

August 2008

**School Instructional Hours: 0755-14:30**

**School Office Hours: 07:30-16:00**

Students and Parents,

On behalf of the faculty and staff, I welcome you to Aviano Elementary School. We certainly hope that you and your child(ren) will have a satisfying and successful school year. For those of you joining our school for the first time, I would like to encourage you to become actively involved in your child's education. For those returning, I trust that you will continue to support the school through ongoing participation in programs, special activities, and frequent communications.

The purpose of this handbook is to provide information regarding school policies and procedures and point out ways in which you and our staff working together can help your child have a successful year.

The information will provide a background to enhance the quality of our future communications. You may expect parent newsletters to be sent home on a monthly basis and weekly updates sent electronically every Friday. These publications are designed to keep you informed about items of interest and scheduled events. You are also urged to contact your child's teacher or the school office as concerns arise through out the school year. Bring to our attention questions you would like clarified or conditions that you believe can be improved.

At Aviano Elementary School, we are striving toward a goal of **"SUCCESS for ALL"**. Students, parents and teachers working together is the only way we can achieve this lofty goal. We are looking forward to working with you in an effort to provide your child with successful, productive and rewarding educational experiences.

Please feel free to contact me at DSN 632-5677 or 0434-30-5677 or e-mail me at [Tim.Erickson@eu.dodea.edu](mailto:Tim.Erickson@eu.dodea.edu).

Sincerely,



**Timothy J. Erickson**  
Principal

School Phone Numbers

Main Office (K-5): 0434-30-5677/DSN 632-5677  
Kindergarten Office: 0434-30-6400/DSN 632-6400  
Nurse's Office: 0434-30-5620/DSN 632-5620  
Cafeteria (AAFES): 0434-30-5600 or DSN 632-5600  
School Liaison Officer: DSN 632-5261  
DETMO (School bus info.): 0434-30-5152 or 5100  
DSN 632-5152/5100  
School Fax: 0434-66-0921

E-mail us with any questions at:  
[AvianoES.PRINCIPAL@eu.dodea.edu](mailto:AvianoES.PRINCIPAL@eu.dodea.edu)

E-mail teachers & staff at:

[first\\_name.last\\_name@eu.dodea.edu](mailto:first_name.last_name@eu.dodea.edu)

**ITALIAN HOLIDAYS**

**Festivita**



1 January	Capodanno (New Year's Day)
6 January	Epifania (Three Kings Day)
9 April	Pasqua (Easter)
25 April	Liberation Day
1 May	Labor Day
2 June	Republic Day
15 August	Ferragosto/Assumption Day
1 November	All Saints Day
8 December	Immaculate Conception
25 December	Natale (Christmas)
26 December	Saint Stephen's Day



## DoDDS-Europe School Calendar 2008-2009

### First Semester

#### 2008

Monday, August 25  
Monday, September 1  
Tuesday, September 2  
Monday, September 8  
Friday, September 12  
Friday, October 10  
Monday, October 13  
Thursday, October 30  
Friday, October 31  
Monday, November 3  
Thurs-Fri, November 6-7  
  
Tuesday, November 11  
Thursday, November 27  
Friday, November 28  
Friday, December 19  
Thursday, December 25

#### 2009

Thursday, January 1  
Monday, January 5  
Monday, January 19  
Thursday, January 22  
Friday, January 23

Grades 1-5 Begin Classes  
Labor Day – Federal Holiday  
Kindergarten Classes Begin  
Sure Start Classes Begin  
Early Dismissal 11:15  
No School-Teacher In-Service  
No School-Columbus Day  
End of First Quarter  
No School – Teacher Work Day  
Begin Second Quarter  
Parent/Teacher Conference Dates  
No School for Students  
Federal Holiday - Veterans Day  
Thanksgiving - Federal Holiday  
Thanksgiving - Recess Day  
1115 Dismissal - Winter Recess  
Federal Holiday – Christmas

Federal Holiday (New Year's Day)  
Instruction Resumes  
Martin Luther King, Jr. Day – Federal Holiday  
End of Second Quarter and First Semester  
No School – Teacher Work Day

### Second Semester

Monday, January 26  
Monday, February 2  
Monday, February 16  
Friday, March 13  
Thursday, April 2

Begin Third Quarter and Second Semester  
Parent/Teacher Conference Date  
Presidents' Day – Federal Holiday  
No School – Teacher In-Service  
End of Third Quarter

