

Naples Elementary School



Student/Parent Handbook
SY 2012-2013



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT

UNIT 31401, BOX 11
APO AE 09630-0005

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.

//original signed//
Mr. Kent Worford, Superintendent
Mediterranean District



DEPARTMENT OF DEFENSE

DEPENDENTS SCHOOLS OFFICE OF THE PRINCIPAL NAPLES ELEMENTARY SCHOOL



PSC 808 BOX 39
FPO AE 09618-0039

August 16, 2012

Welcome to Naples Elementary school (NES) "A Great School in a Great Community" and home of the Dolphins.

Our children are important to us. We have a limited time to groom and prepare them for the challenges of tomorrow. To truly be successful at this, it takes an entire community. You, the parents are their first teachers while we, the educators, focus on making those connections between the classrooms, home and real world situations. We need to ask the question, "How will our children respond to real life events when we are no longer available to guide their decision making?" Preparing our children is a tremendous responsibility that NES takes very seriously.

Some ways that we work to prepare students include:

1. Start where the children are. (Formative Assessments)
2. Know where the children are going. (Curriculum & Instruction)
3. Expect to get your children to their goal. (Summative Assessments)
4. Support your children along the way. (Continuous School Improvement-CSI)

Naples Elementary School has identified two school-wide goals in support of the continuous school improvement process. The NES faculty and staff members have developed classroom interventions to increase student achievement in the areas of reading comprehension and math proficiency. During the spring of 2013, our school will host a Quality Assurance Review visit by a team of 2 stateside chairpersons as well as DoDDS members from our European area. The team will be looking for the quality implementation of the Advanc-Ed standards across our school in all classrooms in order to maintain our current accreditation. Maintaining our accreditation is an event needed to keep our school operating; however, empowering students to become independent, creative, problem-solvers who demonstrate exemplary character in a global society is a long-term process for our children to achieve.

NES Vision:

Naples Elementary School will foster a safe and nurturing environment that provides rigorous learning opportunities to empower all students to become independent, creative, problem-solvers who demonstrate exemplary character in a global society. We really want to compel you to take on this vision as well. Following this compelling statement guides all of our endeavors each and every day.

Goal One:

By June 2014, all students at Naples Elementary School will improve in reading comprehension as demonstrated through increased proficiency in system-wide and locally administered assessments.

Goal Two:

By June 2014, all students at Naples Elementary School will improve their understanding of math number sense and operational concepts demonstrated by increased proficiency in system-wide and locally administered assessments.

In our endeavor, we are trying to build community relationships and would like to encourage you to be actively engaged; making everything that we do, home and school, relevant and applicable in sustaining our children of the future. This will occur when we, parents and community members as well as NES' faculty and staff, become full partners to engage in discussions and educational decisions that affect our children.

What you can expect as a partner:

- Open lines of communication
- Volunteer opportunities you and your child can be proud of
- Understanding how data is used to make educational decisions
- Understanding how the school use resources to support student learning

We are all in this together...a community of learners doing what is best for our children.

Please take time to visit our website at www.napl-es.eu.dodea.edu to learn more about our wonderful school.

“Don't be a stranger”

//original signed//

Mona Morgan
Principal

//original signed//

Tiffiney Weddle
Assistant Principal

Contact Information

Naples Elementary School Unit
PSC 808 Box 39
FPO AE 09618

Telephone:

DSN 629-4037/4795 CIV 39-081-811-4037/39-081-811-4795

Office Hours: 0730-1600

School Secretary: 629-4037/4795 or CIV 39-081-811-4037/4795

Office Assistant (Attendance): 629-4037/4795 or CIV 39-081-811-4037/4795

Registrar: 629-4038 or CIV 39-081-811-4038

Nurse: 629-4058 or 39-081-811-4058

School's Liaison Officer. DSN 629-6549 or CIV 39-081-811-6549

Email: Principal - NaplesES.Principal@eu.dodea.edu

PTA - Jackie.Washington24@yahoo.com

School Hours: 0755-1420

Staff members may be reached by calling DSN 629-4037/4795 or CIV 39-081-811-4037/39-081-811-4795. Students are not to use the telephone without permission from the teacher or other school officials. The use of school telephones by students is primarily reserved for **emergency** situations. Please emphasize this to your child.

Parents, please insure that your child knows the plan for after school hours. If the plan is different from the normal routine, please provide a written note stating the changes and any additional phone numbers to his/her teacher.

