

AVIANO
ELEMENTARY
SCHOOL



STUDENT
HANDBOOK
2012-2013

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AVIANO ELEMENTARY SCHOOL 2012-13 CALENDAR

2012

Monday, August 27	Grades 1-5 Begin Classes
Monday, September 3	Labor Day – No School
Tuesday, September 4	Kindergarten Classes Begin
Tuesday, September 4	PSCD Classes Begin
Thursday, September 13	Sure Start Classes Begin
Friday, September 14	1/2 Day of School for Students (Dismissal at 11:15)
Monday, September 17	Teacher In-Service – No School
Monday, October 8	Columbus Day – Federal Holiday - No School
Thursday, November 1	End of First Quarter
Friday, November 2	Teacher Work Day – No School
Monday, November 5	Begin Second Quarter
Thursday, November 8	Parent-Teacher Conference – No School
Friday, November 9	Parent –Teacher Conference – No School
Monday, November 12	Veteran’s Day – Federal Holiday - No School
Thur/Fri, November 22-23	Thanksgiving Day Recess – No School
Monday, December 24	Begin Winter Recess – No School

2013

Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day – Federal Holiday - No School
Thursday, January 24	End of Second Quarter
Friday, January 25	Teacher Work Day – No School
Monday, January 28	Begin Third Quarter
Monday, February 4	Parent/Teacher Conferences – No School for Students
Monday, February 18	President’s Day – Federal Holiday - No School
Thursday, April 4	End of Third Quarter
Friday, April 5	Teacher Work Day – No School
Monday, April 8-12	Spring Recess Begins
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Friday, April 19	Teacher In-Service – No School
Monday, May 27	Memorial Day – Federal Holiday – No School
Thursday, June 6	Last Day of School for Sure Start Students
Thursday, June 13	1/2 Day of School for PSCD Students and grades K-5 (Dismissal at 11:15)
	End of Fourth Quarter
Friday, June 14	Teacher Work – No School

Parents will be notified of any changes to this calendar.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-000517

10 August 2012

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

As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Having come to the Mediterranean District from the Isles District, and now having spent two years here as the Assistant Superintendent, I am fully aware of the various country requirements, cultural differences, logistic problems, and extraordinary challenges you are facing. One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we are looking at important military transitions in Rota, Vicenza, and possibly Sigonella. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of the Video Teleconference (VTC) in all areas—for training and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

Mr. Kent Worford, Superintendent
Mediterranean District

**AVIANO ELEMENTARY SCHOOL
LOCAL AND INTERNATIONAL MAILING ADDRESS**

Department of Defense Dependent Schools
Mediterranean District
Aviano American Elementary/High School
Unit 6210, Box 180
APO AE 09604-0181

Base Americana Aviano
Scuola Elementare
33081 Aviano (PN)
Italia

MS. MELISSA HAYES
PRINCIPAL



MS. CYNTHIA MURRAY
ASSISTANT PRINCIPAL



CHAIN OF COMMAND

Ms. Marilee Fitzgerald

Acting DoDEA Director
Department of Defense Education Activity
4040 North Fairfax Drive
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Dr. Nancy Bresell

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Kent Worford

District Superintendent, Mediterranean
Unit 31401 Box 11
APO AE 09603-0005 DSN: 634-8460

Aviano Elementary School



Our Vision:

To provide an exemplary education for all AES students in a dynamic, enriching environment.

- Teaching for the Future
- Learning for a Lifetime

SMART Goal 1

By 2014, all students at Aviano Elementary School will demonstrate improvement in math through application of number relationships and problem solving across the curriculum as measured by system-wide and school-based assessments.

SMART Goal 2

By 2014, all students at Aviano Elementary School will demonstrate improvement in reading through building vocabulary and analyzing text across the curriculum as measured by system-wide and school-based assessments.

Aviano Elementary School Student



Student Vision

All Aviano Elementary School students will receive an awesome education in a nice, enjoyable school.

SMART Goal 1

Students will improve (get better) in math by using UPSL to solve problems.

SMART Goal 2

Students will improve (get better) in reading by using graphic organizers.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) MISSION STATEMENT

The Department of Defense Educational Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

CONTINUOUS SCHOOL IMPROVEMENT (CSI)

Aviano Elementary School, along with all other schools in DoDDS, is involved in a process in which our school is continuously examining our educational practices. All DoDDS schools undergo an accreditation process every five years.

In May, 2011, AES was fully accredited by AdvancEd. The school received a rating of Highly Functional in two standards and Operational in the remaining five standards.

Student achievement and success is the focus for this type of accreditation. Following the establishment of a vision statement at each school, target areas in which improvement is desired are identified in the initial phase of the evaluation process. Continual review and adjustment occurs and as goals are met, new target areas are identified. Over the years to come, constant change should be observed and improvements made in the achievement and success of all students of Aviano Elementary School. This entire process coincides with the National Goals for Education, as well as the goals which are being established through the DoDEA Community Strategic Plan. The National Association of Education of Young Children (NAEYC) accredits DoDEA Sure Start programs.

COMMUNITY STRATEGIC PLAN (CSP)

Based on a review of student community data, students at Aviano Elementary School will focus on improving their mathematical problem solving and their ability to apply number relationships in a variety of mathematical situations. In reading, AES students will improve their reading comprehension through improvements in analyzing texts and building vocabulary. Teachers and staff plan and implement various interventions and activities that contribute to meeting school improvement goals. Parent involvement and support of this plan is encouraged. Please speak with your child's teacher or a school administrator should you want to serve on the committee or learn more about the school improvement efforts at Aviano Elementary School.

School Mascot – Eagle

School Colors – Red, White, and Blue

School Motto – A Place Where Eagles Soar



DoDEA GUIDING PRINCIPLES

Sudent achievement...a shared responsibility

Trust and respect for others' rights

Unlimited opportunities to reach high expectations

Dedication to lifelong learning

Equal access to a quality education based on standards

New and motivating challenges to inspire excellence

Total accountability with teamwork

Success for all...students first!

SCHOOL PHONE NUMBERS

Ms. Melissa Hayes	Principal	0434-30-5258
Ms. Cindy Murray	Assistant Principal	0434-30-5912
Ms. Rosy Zilli	Secretary	0434-30-5291
Ms. Flavia Perini	Registrar	0434-30-5716
Ms. Melissa McAlister	Receptionist	0434-30-5677
Ms. Kris Kessler	Counselor	0434-30-5096
Ms. Vicki O'Brien	Counselor	0434-30-5063
Ms. Kathleen Estes	Nurse	0434-30-5620
Ms. Nancy Huhra	Information Specialist	0434-30-5049
Mr. David Andler	School Resource Manager	0434-30-5285
Ms. Ann Maglio	School Liaison Officer	0434-30-5261
Mr. Don Evans	Transportation	0434-30-5152

In the case of inclement weather or base emergency, please call the School Action Line (SAL) at 632-COOL (6245) or Commercial 0434-30-6245 for information.

Like us on Facebook!



Stay updated on school information with our facebook page. Log onto facebook, search for Aviano School Complex and click the "like" button to stay informed.