Friday, April 3  
Monday, April 6  
Monday, April 13  
Friday, April 17  
Friday, May 22  
Monday, May 25  
Friday, June 5  
Thursday, June 11  
  
Friday, June 12

No School – Teacher Work Day  
Spring Recess Begins  
Instruction Resumes – Begin Fourth Quarter  
Parent/Teacher Conference Date  
1115 Dismissal – Teacher In-Service  
Memorial Day – Federal Holiday  
1115 Dismissal – Teacher In-service  
End of Fourth Quarter and Second Semester  
1115 Dismissal  
No School – Summer Recess Begins



***MATH MATTERS!***

# AVIANO ELEMENTARY SCHOOL - SCHOOL YEAR 2008/2009 (Updated June 08)

**LIST OF SUPPLIES:** Parents are requested to purchase the following basic educational supplies for their children.

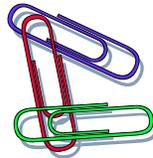
## **KINDERGARTEN:**

- 3 Mead Primary Composition Journal (09956)
- 10 pencils (regular size)
- 4 large glue sticks
- 1 box of washable markers
- 4 packs of 8-count crayons (regular size)
- 1 large box of tissues
- 3 pocket folders without brads
- 1 standard eraser
- Bath towel
- Paint shirt



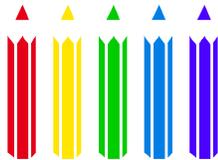
## **1<sup>st</sup> GRADE:**

- 2 Boxes of 24 crayola crayons.
- 1 pair of Fiskars round point scissors size
- 4 large glue stick
- 1 bottle of school glue (not gel)
- 1 pkg #2 pencils
- 1 standard eraser
- 1 pkg washable markers (big or small)
- 1 water color set
- 1 large box of tissue
- 3 pocket folders without brads
- 1 pkg colored pencils 12 or 24
- 3 Mead Primary Composition Journals (09956)



## **2<sup>nd</sup> GRADE:**

- Crayons – box of 24
- 1 pkg #2 pencils
- Round point scissors (8 pan)
- 1 large glue stick
- Erasers
- Zippered pencil/supply bag for desk supplies (not box)
- 1 large box of Tissue
- 3 Mead Primary Composition Journals (09956)
- colored markers
- colored pencils
- 3 plain pocket folders (bottom pockets only)
- 2 folders



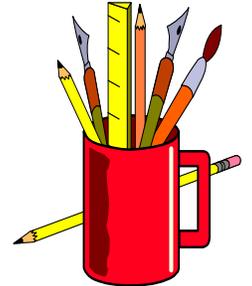
## **3<sup>rd</sup> GRADE:**

- #2 pencils & pens as needed
- Crayons – 24 pcs (non-toxic)
- Fiskar scissors
- Markers (thin)
- 4 pocket folders
- 1 large box of tissue
- Loose-leaf notebook paper – wide rule
- Colored pencils
- 1 Bottle of school glue (not gel)
- 3 Mead Composition Notebooks
- Fat markers (washable)
- Big eraser



## **4<sup>th</sup> 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
- Fiskars 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



## **5<sup>th</sup> GRADE**

- 1 box of crayons
- Pencils and erasers
- 1 pair of 7" fiskars student scissors
- 1 set of colored pencils
- Glue sticks
- 1 zipper pouch for holding pencils
- 1 full size box of Kleenex tissue
- 2 plastic folders with pocket
- 1 ream of loose leaf paper (wide ruled)
- Highlighter



**Teacher Request NO Trapper Keepers**

## **MULTI-AGE CLASSES:**

- 1 pkg #2 pencils
- 2 pkg pencil top erasers
- 1 box crayons (Mr. Wilson's Class)
- 1 watercolor paint set (8 basic colors)
- 1 box Colored pencils
- 1 box thin markers
- 1 box lrg markers (Mr. Wilson's Class)
- 6 pocket folders (Ms. Sajo's Class)
- 1 large box of tissue
- 1 plastic folder
- 6 glue sticks
- 1 pkg wide rule notebook paper
- 2 Mead Composition Journals - lined, no space at the top (Ms. Sajo's class)
- 1 pair Fiskars scissors (new students only)
- 1 1½ inch plain 3-ring notebook binder for portfolio

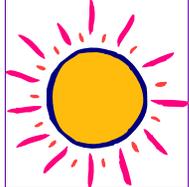
**Teachers Request No Trappers or Zippers**