**Naples Elementary School
Student / Parent Handbook
SY 2012-2013**

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NAPLES ELEMENTARY SCHOOL

Naples Elementary School Mission

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Naples Elementary School Vision Statement

Naples Elementary School will foster a safe and nurturing environment that provides rigorous learning opportunities to empower all students to become independent, creative, problem-solvers who demonstrate exemplary character in a global society.

Naples Elementary Guiding Principles

Success for All Students
Trust and Respect for Others
Uncompromising Advocacy for Students
Development of Lifelong Learners
Equal Access to Quality, Rigorous Education
New and Motivating Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment



Contact Information

School Level

Ms. Mona Morgan, Principal
Ms. Tiffiney Weddle, Assistant Principal
Naples Elementary School
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FPO AE 09618
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District Level

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Unit 31401
Box 11
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DoDDS Europe

Dr. Nancy Bresell, Area Director
DoDDS Europe Region
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DoDEA Headquarters

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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)
Continuous School Improvement



Mission

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Goals

Goal 1 - Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Goal 2 - Performance-Driven, Efficient Management Systems

DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Goal 3 - Motivated, High Performing, Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4 - Network of Partnerships Promoting Achievement

Every level of DoDEA will develop, promote, and maintain partnerships to enhance student achievement.

SCHOOL CALENDAR

2012-2013

Tuesday, August 21	New & Returning Student/ Parent Orientation
Wed., August 22	Teacher's Report
Friday, August 24	Back to School Block Party 3:30-5:30
Monday, August 27	1st quarter begins (1-6)
Monday, August 27	Kindergarten Parent Meeting
Tues.-Fri., August 28-31	Kindergarten classroom visits per sign -up
Monday, September 3	Holiday- No School
Tuesday, September 4	Kindergarten 1st Day/ Boo Hoo Breakfast
Thursday, September 6	SAC 3:00
Friday, September 14	No School for Students
Mon.- Fri., Sept. 17-21	Fall Photos
Tuesday, September 18	Open House
Wed., September 26	Parent Professional Learning Community- 4:30
Thursday, October 4	SAC 3:00
Thursday, October 4	1st Grade Parent Coffee 8:00
Friday, October 5	Early Dismissal 11:00
Monday, October 8	Holiday- No School
Wed., October, 10	Parent Partners: Focus on Reading
Friday, October 12	Unity Day- Wear Orange
Tuesday, October 16	Vocabulary Hat Parade
Thursday, October 18	STEM Night- 6th grade Focus
Mon.-Fri. October, 22	Red Ribbon Week
Wed., October 24	Parent Professional Learning Community- 4:30
Thursday, October 25	Early Release- 1:00
Thursday, November 1	2nd Grade Parent Coffee
Thursday, November 1	Parent Partners: Math Night
Thursday, November 1	End of 1st Quarter
Thursday, November 1	SAC 3:00
Friday, November 2	Teacher Workday- No School for Students
Monday, November 5	Begin 2nd Quarter
Thurs.-Fri., November 8-9	Parent-Teacher Conferences- No School for Students
Monday, November 12	Holiday- No School
Thursday, November 15	Honor Roll Assembly
Thursday, November 15	STEM Night- 5th grade Focus
Thurs.- Fri., November 22-23	No School- Holiday
Tuesday, November 27	Parent Partners: Family Fitness Night
Wed., November 28	Parent Professional Learning Community- 4:30
Thursday, December 6	SAC 3:00
Thursday, December 6	3rd Grade Parent Coffee 8:00
Tuesday, December 11	STEM Night: 4th Grade Focus
Thursday, December 13	Early Release- 1:00