INSTRUCTIONAL HOURS

The school day is 0800-1430

REGULAR HOURS

Kindergarten – 5th	0800 - 1430
Sure Start	0800 – 1330
PSCD	0800 – 1030 (morning class)
PSCD	1200 – 1430 (afternoon class)
PSCD Full Day Program	0800 – 1330

EARLY RELEASE

Kindergarten – 5 th	0800 – 1115
Sure Start	0800 – 1115
PSCD	0800 - 1030

SCHOOL VOLUNTEER PROGRAM

Parents and community members are encouraged to contact the school about volunteering, mentoring, and tutoring opportunities in our school. We often need dedicated adults to work with teachers for the success of the students.

SCHOOL LUNCH PROGRAM

The AAFES School Meal Program provides USDA approved healthy meals in the DoDDS schools worldwide. There have been significant changes to the menus for the USDA line since the adoption of the Child Nutrition and WIC Reauthorization Act of 2004, initiated in October 2009. The US Congress established a new requirement that all school districts with federally funded school meal programs develop and implement wellness policies that address changes continue into the coming school year, replacing many menu items with “healthier” alternatives and offering more entrée and side dish choices to all students’ grades 1 to 12. Fried foods and sugary drinks are not served in our cafeteria. Students pay for their meals using our Horizon Fast Lane register system, which requires that an account is set up at the BX Customer Service and funds are applied to the account. The child is then issued a personal pin number to use to pay for their meals.

In the school year of 2010-2011, we introduced a whole new serving style for our meal service. Most entrée, fruit and vegetable choices are now selected by the student from our new self-service display cabinets. A color-coded signing system alerts the child as to which items are entrees (they may take only one) and which are side items (they may select up to three side items, of any combination of fruit or vegetables). The daily pasta with meat sauce choice is still

served by our staff onto the tray. There are three choices offered daily to all grades, pasta being the third. Lunch menus can be viewed and downloaded from odin.aafes.com/nutrition/menus.htm, however it is important to remember that at Aviano we use the ELEMENTARY menu for all grades because we have all grades eating together and also because we are the only school to offer pasta with meat sauce each day to all students as a choice, therefore eliminating the extra high school option advertised. The online menu also may not reflect any local changes to the selections. Local menus are sent out in the daily bulletins by the offices of the Middle/High and Elementary School.

Breakfast Items:

For the current school year we have also expanded our breakfast selections to include freshly baked cinnamon sticks and croissants. We serve fruit, hot chocolate, juice, water and milk to the children and we have Italian coffees such as cappuccino for the adults. We serve breakfast from 0700 to 0830 but we are restricted from serving the elementary children after 0750 so they may get to class on time. There must be money in the general (a la carte) account to be able to buy breakfast items.

The Aviano School Cafeteria offers two separate choices for lunch. We have the regular USDA reimbursable tray lunch and the a-la-carte serving line; otherwise known as the “Cool School Café”. The regular lunch is a pattern meal set forth and approved by an AAFES staff dietician following USDA guidelines for nutritional wholesomeness. This is the only meal that is covered under the free and reduced lunch program*. The a-la-carte lunch is simply a snack bar type serving line that sells a variety of food and snack items individually – all at full price.

Our Horizon Fast Lane register system allows meals to be purchased without your child having to keep track of cash. An account must be opened either at the BX customer service or at the cafeteria itself during operating hours. A personal pin number will be issued to your child that he or she can use to pay for meals purchased. Funds may be applied to the account either by payment at the BX (all methods of payments), or at the cafeteria itself during operating hours. A personal pin number will be issued to your child that he or she can use to pay for meals purchased. Funds may be applied to the account either by payment at the BX (all methods of payment), at the cafeteria (cash and check) or by using the MealPayPlus online account management system. There are two accounts in our Fast Lane register system, **General** and **Meal**. Please note that General and meal are both accessible from the same pin number; it’s the same as having a checking and savings account under one name. The General account allows your child to eat anything anywhere in the cafeteria (USDA trays, breakfast items, and the a-la-carte line). The only limitation is parental choice of a daily spending limit. To keep things simple, the **General account** accepts all types of meal charges while the **Meal account** is used to purchase only the USDA tray lunch. The a-la-carte line is not covered by the free and reduced lunch programs; the USDA tray line is the only option for free and reduced lunch authorizations. Second trays and second helpings on the USDA line are also **not covered** by the **Meal account**. If a child wishes to purchase an extra portion, they must ask for a “Lunch Plus” at the register. It costs \$1.00 and gives them an extra entrée, but there must be money in the general account to allow this purchase. A-la-carte items and extras are not available to Kindergarten students.

The Fast Lane system allows parents to set purchasing limits for any account, and to alert cashiers of any allergy or special request for their child. Any meal substitution requests due to allergy must be supported by a letter from the doctor stating the medical reason and acceptable substitutions. These alerts must be set up at the cafeteria itself, where supporting documentation is kept on file

Parents are responsible for controlling the balances of their child's account. If an account goes into the negative, a reminder slip is handed to the child by the cashier. Each week an e-mail is sent to notify parents of negative balances. The child may still eat a hot meal if the account is negative, we will never turn down a child requesting a hot lunch. This only applies to the USDA tray line, however. If an a-la-carte lunch is requested without the funds in the general account, the child is directed to charge a USDA lunch and cannot purchase the a-la-carte items. A great way to track the accounts is by registering with MealPayPlus.com, you will receive automatic notices when the account reaches the balance set by you.

MyPaymentsPlus is a great new online service that allows you to track your child's account, make payments and to receive notifications of balances. Please note that there is a \$5.00 charge for applying funds by credit card online to accounts, but consider the advantages of not having to wait in line at the BX. When setting up your online account, please select "exchange" when asked to enter state, and you will need your child's student account number, available at either the BX after you set up the pin account with them, or at the cafeteria.

Visit MyPaymentsPlus online at www.mypaymentsplus to get started!

Reminder: Money left in an account when school closes in June for summer break is still available when school starts the next year. This also applies to negative accounts, a negative balance will carry over to the next school year, however, attempts will be made before closure to bring all accounts to zero or positive balance using the sponsor's chain of command if accounts are not reconciled in a timely manner.

For students in Kindergarten:

Separate menus are published for these students, with a fixed menu item for the day. Kindergarten lunch counts are taken each day by the teacher, to be entered in the Fast Lane system by our staff at the main cafeteria. Cash cannot be accepted at the kindergarten building, the child must have an account open in the Fast Lane system.

*For information and applications for the Free and Reduced Lunch Program, please contact the School Liaison Officer at 632-5261. Applications are also available at the Elementary School Office.

POC for the school meal program at Aviano is Gabriel Curtis or Romina Bellucci, phone # 632-5600 or 0434-652597 for any questions or concerns.

Operation hours of the cafeteria are 0700-1245 Monday through Friday.
A breakfast snack and cappuccino bar is open from 0700-0830.

Lunch Issues

Students are expected to demonstrate appropriate behavior and table manners. While using the cafeteria the school staff handles lunch behavior problems.