## **PLEASE NOTE:**

**Backpacks large enough to hold 9x12 folders are needed for ALL students.**

# August 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 School Be- gins Grades 1-5/PSCD	26	27	28	29	30
31						

# September 2008



*Celebrating Johnny Appleseed Day*



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day No School	2 Kinder garten Classes Begin	3	4	5	6
7	8 Sure Start Classes Begins	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

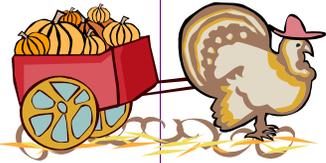
# October 2008



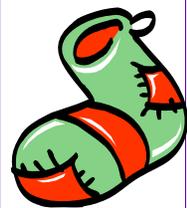
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 No School Teacher In-service	4
5	6	7	8	9	10	11
12	13 Columbus Day No School	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 End of First Quarter	31 No School Teacher Work Day	

# November 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Begin Second Quarter	4	5	6	7 No School Parent Teacher Conferences	8
9	10	11 Veteran's Day No School	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 No School Thanks- giving	28 No School Recess Day	29
30						

# December 2008



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					1115 Early Dismissal	
21	22	23	24	25	26	27
	Winter Recess No School					
28	29	30	31			
	Winter Recess No School	Winter Recess No School	Winter Recess No School			

# January 2009



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day No School	2 Winter Recess No School	3
4	5 Instruction Resumes	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King, Jr. Day No School	20	21	22 End of Second Quarter/ist Semester	23 No School Teacher Work Day	24
25	26 Begin Third Quarter/2nd Semester	27	28	29	30	31

# February 2009



**MATH MATTERS!**

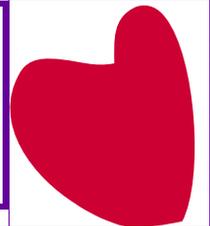


**Celebrating 100  
Days of School**



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Parent Teacher Conferences No School	3	4	5	6	7
8	9	10	11	12	13	14
15	16 President's Day No School	17	18	19	20	21
22	23	24	25	26	27	28

Notes:



# March 2009



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					No School Teacher In-service	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# April 2009



*Math Matters Play*



*Jack and the Beanstalk Play  
Teacher Appreciation Day*



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 End of Third Quarter	3 No School Teacher Work Day	4
5	6 Spring Recess	7 Spring Recess	8 Spring Recess	9 Spring Recess	10 Spring Recess	11
12	13 Begin Fourth Quarter	14	15	16	17 Parent Teacher Conference	18
19	20	21	22	23	24	25
26	27	28	29	30		

# May 2009

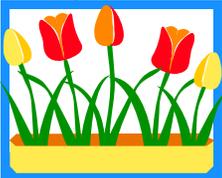


*Fairytale Performance*



*Recycling Plastic Bags-1,955*



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 1115 Early Dismissal	23
24	25 Memorial Day No School	26	27	28	29	30
31	Notes:					

# June 2009



*Kindergarten trip to the farm and zoo*



*Multi Age Play*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 1115 Early Dismissal	6
7	8	9	10	11 Last Day of School 1115 Early Dismissal	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Table of Contents

Office of the Superintendent	Page 2	Student Placement Committee	Page 6
Mission Statement	Page 2	Would Retention Be Good For My Child	Page 6
NCA Statement	Page 2	Contacting Your Child At School	Page 7
Community Strategic Plan (CSP)	Page 2	School Arrival/Departure	Page 7
School Volunteer Program	Page 2	Transfer/Withdrawals	Page 7
School Climate	Page 3	Pets	Page 7
Dress Code	Page 3	Lost and Found	Page 7
Playground Rules	Page 3	Fire Drills	Page 7
Zero Tolerance (Weapons)	Page 4	Study Trips	Page 7
Bus Safety	Page 4	Helping Your Child Learn	Page 8
Change in Student Information	Page 5	Homework	Page 8
School Advisory Committee (SAC)	Page 5	Student Progress	Page 8
Parents Teachers Association (PTA)	Page 5	Visitors	Page 8
School Board	Page 5	Recognition Programs	Page 8
Child Find Program	Page 5	Early Withdrawal	Page 9
Sure Start Program	Page 5	Chain of Command	Page 9
Medications in School	Page 5	Local and International Mailing Address	Page 9
Enrollment Requirements	Page 6		
Grade Placement	Page 6		



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



01 August 2008

Dear Students, Parents, and Community Members of the Mediterranean District!