Mon.-Fri. December 17-21	Winter Wonderland
Mon. December 24- Friday, January 4	Winter Break
Tuesday, January 8	Bi-Weekly Spelling Bee Starts
Thursday, January 10	SAC 3:00
Thursday, January 10	4th Grade Parent Coffee- 8:00
Thurs.-Fri. January 10-11	Invention Convention
Wed., January 16	Parent Partners: DI/Learning Profiles
Thursday, January 17	Early Dismissal 11:00
Monday, January 21	Holiday- No School
Wed., January 23	Parent Professional Learning Community- 4:30
Thursday, January 24	End of Quarter
Thursday, January 24	STEM Night- 3rd Grade Focus
Friday, January 25	Teacher Workday- No School for Students
Monday, January 28	Begin 3rd Quarter
Tuesday, January 29	Spelling Bee Practice
Thursday, January 31	Report Cards go home
Thursday, January 31	Spelling Bee School wide
February- Whole Month	Star Lab- Sign up for available times
Monday, February 4	Honor Roll Assembly
Thursday, February 7	SAC 3:00
Friday, February 8	Early Dismissal 11:00
Tuesday, February 12	Immersion Carnevale Parade
Thursday, February 14	5th Grade Parent Coffee- 8:00
Monday, February 18	Holiday- No School
Thursday, February 21	STEM Night - 2nd Grade Focus
Friday, February 22	International Festival
Wed., February 27	Parent Professional Learning Community- 4:30
Thursday, March 7	SAC 3:00
Mon.-Tues., March 11-20	Terra Nova Week
Thursday, March 21	STEM Night - 1st Grade Focus
Tues.- Wed., March 26-27	Living Museum
Wednesday, March 27	Parent Professional Learning Community- 4:30
Thursday, March 28	No School for Students
Wednesday, April 3	Parent Partners: Behavior Awareness
Thursday, April 4	End of Quarter
Thursday, April 4	SAC 3:00
Thursday, April 4	6th Grade Parent Coffee- 8:00
Friday, April 5	Teacher Workday- No School for Students
Mon. - Fri., April 8-12	Spring Break
Monday, April 15	Begin 4th Quarter
Tuesday, April 16	STEM Night- k Focus
Thursday, April 18	Report Cards go home
Thurs.- Fri., April 18-19	Science Expo
Friday, April 19	4th Grade Play
Monday, April 22	Honor Roll Assembly

Wednesday, April 24	Parent Professional Learning Community- 4:30
Friday, April 26	Student - Led Conferences- No School
Wednesday, May 1	Volunteer Tea
Thursday, May 2	SAC 3:00
Thursday, May 2	Kindergarten Parent Coffee
Mon.-Thurs., May 6-9	Teacher Appreciation Week
Tuesday, May 14	Parent Partners: Math Night
Thursday, May 16	Technology Night -Sure Start
Wednesday, May, 22	Parent Professional Learning Community- 4:30
Thursday, May 23	Early Release- 1:00
Monday, May 27	Holiday- No School
Wednesday, May 29	Moo-vin' On Up Night
Thursday, June 6	SAC 3:00
Monday, June 10	6th Grade Honor Roll- Theater
Tuesday, June 11	4th Grade Honor Roll
Thursday, June 13	End of Quarter
Thursday, June 13	5th Grade Honor Roll
Thursday, June 13	Early Dismissal 11:00

ADMISSION

Any child who is five by **1 September** of the current school year and present in the command is allowed to attend DoDDS-Europe kindergarten. To enroll in first grade, a child must be six years of age by **1 September** of the current school year.

All children must be fully registered prior to attending school. All students require the following documents and information when enrolling:

- Copy of the sponsor's current orders (and dependent travel orders, if applicable)
- DODEA form 601
- Up-to-date immunization form
- Copy of birth certificate (required for Kindergarten and 1st Grade students) or current passport
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

A child will not be allowed to start school unless immunized against the following: diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis B series, chicken pox (or history of disease), and must have a TB test within the last five years.

If the child is entering from another school at the beginning of or during the school year, a transfer-statement or report card from the previous school is needed for proper placement and in planning an appropriate educational program.

AFTER SCHOOL ACTIVITIES

A variety of after school clubs and activities may be offered depending upon volunteers and student interest. Participation may be limited. Parents are responsible for transporting their child home from all after school activities.

ARRIVAL AT SCHOOL



Students are to arrive no earlier than 0745, ten minutes before the first bell. Students are not permitted in any school building before school hours unless they are under direct supervision for a special activity. **Supervision of students does not begin until 0745.** Parents will be notified if their child continues to arrive at school too early. Should the problem persist, the chain of command will be notified. Your cooperation in this matter will greatly enhance the safety and security of our students.

ATTENDANCE

All school age children within the local command are required to be enrolled in a formal school or home school program. The DoDDS educational program expects that all students will attend school regularly and punctually.

It is the responsibility of the parent/guardian to call the school every time a student is absent. In addition, if you know that your child will be absent from school on a particular day, please send a note to the teacher in advance. If the absence is going to be for an extended period of time, such as emergency leave, illness, or a family leave, contact the teacher to see if it would be helpful to take any schoolwork along. If at all possible, plan family vacations around school breaks/ holidays. Work assignments missed during an absence should be completed promptly upon return.