ACADEMIC ACHIEVEMENT

Students are encouraged to achieve to the full extent of their ability. We recognize student differences, but at the same time we do not condone anything less than full effort. We ask your assistance in providing students with encouragement, necessary help and a quiet place to study at home

TERRANOVA STANDARDIZED TESTING

The TerraNova standardized test is administered in spring at Aviano Elementary School to students in grades 3 - 5. We ask your continued cooperation in making sure your child is well rested and in attendance during testing week.

Be Here!

(Please be aware there may be some policy revisions)

School attendance is important and in order to receive the best education, students need to Be Here! DoDEA is implementing a system wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States.

School attendance issues have been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing lifelong positive traits- responsibility, determination, respect for rules of society- that are critical for developing career readiness skills, success in college and in life.

Here are a few of the highlights of the policy:

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
 - Personal illness
 - Medical, dental or mental health appointment
 - A death in the student's immediate family or of a relative
 - Religious holiday
 - Emergency conditions such as fire flood or storm
 - Unique family circumstances warranting absence and coordinated with the school administration.
 - College visits that cannot be scheduled on non-school days.

Establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education.

Students at risk will be monitored by the student support team and school administration to include the identification of supports and interventions
Procedures for monitoring daily student attendance and communicating with families are established in this policy.

There are times when a student needs to miss school- everyone understands that, But attendance is important. To have quality education experience, you need to Be Here

Military families-both military and non-military-underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten –that’s just nine days-can be an indicator that a child will fall behind by the fifth grade.

Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, you need to be here.

Frequently asked questions

When did the attendance regulation become official?

The regulation was released on September 1, 2011 and will go into effect immediately. Principals will begin the process of informing parents and students and making changes to school handbooks and other references at the school level. Recognizing that this is a new policy for DoDEA, we will elicit community and school feedback in early May 2012. If needed, the policy may be revised based upon an analysis of this feedback.

Why was it done, was there a problem with attendance or trying to make kids ready for switch to stateside public schools?

School attendance issues have been identified as a serious issue for children throughout the U.S. and military children are no exception. Multiple absences can impact considerably on a child’s educational standing depending on state and local laws.

This system wide policy is based upon the foundational principle that regular student attendance promotes higher levels of student achievement, school connectedness, and readiness for colleges and careers. The new policy mandates school attendance, requires 180 instructional days per academic year, and recognizes the reality of unavoidable absences such as illness and emergency situations. The policy also aligns with the interstate compact on educational opportunity for military children standard that school systems respect the unique needs of military families when considering requests for excused absences.

Was there a previous policy?

Mandatory school attendance has always been addressed in local, district and area policies across DoDEA. The new policy will formalize the expectations for attendance into a single comprehensive policy system wide that applies to DoDEA schools worldwide and mirrors policies of the public schools that also serve military children. How many days do students have to be in school for and how long is the school year? Recognizing the powerful link between successful learning and classroom attendance, the DoDEA policy establishes mandatory attendance of 180 instructional days per academic year for all students enrolled in a DoDEA school. We believe that school attendance promotes establishment of lifelong positive habits that are critical for developing the skills necessary for career readiness and success in college.

This policy establishes the expectation that students must attend school, and that school attendance is equally as important during the kindergarten years as it is during middle school and high school. There are normally between 181-183 days scheduled in the school year for students.

The new policy mandates school attendance, requires 180 instructional days per academic year, and recognizes the reality of unavoidable absences such as illness and emergency situations. The policy also aligns with the interstate compact on educational opportunity for military children standard that school systems respect the unique needs of military families when considering requests for excused absences. Excused and unexcused absences are outlined in the attached policy. The DoDEA policy establishes a balance between the needs of our military families and the importance of education by requiring a student educational plan to mitigate the absence from school while maintaining high expectations for student learning.

Is this policy worldwide?

Yes, this is a system wide policy. It applies to all 194 DoDEA schools, in DDESS, DoDDS Europe, and DoDDS Pacific. This policy is aligned with attendance policies in many stateside school districts attended by military dependents, which should ease the challenges of transitioning during the year.

The DoDEA attendance policy is also aligned with the interstate compact on educational opportunity for military children, which recommends that schools consider the unique needs of the military by allowing extended absences from school for families to reunite following a deployment.

What are the main components of the new policy?

The main change is the requirement that a student must be in school a minimum of 180 days of the school year. This is in line with most of the public schools in the United States. Another change is that the principal has final authority to identify an absence as excused from school and institute a student educational monitoring plan to be completed during absences when appropriate.

Other key components of the new policy include:

- A requirement for students to complete an educational plan consistent with regularly planned school work during absences.
- Increased communication with parents about the effect of absences on student performance;
- Referral of students with 5 days of absences to the student support team with 7 days of absences to the local command for appropriate intervention and
- Daily record keeping, review, analysis of attendance.

Is there a difference between excused and unexcused absences?

Yes.

What are some examples of excused absences?

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a student educational monitoring plan to be completed during absences when appropriate.

- Personal illness
- Medical, dental or mental health appointment
- Serious illness in the student’s immediate family
- A death in the student’s immediate family or of a relative
- Religious holidays
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.
- College visits that cannot be scheduled on non school days
- Pandemic event

Some of the excused absences are subjective. Who will make the decision about unique family circumstances, etc?

Parents are encouraged to speak with school administration regarding the reasons for school absences.

What about when a parent is deploying or coming home? Will you make the decision about unique family circumstances, etc?

Parents are encouraged to speak with school administration regarding the reasons for school absences.

How does DoDEA’s attendance policy compare to public school policies?

DoDEA’s attendance policy is consistent with attendance policies throughout schools in the United States.

Does this change better align DoDEA with the interstate compact on military children?

The interstate compact suggests that schools provide options for military families to request extended leave. The DoDEA policy provides such an option to include a plan for students to complete school assignments while away from school.

Does it really matter is a child misses school in Kindergarten or the early grades?

Absolutely! School attendance is particularly important at the kindergarten and elementary grades. Early educational services are critical for establishing lifelong skills. Who can provide additional information regarding the new attendance policy? Your local DoDEA school principal can provide additional information.

When a student is absent, a note from the parent is required or a phone call should be made to the school office. Parents will be notified when there are frequent unexcused absences or tardiness.

EXCUSING STUDENTS FROM SCHOOL

A request for early release from school must be made in writing by the parent and given to the teacher. If someone other than the parent is to come for the child, the name of this person should be noted. **A parent or the person authorized in the aforementioned note MUST come into the office, with photo ID, to pick up the child and sign him or her out.** Prior notification will allow the teacher to help your child get organized ahead of time. Sometimes the children are with a whole class or support specialist and may need to take their things with them in order to be ready for you. If your child is ill a parent or emergency contact must pick up the child from the nurses' office.

PROLONGED ABSENCES FROM SCHOOL

If a unique family circumstance warranting a child to be absent for five or more days is going to occur, please send a written notice to the school and the classroom teacher (s). When a two week prior notice is provided to the school and teacher (s), a **Student Educational Pre-arranged Absence Plan** will be developed and ready prior to student departure. Parents, students, administration and teacher(s) will sign the plan. All assignments are required to be completed and returned when the child returns to school. It is the parents' responsibility to provide instruction for the skills that have been covered during the child's absence. It is the school's goal to educate each child in school; however unless the child attends regularly, this goal is difficult to achieve.