I am delighted and proud to have been selected as the new Mediterranean District Superintendent for SY 08-09. I know that you will miss Dr. Bates' wonderful smile and interaction with all of you, but I hope that I will have the same opportunities to get to know each and every one of you personally, as well as professionally. Previously I was the Superintendent of the former Hessen District in Germany, and presently I am the Superintendent of the Heidelberg District, also in Germany. Therefore, I am very glad to bring with me a wealth of experience and knowledge, all of which I know will be augmented further by the wonderful people at our schools and communities in Italy, Portugal, Spain, and Turkey.

Meeting all of you and working with your respective communities will be a great pleasure for me. I know that the diversity of this district, along with the enthusiasm and creativity each one of you brings to your schools, cannot be matched elsewhere. As we work together to provide consistent, caring, and safe environments for our students, I hope we will build wonderful bonds of trust and collegiality. Each one of you plays a vital role in developing and assisting students in acquiring the skills they need to reach their potential. Therefore, no matter what your job is in the school or in the district, you will make a difference in the lives of our children and our families.

You can be sure that I will be visiting your schools sometime soon. Please be sure to introduce yourselves to me to help me really understand the various locations and everyone connected to them. I am confident that you will assist me in transitioning well to this new job and to the awesome responsibilities I will face this year.

My best wishes to you all for the best school year ever—as, together, we head into 2008-2009.

Elizabeth M. Walker, Ed.D.

## AVIANO ELEMENTARY SCHOOL MISSION STATEMENT

### Teaching for the Future Learning for a Lifetime

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.

Student achievement and success is the focus for this type of accreditation. Following the establishment of a mission 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 reasoning skills and their ability to apply number relationships in a variety of mathematical situations. 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 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 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 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 will not be tolerated at Aviano Elementary School. Students that engage in fighting will be suspended for a minimum of one school day.

Electronic toys and equipment – to include cell phones are not to be used from the time students arrive at school until the end of the school day. Aviano Elementary School will not accept responsibility for the loss and/or damage of any such equipment. Please be advised that there is no place for students secure such items during the school day.

## DRESS CODE

Aviano Elementary School students dress in way that is appropriate for the learning environment and which will not distract themselves or others. We want students to be safe so suitable shoes need to be worn for the playground and physical activities.

Tank 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.

Heelies are not safe in the school environment and are not to be worn to school. Students wearing flip-flops will not be allowed to play on the playground equipment.



## As an Aviano Elementary Student, I will be the best I can be. I will always say – I CAN DO IT!!

In class I will:

- Participate
- Stay on task
- Be a good listener
- Help others
- Wait until I get my work done to 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
- Use good manners and Respect other cultures
- Play safely



## PLAYGROUND RULES

1. Kicking or pushing others is not what Aviano Elementary students do.
2. Eat snacks while parked and throw away trash in a container.
3. Don't run or jump off any equipment and no pushing or playing tag on or under any of the equipment.
4. Go in one direction on the monkey bars and do not grab the legs of someone on the monkey bars.
5. No jumping off the slides. "Up the ladder, down the slide on your bottom."
6. Footballs and other "hard" balls that might injure students are not to be brought to school.

Other suggestions for safe play:

- Balls stay in the painted red 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.
- Finish what you start. (They were tired of people that start playing and then quit when they don't like how it is working out for them.)
- No high kicking in soccer.
- Hands to yourself.

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

## DODDS ZERO TOLERANCE



**FOR WEAPONS**

### WHAT IS MEANT BY ZERO TOLERANCE?

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

### ARE SCHOOL BUSES CONSIDERED AS 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.

## BUS SAFETY



Aviano School Bus Office is located in the Elementary School Bldg. 151 DSN 632-5152 or 0434-30-5152. Hours of operation are 07:30-16:30. Buses depart 10 minutes after high school is dismissed, and students must report immediately to the departure area. All students must carry and be prepared to show their bus passes on a daily basis. Students can only ride the bus designated on their bus pass. Students should sit in their assigned seats at all times. School officials will deal with any misbehavior or problems on the bus. Students could lose the privilege of riding the bus. Bus passes must be obtained from the school bus office. The basic policy for bus passes is NO PASS-NO RIDE. If a student has lost a bus pass, it will be reported to the School Bus Office. Students are allowed to travel on the bus in the morning without a pass, but may not ride home without a pass.