Should you feel that your child needs to stay home because of illness, please call the school or send a note with the student upon his/her return. Such absences, as well as medical appointments, will be considered excused when the school is notified.

If the school is not notified of the reason a student's absence it will be marked as unexcused. Other unexcused absences include truancy, remaining home to accompany a parent, or to babysit siblings. After every two unexcused absences within a quarter, the sponsor will be notified. After the second notification (4 unexcused absences), the military chain of command will be notified.

Tardiness:

Students arriving after 0800 are tardy. **Parent/Guardian must sign their child in at the office after 0800.**



BEHAVIOR AND DISCIPLINE School-Wide Discipline Plan

Our goal is that each of our students will develop and maintain positive self-discipline, which is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging accurately which conduct is appropriate in any given situation. The guidance of parents and teachers helps students develop the self-discipline and understanding required for students to conduct themselves in a manner that will bring credit to themselves, their parents, school, and community. We very strongly believe in the rights of the other students to be able to learn in an environment that is free of distractions from their peers.

Discipline will be maintained at an appropriate level that will result in:

1. a safe and secure environment for all
2. growth of the student in self control
3. high regard and respect for all
4. pride in the school and community

We expect all students of Naples Elementary School to abide by the rules and regulations as established by the administration, faculty and students. School rules apply at all school functions.

Student Rights and Responsibilities (DoDEA Administrative Instruction 2051.02) is available and pertains to all DODEA schools. This policy can be found at:
http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

THE 3 R_s
OF
NAPLES ELEMENTARY SCHOOL



RESPECTFUL

RESPONSIBLE

READY

HOW THE 3RS LOOK

Hallway

- WALK ON THE RIGHT
- WALK QUIETLY
- STAY TOGETHER

Playground

- PLAY NICELY
- PLAY SAFELY
- LINE UP AS DIRECTED

Cafeteria

- USE YOUR INSIDE VOICE
- PICK UP AFTER YOURSELF
- USE TIME WISELY

Bathroom

- KEEP IT CLEAN--WASH YOUR HANDS



The items below define the severe violations of school policy. These violations are considered above and beyond those of the ordinary classroom discipline plans. The disciplinary action to be administered is covered in each section or referred to in the Table of Consequences, which follows at the end of this section. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of acceptable school policy. The administration will determine the consequence for any violation not contained in this plan.

BOMB THREATS

Bomb threats are serious crimes and will be dealt with severely. The military police will assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended from school until the expulsion process is complete.

BULLYING

Bullying behavior is defined as any behavior that is repetitive with negative intent targeting a specific individual(s). Bullying is behavior that hurts someone either emotionally or physically such as teasing, name-calling, picking on, etc. Students exhibiting bullying behavior will be subject to Section C of the Table of Consequences.

CHEATING

Cheating and plagiarizing (to use and pass off the ideas or writings of another as one's own) are not acceptable practices at Naples Elementary School. Students found guilty of engaging in either activity will not receive credit on that particular assignment, test, or project. Students found cheating/plagiarizing will be subject to Section A of the Table of Consequences.

DANGEROUS BEHAVIOR

Dangerous behavior is defined as actions that may injure or instill fear in others. Students engaging in dangerous behavior will be subject to Section A of the Table of Consequences.

DRESS CODE

Students are expected to report to school neatly groomed and dressed in clothing that is appropriate for the activities in which they will be participating in on any given day. Revealing clothing like tank tops, short shorts, spandex shorts, halter tops, strapless dresses, bare midriff tops, short skirts, low rise pants, or any other garment that reveals undergarments are not appropriate wear for school. Girls may wear shorts that are no shorter than fingertip length. Baggy pants, worn without a belt, are not permitted because the student cannot walk or run freely while maintaining good balance. Shower shoes, flip-flops, spiked heels, skate shoes (such as Heelys), and any other shoes that could be considered unsafe when worn in the school environment (i.e. P.E., recess, stairs...) are also considered inappropriate. Clothing and jewelry that contain inappropriate pictures, logos, or make sexual references, drugs, alcohol, tobacco, or weapons are inappropriate for school and will not be permitted. Hats or head coverings are not authorized in classrooms or assembly areas. Exceptions may be made for religious coverings. If a student is asked to remove headgear and cooperates with the instruction, no further action is necessary. Final decisions on the appropriateness of garments will be made by the administration.