STUDENTS TARDY TO SCHOOL

Students are required to be signed in by a parent at the Main Office if they are tardy to school.

CHANGE IN STUDENT INFORMATION

Please notify the school immediately if there is a change in any of the following:

- Indefinite DEROS extension letters are only valid for 1 school year, you will be asked to provide the school a new letter every school year.
- Up-to-date E-mail addresses for all school correspondences
- Duty address of sponsor
- Home phone / cell phones
- Rotation date (Extension orders or RIP must be provided when extended)
- Emergency contact name and telephone number (should be someone other than the sponsor)
- Work telephone numbers
- Overseas home address

In case of illness, accident, or other emergencies, this information is a necessity. When parents know they will be away for a full day or longer, the school should be provided with specific advice and instruction, in the event of an emergency.

EMERGENCIES

The following procedures will be used if an emergency should occur involving your child.

- Step 1. The sponsor (guardian at home) will be contacted, if possible.
- Step 2. If the above fails, the duty office of the sponsor or other parent will be contacted.
- Step 3. If the above fails, the sponsor's command will be contacted to provide contact assistance.

REGISTRATION OF STUDENTS

Required Documents for Registration of Students:

- 1. Copy of current orders
- 2. Current immunization record
- 3. Student's passport or birth certificate for students in kindergarten or first grade
- 4. Records from former school or former school's name and address

Enrollment Requirements in Accordance with DoDEA Regulation

Kindergarten: Students will be eligible to attend Kindergarten if his/her 5th birthday is by 1 September.

1st Grade: Students will be eligible to attend 1st grade if his/her 6th birthday is by 1 September.

Transfer and Withdrawal

Parents of students transferring or withdrawing from school must notify the school of the transfer at least **five school days** prior to departure. Either a phone call or a written note of the withdrawal will suffice, but verbal notification by a child does not constitute adequate notification. The exact date of withdrawal should be given. A copy of your PCS orders is to be provided to the school. When a student leaves near the end of the school year but **PRIOR to 20 SCHOOL DAYS BEFORE LAST DAY OF SCHOOL**, we do not promote but state the following on the report card, "Had this student remained until May 15, 2013, he/she would have been officially promoted to the next grade" (assuming all is in order) and provided the departure date is close to this early withdrawal date. The education of children is a partnership endeavor between parents and the school. Early departure from school at the end of the year is discouraged since days away from the classroom do not provide optimum learning. Please understand the early withdrawal date of May 15 is to allow those parents PCSing the opportunity to change their duty assignments. **It is not designed to allow for family trips or an extended summer vacation. Students withdrawing for reason(s) other than a PCS move will be considered absent for the remainder of the school year.**

Student records may be hand carried by the parents. Records will not be given to the student. In addition, parents must ensure that:

1. Students return all books and equipment that are property of the school. Condition of returned items should reflect only normal usage.
2. Students must pay all fines and charges (including any overdue lunch account).
3. Parents must pick up school records on the last day of school attendance after 1300.
4. No grades will be given for a quarter in which the student is not in attendance for at least 20 days.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee advises the principal on the operation of the school and makes recommendations regarding curricular and budgetary matters. The Department of Defense encourages professional employees and family participation in the formation and operation of overseas local School Advisory Committees (SAC). Members of the committee (parents and teachers) are elected from the local community. A SAC is composed of an equal number of locally elected parents and full-time professional employees of the school. SAC meetings are held as needed at the school. All meetings are held regularly and open to the public. Times, dates and agendas are announced.

Anyone may place an item on the agenda, but agenda items need to be submitted at least one week prior to the announced meeting. For more information, please contact the SAC Chairperson or local school.

PARENTS TEACHERS ASSOCIATION (PTA)

The PTA is an organization of parents, teachers, and students who are concerned and involved in the enhancement of the students' learning experiences and development. The organization provides both financial and volunteer support for school programs. The PTA also provides materials and programs to assist parents in dealing with youth development concerns. Meetings are held monthly and will be announced through the school bulletin and other base information media. Contact your local school or PTA president for further information.

SCHOOL BOARD

Aviano is among several USAF communities with an active school board. The school board represents initiatives on behalf of DoDDS-Aviano. For more information, please contact the School Liaison Officer.

CHILD FIND PROGRAM

A child with disabilities from birth to 21 years of age is eligible for an appropriate educational program. Parents of children with disabilities, not enrolled, should arrange to meet with the principal. All children with disabilities who are not enrolled have a full range of services available to them. Community members knowing of non-enrolled children with disabilities, who are dependents of U.S. Military or DoD Civilian Sponsors, are encouraged to make the sponsor aware of the educational services available at all Aviano Complex Schools. Call your school office for information at any time during the school year.

SURE START PROGRAM

Sure Start is a preschool program for four-year-old children and their families whose sponsors are E1 to E4 range. Any sponsor E1 to E9 or GS1 to GS9, who wishes to apply for the program are encouraged to do so – with the understanding that first priority is given to those children whose sponsors is in the E1 to E4 or GS1 to GS4 range. Parent involvement and participation is mandatory in the classroom. If you feel that your child qualifies for Sure Start, please contact the registrar for an application. Selection and notification will be the week school starts.

GRADE PLACEMENT

Classes are formed to facilitate homogenous grouping. Specific requests for particular teachers will not be considered. Student placement in a grade should reflect best practices for young children. Should you be concerned about the grade level to which your child is assigned, please contact the classroom teacher and school counselors. In conjunction with DoDDS policies, student placement committees will review all placement concerns and make a recommendation to the principal.

STUDENT PLACEMENT COMMITTEE

A Student Placement Committee (SPC) is formed separately for each student being considered for either retention or acceleration. It should consist of those people most directly involved with the student and the situation. The counselor that has been working with the teacher, student and parents should be the head of the committee as well as the one to form the committee and set the meeting date, and finally the one to direct the committee in its deliberation. Normally, the committee should contain the classroom teacher, the counselor, the grade level leader and/or the receiving teacher, if known, the assistant principal. If additional personnel are deemed necessary, such as the psychologist, the Language Arts and Reading Specialist (LARS) or special subject teachers, they may also participate. The Labor Union Representative (LUR) or his/her representative should always be invited. Prior to the convening of the SPC, observations and evaluations, work sampling, etc. should be completed/collected. Depending on the child and the placement involved, a pre-placement/assessment committee meeting may need to take place.

WOULD RETENTION BE GOOD FOR MY CHILD?

At the end of the first semester, parents, students, and teachers begin to look at how much progress “Johnny” has made so far this year. According to H. Wayne Light, PhD. In Parent Guide to Grade Retention, “Sometimes parents confuse academic achievement with report card grades. It is not uncommon for a child to receive a below average report card while testing at or above grade level on individualized achievement tests. Obviously, in such cases, factors other than poor academic skills are causing the below average grades.”

