned by DoDDS-E schools.

Special Programs

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Guidance Services

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Guidance and counseling services are designed to provide supplementary support to the regular educational program. In their role, the counselor has the opportunity to work closely with individual students and total classrooms in areas of personal and educational concerns that support our school objectives. Some topics considered might be making and maintaining friends, dealing with peer pressure, feeling good about yourself, and character education.

Most referrals to the counselor will likely be teacher-generated. However, students may refer themselves by dropping into the guidance office or approaching the counselor any time. Parents may make referrals verbally or in writing, as well.

Host Nation, Intercultural Program

A unique feature of the DoDDS curriculum is the host nation-intercultural program. The program, taught by native Italian teacher, acquaints the students with the Italian language, people and culture through study trips, student exchanges, and other special activities. Italian Language Partial Immersion classes are available in the primary grades, based on standardized selection criteria.



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Gifted Education Program

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Students found eligible for gifted education services have demonstrated areas of unusual strength. Services are provided because the identified students have a documented need for changes in their instructional program. Differentiation of instruction provides academic challenges and social and emotional support, to assure the continued growth and development of identified students.

DoDEA schools determine the most effective ways to meet the needs of students identified for gifted education services. Students are also encouraged to attend a variety of after-school enrichment activities.

Referral for Gifted and Talented

A student is referred through one of three ways:

1. Parent or teacher recommendation or
2. Student transfers in from GE program in another DoDEA school or
3. Student is identified through records review by GE teacher -- note that all students with total TN scores at or above the 97th percentile should be recommended for referral

Permission for referral and assessment form is sent home to parents before *any* further data is gathered, including observation in the general classroom, pulling students into GE room for observation, or testing.

Once parent permission is obtained, GE teacher begins compiling the student portfolio. This includes student work, one cognitive ability test if appropriate (and one test only—In-View is preferred for most students) given by GE teacher, observation notes from both in GE resource room *and* regular ed classroom, two or more teacher rating scales, comments from staff members obtained via e-mail, information gleaned from records check

GE teacher purges any reference to student name, grade level, ethnicity, etc. from student portfolio prior to presentation to committee.

GE SELECTION COMMITTEE

- Committee is given copies of GE regulations on selection criteria *and* copies of the descriptor banks to use during discussions.
- A student blue card is filled out during the committee session.
- The committee is present the student portfolio info.
- Discussion ensues.

Decision is made regarding eligibility as well as services that are specific to student strengths. Committee members should have the menu of service options to refer to as they select a program that best meets individual student needs. It is recommended that the classroom teacher be part of this discussion. The Special Education staff should be included in cases where a student with dual exceptionalities is being referred.

Parental letter is given to Principal for signature. If the student is selected for the program, the letter includes a list of services to be provided by the school--two or more service options are to be selected from the menu provided in the program guide. (For example, a student with exceptional ability in mathematics will need to have compacted curriculum/enrichment as part of the program, either in the general classroom on a daily basis or in the next higher grade or in the resource room with an advanced math group. This curriculum-specific service would be in addition to whatever multi-disciplinary units are offered in the resource room.)

Academic Support Programs

Compensatory Education and LARS are programs of supplementary instruction designed for students needing extensive help in mathematics or language arts/reading. Enrollment is generally for a short period of time.

ESL is for students working on acquisition of English. Students are provided academic support in their classrooms and in small groups.

Special Education

Special Education services are provided to children based on the child's Individualized Education Program (IEP). Services are designed to meet the needs of the student in the least restrictive environment.

Children from ages of 3 – 21 are eligible to receive special education services based on their needs. A comprehensive evaluation must be completed to determine the child's needs.

Students with IEPs may receive special education services in the classroom, in the resource room, or in a therapy room. Along with direct services, students may receive environmental and/or curricula modifications based on their needs.

Children may be found eligible for special education services when the impairment adversely affects their educational performance. The categories are as follows:

- Category A – Physical Impairment – such as a vision, hearing or orthopedic impairment. This category also includes autism, traumatic brain injury and other health related issues.
- Category B – Emotional Impairment – children with an emotional condition that has been confirmed by a clinical evaluation.
- Category C – Communication Impairment – Articulation disorders, fluency disorder, voice disorder, and language disorder, which is characterized by a delay in receptive and/or expressive language.
- Category D – Learning Impairment – Information processing Deficit – this category is similar to the learning disability category used in many stateside schools. Intellectual Deficit – this refers to children with significantly weak adaptive behavior skills. Intellectual Deficits can fall in the mild range, moderate range, severe range or profound range.
- Category E – Developmental Delay – this category is used by the schools for children between the ages of 3 – 5. The five developmental areas that are assessed are:
Physical Development
Communication Development

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Cognitive Development
Social Emotional Development
Adaptive/Self-Help Development

The Case Study Committee (CSC) is a multidisciplinary team and works with families for the benefit of the child. The CSC includes the family, and administrator, the classroom teacher, special educators and medically related personnel when appropriate.

If you have a question or concern related to special education for a child above the ages of 36 months, please contact the CSC Chairperson at the school.

If you have a question or concern related to a child from age's birth to 36 months of age, please contact EDIS at 634-7471.

Sure Start Program

The Sure Start program is modeled after the Head Start program, a successful approach to preparing at risk children for entering kindergarten. There are specific criteria for acceptance into the program, and the Sure Start Steering Committee, consisting of DoDDS and military community members, makes selections. This early childhood program is for at risk students, who will be four years old by September 1 the year they start. The *Creative Curriculum for Early Childhood* is followed as the designated curriculum.