School Bus Safety Guides/Attendants (SBSG/A) are provided as required by Italian host nation decree for all school routes that include one or more children of Kindergarten age, and/or as authorized by U.S. DoD regulation for routes that exclusively transport K-2 children.

a. SBSG/A duties generally include (1) supervising student passenger safety and reinforcing safe student practices; (2) assisting the driver in maintaining order and discipline among student passengers to ensure a safe bus operation; and (3), as an added duty following completion of special training, perform designated security tasks derived from the DoDDS-Europe Bus Security Attendant Program (BSAP).

b. SBSG/A will assist Kindergarten through 2nd Grade and Special Needs student passengers in boarding and disembarking from the vehicle. They will ensure these students disembark the bus at their proper stops and assist the driver in ensuring there are no passengers remaining on the bus at the end of the run. They will intervene whenever there is a serious or life threatening situation.

Passenger behavior that requires corrective action will be identified on a Misbehavior Report and provided to the School Bus.

### **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
- 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 number/s
- 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.

### **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.

### **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 for further information. Please contact the PTA President for more 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 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 whose sponsors are E1 to E4 range. Any sponsor E1 to E9 or GS1 to GS9, who wishes to apply for the program, is encouraged to do so – with the understanding that first priority is given to those children whose sponsor is in the E1 to E4 or GS1 to GS4 range. Parent involvement and participation is required in the classroom. If you feel that your child qualifies for Sure Start, please contact the registrar.

### **MEDICATIONS IN THE SCHOOL**

Based on DoDDS Health Service Guide, DS Manual 2942, the School Nurse does NOT administer medication (to include aspirin, Tylenol, cough drops, other over-the-counter medication). Additionally, students are not allowed to bring any medication to school including over-the-counter medicine for self-medication purposes. The only exception is specific, individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, attention deficit disorder, etc. In these cases, the following are needed:

- a. Written permission from the parent.

- b. Written order from the physician. Medication in a pharmacy-labeled bottle; marked with the student's name, time to be taken, amount to be taken and the name of the medication. When short-term illnesses require the use of prescription or non-prescription
- c. Medications parents should make arrangements for the student to take the medication before or after school.
- d. Medication permission forms are available from the nurse or your primary care provider.

**ENROLLMENT REQUIREMENTS IN ACCORDANCE WITH DODEA REGULATION**

**KINDERGARTEN:** Students will be eligible to attend Kindergarten if his/her 5<sup>th</sup> birthday is by 31 October.

**1<sup>st</sup> GRADE:** Students will be eligible to attend 1<sup>st</sup> grade if his/her 6<sup>th</sup> birthday is by 31 October.

**GRADE PLACEMENT**

Classes are formed to facilitate homogenous grouping. Specific requests for particular teachers will not be considered. Student placement in 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, and the parents. If additional personnel are deemed necessary, such as the psychologist, the Language 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 preplacement/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, Ph.D. 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. 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 7:45 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.

### TRANSFER / WITHDRAWALS

In the event of a transfer, it is requested that parents notify the school office at least five days prior to the child(ren)'s last day of school. Either a note or a telephone call will suffice, but verbal notification by a child does not constitute adequate notification. 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 16, 2005, he/she would have been officially promoted to the next grade" (assuming all is in order). 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 for optimum learning. Please understand the early withdrawal date of May 17 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.**

### 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 animal 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.

### FIRE DRILLS / EVACUATION / FORCE PROTECTION MEASURES

In the interest of student safety, Aviano school plan 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 1<sup>st</sup> and May 31<sup>st</sup>. 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 inappropriate for family members (i.e. siblings) to participate in, travel with, or join the group at their destination. (DS Manual 2005.1)

Teachers will not transport students in cars.



## **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 that you 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 healthy life style by providing a nutritious 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**

Progress Reports are sent home at the end of each quarter. The first progress reports will be given to parents at Parent-Teacher Conferences scheduled at the end of the First quarter. Progress reports for the second, third, and fourth quarters will be sent home with students at the end of each marking period. A conference may be scheduled with parents. Teachers at Aviano Elementary School are happy to meet with parents if a conference is requested.

## **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 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.

## **RECOGNITION PROGRAM (FOR FOURTH AND FIFTH GRADE STUDENTS)**

### **A/B HONOR ROLL:**

Grades in academic subjects must be A's or B's; with no "slashes" in special areas.

### **A HONOR ROLL:**

Grades in academic subjects must be all A's; there should be no "slashes" 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.



DoDDS-Europe Ready...

Office of the Director, DoDDS-Europe  
Diana J. Ohman, Director  
Acceleration and the School Calendar

At the end of the school year, many families begin to make plans for pending permanent changes of station (PCS) as well as family vacations. DoDDS has policies and procedures for both events to assist parents in placing school attendance high on the agenda when making transition and vacation plans.