Dr. Light goes on to mention about 19 factors that a parent should consider when considering retention for a child. Although this list is not all – inclusive, it provides a starting point for discussion: Student’s sex, age, knowledge of the English language, physical size, present grade placement, previous retention, siblings, parent’s school participation, child’s life experiences, family moves, school attendance, intelligence, history of learning disabilities, present level of academic achievement, student’s attitude about possible retention, student’s interest in school work, immature behavior, emotional problems, and history of serious behavior problems.

Dr. Light goes on to say, “Most parents and educators agree that the best time to think about retaining a child with school problems is during kindergarten or first grade. After about the second or third grade there is often a social stigma attached to “failing”. Needless to say, each individual situation needs to be considered by everyone involved in working with the student. If you are interested in more information on this topic, please call your child’s grade level counselor.

CONTACTING YOUR CHILD DURING THE INSTRUCTIONAL DAY

Aviano Elementary School makes every attempt to minimize interruption to classroom instruction. Should you need to get an important message to your child during classroom instruction, please contact the office at least 30 minutes prior to the end of the school day. Office personnel will ensure your messages are delivered at an appropriate time to minimize classroom disruptions. Please write a note to the classroom teacher for doctor appointments and other scheduled events with the pick-up times. Please talk with your child about any special after school arrangements before they leave for school in the morning.

STUDENT ARRIVAL AND DEPARTURE TO AND FROM SCHOOL

Children should not be brought to school before 7:40 as there is no adult supervision before that time. All children who ride the bus will be put on their bus to go home unless a signed note is received or a parent meets the child at the school.

SCHOOL HEALTH PROGRAM

The school nurse provides the following services:

1. Care of accidents or illnesses, which occur at school.
2. Vision, hearing, dental and scoliosis screenings.
3. Determination of exclusions and readmissions for health reasons according to clinic guidelines.
4. Coordination of health counseling and assessing the need for health education classes.
5. Serves as resource person to teachers for health education.
6. Teaches health classes when requested by teachers.
7. Monitors immunizations
8. Provides healthcare information and referrals as needed.
9. Administers medication.
10. Puberty education to 5th graders who have parent permission.

Health Services – the role of the school nurse is to minimize absence due to illness. The school nurse does not diagnose, prescribe medication, or give medication without a signed physician order. In order to keep our students as healthy as possible, the school nurse needs ongoing support from parents in the following areas:

- Fever over 100 F
- Repeated vomiting
- Diarrhea
- Eye redness with drainage: or when there is question of this and the child is not able to keep his/her hands away from their eyes
- Infectious disease (i.e., Chicken Pox)
- If they cannot participate in regularly scheduled activities due to tiredness or illness.
- It is recommended by the Pediatric Department that students remain at home at least 24 hours after the first dose of antibiotics and should be fever free without Tylenol or Motrin for 24 hours. Students should not be sent to school if Tylenol or Motrin were given to control a fever in the morning.

When a child has been absent due to illness, a note from parents stating the problem and any instructions from the doctor is very helpful. Special arrangements must be made for a child to stay indoors at recess. Please notify the teachers immediately. All prescription and over-the-counter medicines, as well as inhalers should be kept in the nurses' office during the day. The goal of this policy is to prevent medications from being used improperly. It is important to provide the nurses with a supply of medicine to keep at school. The hospital pharmacy will provide an extra-labeled bottle for prescription medicines upon request. Permission for students to carry medication will be considered individually by the school nurse, parent and doctor.

The primary responsibility for the health care of the child rests with the sponsor. Sponsors are expected to provide to the school accurate information regarding: home telephone number, duty telephone numbers, and an emergency contact telephone number that is different from the above. This information should be updated as soon as any changes occur.

The school nurse should be notified of any health problems of a child, any need for special treatment, and any changes in a child's health condition. A statement should back up situations requiring special treatment from the attending physician.

Sponsors are responsible for follow-up care of children following screenings and for following clinic guidelines regarding attendance of children at school after an accident or illness. Sponsors may be asked to provide written verification from the clinic following treatment for highly contagious ailments.

SCHOOL CLIMATE

Aviano Elementary School fosters and develops a healthy school environment in which students are inspired and confident in their ability to succeed.

Discipline strategies used by all faculty members reflect best practices regarding safety for children. Consistent communication between home and school will help to create a positive learning environment. Each teacher uses a variety of methods to communicate with families such as newsletters, handwritten notes, form letters, phone calls, emails, teacher websites, and conferences to inform parents of their child's progress. If you wish to arrange a conference, call the school office or contact the teacher by a note or phone call to arrange a convenient time. Teachers can also contact you via e-mail if you have provided your e-mail address at registration.

Fighting and bullying will not be tolerated at Aviano Elementary School.

Electronics – IPODS, cell phones, MP3 players, and electronic games are NOT to be used during the day and include LUNCH and RECESS. They may be used on the school bus but upon entering the school campus they should be secured in the child's backpack. The school is NOT responsible for lost items. To prevent these items from being lost, they should be marked clearly with the child's name. (Ideally, the best thing to do is to keep these items at home.)

All adults in the school are responsible for all students and will be expected to counsel them if any misbehavior is observed and compliment them for cooperative behavior. Any behavior that totally stops teaching, causes a danger to the student/others or repeated misbehavior will be cause for disciplinary action. Any acts of physical violence can result in an immediate office visit. Cooperation between school and parents is vital in any disciplinary action.

DRESS CODE

Aviano Elementary School follows the Base dress code. Students are expected to dress cleanly, neatly and in a way that is appropriate for the learning environment and which will not distract themselves or others. Students are expected to wear socks, tennis shoes and clothing that will not restrict movement in Physical Education classes. Student safety is up most in the minds of Aviano staff. Thongs (flip-flops), sandals without straps, elevator shoes and shoes without

covered toes are discouraged. Students wearing these types of shoes will not be allowed on playground equipment. Heelies are not safe in the school environment and are not to be worn to school.

Tank tops, halter tops and spaghetti strapped shirts are not appropriate school attire. Students are also expected to wear shorts that are of appropriate length. A basic rule of thumb would be shorts that are below the finger tips when arms are held to the side.

The dress code prohibits students from wearing clothes that may reasonably be defined as gang-related apparel. This is apparel that, if worn or displayed on a site/school campus, could easily be determined to threaten the health and safety of the school environment. Any attire/paraphernalia/symbol that displays a logo or other message relating to alcohol; tobacco, drug, or gangs may not be worn. Students must wear clothing that covers the body.

RECOGNITION PROGRAM (FOR FOURTH AND FIFTH GRADE STUDENTS)

A/B HONOR ROLL:

Grades in academic subjects must be A's or B's; with either an "E or M" in special areas.

A HONOR ROLL:

Grades in academic subjects must be all A's; with either an "E or M" in special areas.

PRINCIPAL'S AWARD:

This award is given to those students who achieve all A's for two or more consecutive quarters.

GENERAL'S AWARD:

This award is given to those students who achieve all A's for four consecutive quarters.

OTHER AWARDS:

In addition to the Honor Rolls, awards are presented to students who have distinguished themselves in other ways, such as citizenship and other special achievement awards.

As an Aviano Elementary Student, I will be the best I can be.