Parent involvement is mandatory.

Applications are available at the school office or the Post Pediatric Clinic. If you have questions, please call the school at 634-7710.

Language Immersion Program

Vicenza Elementary offers Italian Partial Language Immersion for one class of students in each grade from first through fourth as space and qualified teachers are available. These classes are for students who have not been exposed to Italian or any other second language in the home or at an Italian School (recency of school exposure will be taken into account). If you are interested in having your child in the Italian Partial Language Immersion Program, please review the following goals and criteria, request and complete an application, and return it to the school registrar.

The goals for this program are that students will:

1. Students will achieve some functional proficiency in Italian.
2. Students will maintain and continue to develop skills in their first language, English.
3. Students will master subject content at their appropriate grade-level.
4. Students will acquire an understanding and appreciation of another language and culture, which will in no way detract from the appreciation of their own culture.

The following criteria will be used in selecting students for the partial immersion class:

- Current immersion students will have first priority.
- The child's sponsor must not have a DEROS before June of the current school year. The immersion class size may be slightly larger than the other classes, but it will be stable, since usually no students will be added during the year.
- Students with special needs will be considered for enrollment in the immersion class, if approved by the Case Study Committee. Children who have been diagnosed with auditory processing difficulties or language delays will be given additional screening before being considered.
- The racial and gender composition of the immersion class will be as close as possible to that of the other classes.
- The administration and the counselors will make the selection of students to be enrolled in the class. Classroom teachers may be contacted for recommendations. When the above criteria have all been considered, and if there are more applications than available spaces, a lottery system will be used.

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Kindergarten

Philosophy

Since each child is a unique individual with a special pattern of attitudes, needs, interests, perceptions and values, education for each child should include a variety of learning experiences and educational approaches. As educators, we recognize and appreciate our own individual differences and methods in teaching youngsters, and we feel richer for it.

Enrollment

Any child who is five years old by September 1 of the year of enrollment, and is presently in the command is allowed to attend a DoDDS Kindergarten. Verification of age will be made by birth certificate or passport. An up to date immunization record must be presented at registration. Kindergarten attendance is not mandatory for future enrollment in first grade.

Lost and Found

Items lost at school are turned in to the school office. Lost items may be claimed by checking with the school office or by checking the bin under the middle stairway on the ground floor. We urge parents to mark all items brought to school, including lunch bags or boxes, hats, coats, scarves, gloves, overshoes, etc.

Community Relations, Communication

The Vicenza Elementary School Community Relations program involves the students, parents, school staff and the community, as a whole. We hope that all avenues of communication will be explored and utilized throughout the year in order to maintain an enhance school-community relations. When concerns arise about classroom educational practices or procedures, please:

- Communicate the concern to your child's teacher and attempt to find a mutually acceptable solution.
- If such a resolution cannot be reached, then inform the principal or assistant principal of your concerns.
- If appropriate, the principal or assistant principal will arrange and be present at a meeting with the parent and teacher.
- In the rare case that a mutually acceptable resolution is not reached, the parent may then forward the concern to the Italy District Superintendent.

School Advisory Committee (SAC)

The SAC is composed of voting members, parents and teachers elected by the school community. The School's Officer and Elementary Principal also serve on the committee. Elected members serve a two-year term. The purpose of the committee is to discuss school matters of interest and concern within the community and make recommendations for policy changes as necessary. SAC meetings are held monthly on the first Thursday of each month from September to June at 3:15 p.m. in the Elementary School Information Center. Forms are available in the school office for your convenience in addressing items of interest to the SAC committee. The SAC email is sac.vicenzaelementary@yahoo.com

Parent Teacher Student Association (PTSA)

The Vicenza Elementary/High School PTSA serves as a catalyst for making special things happen for our students. We strive to fund programs and opportunities not available through other channels.

Regularly scheduled executive board meetings provide opportunities for parents to become involved, active, and helpful to our children. Announcements for PTSA meetings are sent home at the beginning of each

month in a regular school /parent email/newsletter. The school office can direct you to a PTSA officer regarding your questions and concerns.

Vicenza PTSA Executive Board 09-10

President: Connie Klinkam - clinkam@gmail.com

Vice President:

Secretary: Mari McKenzie - marimomckenzie@yahoo.com

Treasurer: Kristen Moser - ktemoser@yahoo.com

To join, contact the PTSA Board by emailing at ptsavicenza@hotmail.com. It cost only \$5 to be a voting member. Everyone in the family can join the PTSA, even your student. Only paying members will have the privilege to vote on major issues.

If you are interested in holding a Chair Position please email the president, Connie Klinkam at ptsavicenza@hotmail.com.

Wednesday Folders

Your child will bring home a two-pocket “Wednesday Folder” containing information about upcoming class and school-wide events. Please keep the information and have your child return the folder to his or her classroom teacher the following day.

School Open House

A School Open House is scheduled in September. Rather than a parent-teacher conference, this is a time for parents to see where their child spends his or her school day. Teachers will explain their instructional programs, expectations, classroom management, and grading system to the parents. Parent-Teacher Conferences are held for all students at the end of the first quarter.

Spring Conferences

Spring conferences take place usually after spring break. This is a time to view the work your child has done during the year. This is also the time for early registration for the next school year.