DoDDS Europe supports family vacations throughout the school year that provide culturally enriching experiences for children. Principals have the authority to grant excused absences from school to support trips. We ask that parents coordinate with schools in advance to arrange make-up work and to discuss the timing and any conflicts that may impact negatively on a student's success (standardized testing, finals, special events). The family vacation policy is not designed to accommodate early departures from school at the end of the semester or year.

Some families need assistance when a PCS comes prior to the end of the school year. I have asked principals to provide clear guidance on the DoDDS policy for early withdrawal of students. The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to the military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regards to mastery of curriculum content.

This provision has never been intended to apply to, or be extended for, the convenience of family travel, visits or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., PCS or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade.

It is incumbent upon all of us to carefully consider educational impact when making transition or vacation plans for our families. I ask for your cooperation and support. It is critical to student success.

DIANA J. OHMAN  
Director, Europe

## ELEMENTARY SCHOOL LOCAL AND INTERNATIONAL MAILING ADDRESSES

Department of Defense Dependents Schools  
Mediterranean District  
Aviano American Elementary/High School  
Unit 6210, Box 180  
APO AE 09604-0180

Base Americana Aviano  
Scuola Elementare  
33081 Aviano (PN)  
Italia

MR TIM ERICKSON  
PRINCIPAL



MS PHYLLIS FUGLAAR  
ASSISTANT PRINCIPAL



### CHAIN OF COMMAND

Dr. Archie W. Bates  
District Superintendent, Mediterranean  
Unit 31401 Box 11  
APO AE 09630-0005  
DSN: 634-8460



Ms. Diana Ohman  
Director of DoDDS-Europe  
UNIT 29649 Box 7000  
APO, AE 09096-7000  
DSN: 338-7615



Dr. Joseph Tafoya  
Department of Defense Education Activity  
4040 North Fairfax Drive  
Webb Building  
Arlington, VA 22203





DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAFE)



MEMORANDUM FOR SPONSORS WITH SCHOOL AGE DEPENDENTS

FROM: 31 FW/CC

SUBJECT: Policy Letter on School Attendance

1. Your child's education is an important Quality of Life issue we monitor closely. Ensuring your child receives the best education possible is my commitment to you. In order to achieve this goal, regular attendance in an educational setting is essential. Sponsors have the option of sending their children to Department of Defense Dependent Schools (DoDDS), host nation schools or providing home schooling. We take great pride in our DoDDS and are honored you selected us to take care of your children's education.
2. The DoDDS handbook provides guidelines for absences and the policy for determining excused and unexcused absences. Three or more unexcused absences per semester will be brought to the attention of the sponsor's squadron commander. Absences, whether excused or unexcused, hinder classroom learning and can negatively impact a child's education. When planning vacations or community sponsored trips, please take this into consideration and make sound decisions on any and all absences.
3. Our children's education is an obligation we cannot afford to take lightly. With your cooperation, we will make certain your children receive the best instruction in preparation for their future. For additional information regarding educational opportunities, please contact the School Liaison Officer, Mrs. Michelle Gardner, at DSN 632-5261. Thank you for your great support.

CRAIG A. FRANKLIN  
Brigadier General, USAF  
Commander



**DEPARTMENT OF THE AIR FORCE**  
**31ST FIGHTER WING (USAF)**



MEMORANDUM FOR U.S. PERSONNEL ASSIGNED TO AVIANO AIR BASE, ITALY

FROM: 31 FW/CC

SUBJECT: Policy Letter, Absence Reporting For All DoDDS Students

1. Aviano Air Base and DoDDS share the responsibility to safeguard the military, civilian members and their dependents. An important piece of this responsibility is ensuring DoDDS students are accounted for during the school day. Therefore, assigned personnel with family members attending DoDDS schools at Aviano AB must notify the school office staff of all absences. Parents should notify the school before 0800 for unplanned absences (e.g. illness) or late arrival and they should notify the school of all planned absences no later than one day prior to the planned absence.
2. Please ensure your contact information on file is current at all times and report changes as soon as they occur. If the school is unable to reach the child's parent, DoDDS personnel will notify the sponsor's First Sergeant of the absence and unit supervisors will ensure corrective action is taken.
3. Our goal is 100% accountability for all DoDDS students. This is a smart force protection measure which requires your cooperation. Thank you for your understanding and support.

A handwritten signature in black ink, appearing to read "Craig A. Franklin".

CRAIG A. FRANKLIN  
Brigadier General, USAF  
Commander