In class I will:

- Participate
- Stay on task
- Be a good listener
- Help others
- Wait until I get my work done before I play
- Work with others
- Show school spirit by wearing red, white and blue every Friday

In the school community, I will:

- Use self control
- Be friendly to all – even those without friends
- Use good manners
- Respect other cultures
- Play safely

I will always say – **I CAN DO IT!**

DISCIPLINE AND SCHOOL CONDUCT

It is important that all children feel safe at school. We encourage students to develop self-control and a sense of respect for themselves and their fellow students as well as 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.

It is important that discipline is appropriate; therefore, circumstances are considered before consequences are determined. Consequences range from talking to the teacher, talking to an administrator, calling the parents, losing privileges within the school, serving detention, to suspension or expulsion. We do our best to match consequences with the misbehavior, the frequency of previous occurrences, and the age of the child. Teachers maintain classroom management plans that assist students to avoid misconduct, and we follow school-wide expectations.

Students are responsible for respecting public and personal property, obeying school expectations, and accepting reasonable and appropriate consequences if their responsibilities are not fulfilled.

Every effort will be made to help a student who experiences difficulty adjusting to school life. Parents will be informed, and conferences will be held. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

WEAPONS, REPLICAS, AND FORBIDDEN ARTICLES

Matches, bullets, firecrackers, caps or other explosive devices, knives, slingshots, cap guns, water pistols or other play guns, itching powder, or any other objects likely to be dangerous, cause misconduct, or cause anxiety in other students may not be brought to school. Drugs or any gang related clothing 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 and possible expulsion.

SUSPENSION

One consequence for misbehavior is in-school suspension. The school administrator may also suspend a child from school for a period of time, normally not to exceed ten days.

The administrator will inform parents of the reasons for in-school and out-of-school suspension, the length of suspension, and the conditions for reinstatement. Fighting, throwing inappropriate objects, abusive language, sexual harassment, and name-calling with racial or ethnic overtones will usually result in immediate suspension. The superintendent and the Commanding Officer are notified of all suspensions.

A parent must accompany the child to school on the morning following a suspension. At this time a conference will be held with an administrator to ensure that the child fully understands the

expectations to be followed. **Please help us by discussing with your children the school expectations.**

Aviano Elementary has five simple school rules:

1. I am considerate of others.
2. I keep my hands, feet and objects to myself
3. I respect adults by following their directions
4. I respect school and personal property
5. I avoid unsafe situations

DoDDS ZERO TOLERANCE



WHAT IS MEANT BY ZERO TOLERANCE?

Zero Tolerance means that weapons or replicas are not allowed in school. Severe actions will be quickly be taken against those who defy this policy, and no leniency will be shown towards violators.

ARE SCHOOL BUSES CONSIDERED SCHOOL PROPERTY?

Yes! Weapons are not allowed on school buses as well as at any school functions or activities.

CAN STUDENTS GET INTO TROUBLE IF THEY KNOW ABOUT OR ASSIST SOMEONE WHO HAS A WEAPON?

Yes! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

CAN STUDENTS GET INTO TROUBLE IF THEY BRING A KNIFE TO SCHOOL FOR A SCOUT MEETING AFTER SCHOOL, EVEN IF THEY KEEP IT IN THEIR BACKPACK AND DON'T SHOW IT TO ANYONE?

Yes! Bringing a weapon or replica to school or possessing such an item is a violation of policy. Even as part of a costume, toy replicas are not allowed.

IS THREATENING SOMEONE WITH A TOY CONSIDERED AN INFRACTION USING A WEAPON?

Yes! Items not designed as weapons but used as weapons to harm, frighten, or threaten someone are considered to be weapons.

CAN STUDENTS BE EXPELLED OR SUSPENDED FROM SCHOOL FOR BRINGING IN ITEMS THAT LOOK LIKE WEAPONS?

Yes! Items that resemble weapons will also be considered a weapon replica and are not allowed at school. Even toys that look like weapons could be considered a replica.

WHAT IS THE PURPOSE OF THE SCHOOL DISCIPLINE COMMITTEE WITH REGARD TO WEAPON VIOLATIONS?

The School Discipline Committee is made up of parents, teachers and community members and makes recommendations to the principal for appropriate disciplinary action on referrals for suspensions (over 10 days) and expulsions. They also make recommendations for counseling and follow-up actions.

SEVERE MISCONDUCT

The following examples of misconduct are considered serious, and should be reported to the child's parent, school counselor, and the teacher's immediate supervisor:

1. Fighting or physically threatening others
2. Bringing to school fireworks, matches, lighters, knives and other potentially dangerous items is forbidden.
3. Open defiance of authority.
4. Profanity or sexual harassment
5. Theft or destruction of property

All discipline referrals will be documented in APSEN, the student data system.

CONSEQUENCES OF SEVERE MISCONDUCT

1. Upon the first offense, the teacher and/or administrator will counsel the child, and notify the sponsor. The school counselor should be informed as well.
2. Factors to be considered in the suspension process should include the following:
 - a) The period of suspension will be determined by the seriousness of the offense. Suspended students will only be released to their sponsor or a designated adult.
 - b) Students may not participate in any extra-curricular activities during the time of their suspension.
 - c) Students with an active IEP must undergo a review to determine if the misconduct is directly related to their impairment. Their situation will be considered on a case-by-case basis.

Students Rights and Responsibilities: The basis for what follows is taken from the Department of Defense Dependents School Manual 2050.1. Any set of regulations or guidelines is only effective in terms of how they are used and the mutual understanding of the intended purpose of the guidelines.

This document states:

“The school staff, parents or sponsors, installation commanders and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.”

“Students, regardless of age, have the responsibility for conducting themselves in a manner which does not violate the rights of other people. They share with administrators, teachers, and parents the responsibility of developing a climate within the school that is conducive to productive learning and living.”

PLAYGROUND RULES

1. Keep your hands, feet and objects to yourself.
2. Use playground equipment properly. Pushing, jumping and running on playground equipment is not safe.
3. Sit while eating and throw away trash in a container when finished
4. Walk down the stairs.
5. Play ball, tag, etc. in designated areas.

Behaviors such as the following are not acceptable:

- Fighting, (hitting, pushing, or kicking)
- Play fighting, such as karate or kung-fu kicking
- Playing rough, hurting others
- Twist, climb, and stand on or jump from the swings
- Take food or drinks onto the playground
- Use of foul or disrespectful language
- Deliberately throw a ball at someone
- Bullying

Playground monitors will issue discipline slips to students who violate the playground procedures and/or rules. The playground monitor will use a timeout area during recess for students who repeatedly misbehave or need a place to cool down. Serious violations will be referred to an administrator for further action.

School rules remain in effect when students are at lunch and recess.

Other suggestions for safe play:

- Balls stay in the designated area.
- Tag-should be touch only and played in designated area. No grabbing, no pulling
- Everyone is welcome to play in all games, no exclusions.
- No high kicking in soccer
- Hands to yourself.

Listen and respect directions given to you by the adults in charge.

FIRE DRILLS/EVACUATION/FORCE PROTECTION MEASURES

In the interest of student safety, Aviano Elementary plans for emergencies through the practice of various drills through-out the school year. These drills are coordinated with local base personnel. Please contact the school administration for questions or concerns regarding student safety.

STUDY TRIPS

Study trips are an extension of classroom learning and will occur between October 1st and May 31st. All students are invited and expected to participate. Parents can volunteer to supervise students on the trip and need to devote full time to students assigned to them. It is not appropriate for family members (i.e. siblings) to participate in, travel with, or join the group at their destination.

(DoDEA 1005.1 Manual)

10.9 Participation

10.9.1 School trips shall be open to the widest possible student participation based on the purpose and goals of the trip

10.9.2 If a trip is designed for a specific group, only those students may participate.

10.9.3 Family members of teachers and adult chaperones may not participate in the trip, travel with the group, nor join in the group at the trip's destination, unless they are members of the group for whom the trip was designed. Sponsors and chaperones are to devote full-time supervision to the group members on the trip.

10.9.4 Teacher-sponsor participation (both U.S. and local national) must be voluntary.

10.9.5 Substitutes are authorized.

HELPING YOUR CHILD LEARN

- Show your child that school is important. Encourage your child's active interest in school.
- Emphasize the importance of regular attendance at school and arriving on time.
- Ask your child what he/she is doing in school.
- Show a positive interest in the activities, lessons, and tests brought home. Your child has usually done his/her best and wants to share accomplishments.
- Listen to and talk with your child. Many children who disrupt class need attention.
- Provide a quiet study area at home and a special time for studying. Encouragement on your part will help your child develop good study habits and build confidence for schoolwork. Be sure to turn off the television set!
- Take your child to the library. Pick out books they can share with each other. Read to your child and have him/her read to you. Reading to each other promotes further reading.
- Help your child be selective about television viewing. Encourage physical activity after school.
- Encourage your child to accept responsibility for classroom assignments as well as small chores at home. In this way, your child will feel he/she has had an active part in influencing his/her world.
- Help your child feel good about his/her accomplishments. A positive self-image can last a lifetime.
- Give your child the experience of handling money and telling time.
- Help your child decide what is appropriate to wear. Clothing should not inhibit ability to learn and play safely.
- Show your support for teachers and the school principal. Promoting an atmosphere of respect helps reduce discipline problems at school.
- Be a model at respecting other people's rights and property. Please encourage children to do likewise.
- Help your child develop a healthy lifestyle by providing a nutritious breakfast and lunch, avoid sending high sugar snacks and drinks

HOMEWORK

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.

Please speak often with your child's classroom teacher about the expectations for assignments outside of school and the organizational tools that may be used in the classroom to assist with home study. Refer to the DoDEA website <http://www.dodea.edu> for grade level guidelines.

STUDENT PROGRESS

Grades measure academic performance and indicate the student's level in meeting achievement of DoDEA academic standards and curriculum objectives. They report achievement relative to measurable curriculum objectives; they do not measure academic potential or social performance. Percentages used in grading must correlate to the DoDEA grading scale.

Grading reflects the teacher's professional judgment of a student's level of achievement. Various methods can influence a teacher's evaluation of a student's mastery of curriculum objectives. Teachers are responsible for justifying their grading system (evaluation design) and the grades assigned to their students. It is understood that within a teacher's grading system (evaluation function), a numerical grade cannot be assigned to every accomplishment or degree of success/failure.

Student progress should be reported in a useful and understandable way to the student and sponsor. The critical issues in grading are the validity and usefulness of the grades for the variety of purposes they are called on to serve, i.e., conveying information on student achievement, providing incentives for students to study, serving as selection criteria, and assisting the student in career and educational planning. The grade given should reflect the teacher's professional evaluation of student achievement and must be clearly justifiable by the teacher. (DoDEA 1005.1 Manual)

Report Cards are sent home at the end of each quarter. The first report card will be given to parents at Parent-Teacher conferences scheduled at the end of the first quarter. Report cards for the second, third and fourth quarters will be sent home with students. Teachers at AES are happy to meet with parents if a conference is requested. **For Gr.4 & 5 students only**, teachers implement an electronic grade book program. One feature of the program is the Parent Connection, which allows parents to access and view their child's grades and assignments throughout the school year. If a parent is interested in participating in this program you will need to log on to the following website- <https://dodea.gradespeed.net>. More information will come out at the beginning of the school year.

VISITORS

Visitation to our school by parents is highly encouraged. All visitors (including parents and volunteers) are required to report to the office to obtain a visitor's pass before going to a classroom. AES is required to implement Random Anti-Terrorism Measures (RAM)

periodically, please have your I.D. card with you when coming to the school. At AES, teachers and staff are committed to maintaining a school environment that is conducive for optimum student learning. Please support us in our efforts to make classroom interruption minimum. Please return all visitor/volunteer badges upon exiting the school.

PRIVACY ACT

The school maintains the confidentiality of its students' records. Records are only released to the sponsor. Additionally, personal telephone numbers addresses, and other personal information will not be released.

PARENT/TEACHER CONFERENCES OR CLASS OBSERVATION

Teachers are available for conferences on most days before school hours or after school is dismissed. Appointments should be requested by telephone or in writing. PLEASE bear in mind that any interruption in a classroom causes the students to lose valuable instructional time. If it becomes impossible for you to keep your appointment, please notify the teacher with an e-mail or call to the office. Teachers will strive to do the same. Parents are welcome to visit their child's classroom after arrangements are made with the teacher.

SCHOOL CURRICULUM

Our overall curriculum for our school covers the following areas: Reading/Language Arts, Mathematics, Social Studies, Health, Science, Art, Music, Physical Education, Library Skills, Italian Culture, FLES (Foreign Language Elementary School). DoDEA Standards drive our curriculum and they are supported by additional supplemental materials.

CHAIN-OF-COMMAND FOR ADDRESSING SCHOOL RELATED ISSUES

If you have a concern, please communicate it to us. The chain-of-command would be to begin with the lowest level.

Teacher – Leave a message by phoning 0434-30-5677 for the teacher to phone you.

Nurse – If health related, call 0434-30-5620

Counselor – If concern is not solved with the Teacher call the appropriate grade level Counselor.

Assistant Principal – If concern is not solved with the Teacher, Nurse and/or Counselor, ask for the Assistant Principal.

Principal – If the Teacher, Counselor, Nurse or Assistant Principal and you have been unable to solve the problem, call the school office for an appointment to meet with the principal.

Speaking directly with your child, the Teacher, the Nurse or Counselors or Administrators is the best way to solve individual and particular concerns.

SAFETY TIPS FOR STUDENTS

1. Learn your full name, address, and phone number. Learn your parent's title and workstation; carry important numbers on a card in your backpack.
2. Learn how to make long distance calls – direct dial and through the operator.
3. Never get in anyone's car without your parents' permission.
4. Never tell someone on the phone that you are home alone.
5. Never go into anyone's house without your parents' permission.
6. No one has the right to touch the private parts of your body except your doctor or nurse.
7. Never visit with strangers.
8. You must tell your parents if an adult or teenager wants you to "Keep a Secret."
9. You must tell your parents if someone offers you gifts, money, or wants to take pictures of you.

BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

The safe transportation of students is our most important concern. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. This is only part of the formula, however. The safe operation of school buses depends on proper conduct by the students who ride those buses.

Student behavior on our school buses is a parental responsibility. Parents and sponsors must ensure their children understand the rules for riding the school bus and follow them. When students disobey the rules, they distract the bus driver. The bus driver must not be distracted from safe driving by students' misbehavior. Students must show respect for bus drivers and Security Guides and follow their instructions.

School bus transportation is a privilege, not an entitlement. We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students who do not comply with school bus rules may have their bus riding privileges suspended or revoked. When this happens, parents and sponsors will have to make their own arrangements for their children to get to and from school according to established school hours.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.

9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the School Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interface with other students.
14. Disrespect, distract or interface with the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open the bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with the bus controls or emergency equipment.

TRANSPORTATION CHANGES

For the safety of your children, we ask that you request any changes in transportation in **PERSON** or send a **NOTE** to school with your child for his/her teacher. We will accept emails to trans.aviano@eu.dodea.edu. We will **NO LONGER ACCEPT** telephone messages changing arrangements.

DoDDS INTERNET POLICY

Students are required to sign an extensive Internet and Network Use Agreement. The use of the internet and any network resources is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Administration, teachers and/or staff may deny, revoke, or suspend specific user access of those students who violate the agreement.

PETS

At Aviano Elementary School we love learning about and caring for animals. Unfortunately, pets can cause safety issues for children in a school environment. Please refrain from having your pets with you when delivering your child to school or meeting them at the end of the day.

Should your child suffer from allergies related to animals please contact your child's teacher and the nurse. Should you have any question regarding pets being at school, please contact the school principal.

LOST AND FOUND

Please label all items of personal property, particularly billfolds, sweaters, jackets, coats, notebooks, and lunch boxes. Please check in with the office and the multipurpose room (cafeteria) for any lost items. Each semester the items left will be donated to an orphanage.

DoDDS EUROPE OFFICIAL SCHOOL SUPPLY GUIDELINES

This is the only official list of supplies for students at DoDDS-E schools throughout Europe. Each school may provide additional guidance to the parents on what to buy for their students that are more "grade specific". Additionally, teachers will identify which items will be needed for their classroom. So please check your school and your child's teacher to know exactly what items will be needed.

Parents:

Parents are expected to provide the following for their children as needed:

All School Levels:

pens and pencils	rubber eraser
colored pencils	colored pencils
glue (sticks,bottled)	pocket folders
highlighters	book bag or backpack
spiral notebooks	plastic supply box
notebook dividers	bound composition book
gym shoes	notebook – 3 ring binder
paints (watercolor)	colored markers
tissues (1 box max.)	planners
paper – loose leaf	

For Elementary Schools Only:

- child round end scissors
- crayons
- bath towel
- paint shirt

Schools:

Schools are expected to purchase the following items and have them available in August for the beginning of school:

- Rulers (ES & MS only)
- Paints (tempra)
- Pencil sharpeners
- Toilet paper
- Paper – graph
- Index cards
- Calculators
- Dishwashing detergent
- Plastic bags
- Paper towels
- Contact paper
- Liquid Soap
- Baby wipes
- Hand Sanitizer
- Locks (as required)
- Copy –printer paper
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Welcome to a new school year. We are confident that together we can provide an excellent educational experience for your children.

Aviano Elementary School- updated June 2012

KINDERGARTEN:

- 3 Mead Primary Composition Journal (09956)
- 2 pkgs #2 pencils (regular size)
- 6-8 large glue sticks
- 1 bottle of glue
- 1 box of washable markers
- 3 packs of 8-count crayons (regular size)
- 1 24 count box of crayons
- 1 pkg. of watercolors
- 1 large box of tissues
- 1 standard eraser
- 1 box gallon size plastic bags
- 1 box quart/pint size plastic bags



1st GRADE:

- 2 Boxes of 24 crayola crayons.
- 1 pair of Fiskar round point scissors
- 4 large glue sticks
- 1 bottle of school glue (not gel)
- 1 pkg #2 pencils
- 4 standard erasers
- 1 pkg washable markers (big or small)
- 1 watercolor paint set (8 basic colors)
- 1 large box of tissue
- 2 pocket folders without brads
- 1 pkg colored pencils 12 or 24
- 2 Mead Primary Composition Journals (09956)

2nd GRADE:

- Crayons – box of 24
- 3 pkg #2 pencils
- Round point scissors (8 pan)
- 6 large glue stick
- Erasers (standard erasers)
- 1 large box of Tissue
- 4 Mead Primary Composition Journals (09956)
- Colored markers (thin only)
- Colored pencils
- 3 plain pocket folders (bottom pockets only)

3rd GRADE:

- #2 pencils & red pen as needed
- Crayons – 24 pcs (non-toxic)
- Fiskar scissors
- Markers (thin)
- 4 pocket folders (one with clips)
- 1 large box of tissue
- 2 Loose-leaf notebook paper – wide rule
- Colored pencils
- 1 Bottle of school glue (not gel)
- 4 Mead Composition Notebooks (all lined, not primary)
- Fat markers (washable)
- Big eraser and 1 zipper pouch for holding pencils.



4th GRADE:

- Crayons box of 24
- 1 pkg of #2 pencils
- 1 large pkg of loose- leaf paper or white ruled tablet- wide ruled paper
- Colored Markers
- Erasers
- Fiskar round point scissors (8 pan)
- Glue
- 1 large box of tissue
- 1 box of Colored pencils
- 4 pocket folders
- 1 Black Mead Composition Journal
- 2 glue sticks
- 1 package of 8 colored markers



5th GRADE

- 1 pkg. of # 2 Pencils with erasers
- 1 large pink eraser
- 1 pair of 7'' Fiskar student scissors
- 1 set of colored pencils
- 2 glue sticks
- 1 zipper pouch for holding pencils (**Mrs. Gammill's class**)
- 1 full size box of tissue (each semester)
- 2 plastic folders with pocket (**Mrs. Gammill's class**)
- 2 reams of loose leaf paper (wide ruled)
- 1 1 ½'' 3 ring binder (**Ms. Welke's class**)
- 1 pkg. of 5 subject dividers with pockets (front and back) (**Ms. Welke's class**)
- 2 black Mead Composition Journals

Teacher Request NO Trapper Keepers

MULTI-AGE CLASSES:

- 2 pkgs #2 pencils
- 1 pkg. pencil top erasers
- 1 box crayons (**Ms. Denham's class**)
- 1 box colored pencils
- 1 box thin markers or 1 box large markers
- 6 pocket folders (**Mrs. Sajo's class**)
- 2 large boxes of tissue
- 1 plastic folder (**Mrs. Sajo's class**)
- 6 glue sticks
- 2 pkg wide rule notebook paper
- 1 pair Fiskar scissors (new students only)
- 1 1½ inch plain 3-ring notebook binder for portfolio (**Mrs. Burk & Ms. Denham's class**)
- 4 – 1 subject notebooks (**Ms. Burk's class**)
- 2 black Mead Composition Journals (**Ms. Denham's class**)

PLEASE NOTE:

Backpacks large enough to hold 9x12 folders and gym shoes are needed for ALL students. Teachers may require other approved supplies once school begins.