DRUG FREE SCHOOLS

DS Regulation 2792.2 Drug-Free School and Learning Environment establishes policies and procedures for ensuring drug-free schools and learning environments for DoDDS students by instituting clear and specific rules regarding drug possession, use, and distribution. Substance abuse is unacceptable and will not be tolerated at Naples Elementary School. Drug possession, use, and/or distribution for any student will result in expulsion accordance with **Section E of the Table of Consequences**.

FIGHTING

Fighting will not be tolerated at Naples Elementary School. Fighting is defined as any physical contact between two or more individuals with intent to cause physical harm. In school or out of school suspensions will be administered to all parties involved in the fight in accordance with Section C of the Table of Consequences.

INSUBORDINATION

The failure of a student to follow a reasonable request by any staff member is insubordination. The penalty for insubordination will be in accordance with **Section B of the Table of Consequences**. If the insubordination is accompanied by profanity or disrespect, it may be treated as a **Section C suspension**. This will be determined by the school administration.

NUISANCE ITEMS

The possessions of items which are disruptive to the school environment are not permitted at school. These nuisance items include, but are not limited to, skateboards, razor scooters, iPods, radios, MP3 players, CD/DVD players, beepers, and toys. These items will be confiscated and given to the administration and the students' sponsor will be required to pick up the item.

Cell phones may not be used on campus. Phones may be brought to school with the permission of the administration, but must be turned off. If a phone rings or is used on campus, it will be considered a nuisance item and confiscated.

PROFANITY

Students using profanity will be asked to refrain from further use of such inappropriate language. If it continues, the student will be referred to administration for action outlined in **Section A of the Table of Consequences**. If a student becomes disrespectful, suspension will result in accordance with **Section C**.

RACIAL HARASSMENT

Racial harassment will not be tolerated at Naples Elementary School. Racial harassment is defined as teasing, bullying, badgering, or similar acts/statements toward any individual or group based on differences in ethnicity. Students reported to administration for racial harassment will be subject to **Section C of the Table of Consequences**.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Naples Elementary School. Students reported to administration for verbal sexual harassment will be subject to **Section C of the Table of Consequences**. Students referred for instances of physical sexual harassment will be subject to **Section D of the Table of Consequences**. Please also see **Dress Code**.

THEFT

A student caught stealing will be disciplined appropriately. A student caught stealing or committing forgery will be subject to **Section B of the Table of Consequences**.

To protect themselves from being the victim of theft, students should:

1. Not bring valuables or large amounts of money to school as the school/teachers are not responsible for losses.
2. Report any theft immediately to a teacher or other staff member.
3. Check the Lost and Found or the main office for missing items.

THREATS

The safety and security of our students and staff are necessary to ensure a proper educational environment that maximizes teaching and learning. A student who conveys a verbal threat to a student, staff member, or volunteer will be subject to **Section B of the Table of Consequences**. A student who conveys a physical threat to a student, staff member, or volunteer will be suspended in accordance with **Section C of the Table of Consequences**.

VANDALISM

Vandalism is the intentional damage or destruction to school property or the personal property of others. Intentionally deleting files from a school computer or changing its configuration is also considered vandalism. Incidents of vandalism will be dealt with harshly. **Incidents will result in a suspension in accordance with Section C of the Table of Consequences**. Students will be expected to reimburse the United States Government or the person for all damages incurred. Accidental damage or destruction of school or personal property of others may not result in punitive action, but the student may be expected to reimburse the United States Government or person for the cost of the damage or destruction.

SEVERE CLAUSE
TABLE OF CONSEQUENCES

Section	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
A	Counseling with an Administrator	1 Hour Detention	1 Hour Detention	1 Hour Detention and Parent Conference	1 Day In-School Suspension
B	1 Day In-School Suspension	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
C	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension	5 Day Suspension**
D	3 Day Suspension	5 Day Suspension	10 Day Suspension		
E	Possible Expulsion Pending Disciplinary Committee Hearing				

* Sixth offense in Section A will automatically become a Section B first offense.

** The consequence for any combination of offenses resulting in more than 10 days of suspension will result in a Disciplinary Committee Hearing to determine possible expulsion.



Description of Offenses

A - Level Offenses	Rough play or behavior (pushing, hitting, kicking without intent of physical harm). Throwing rocks, snow, or other objects. Cafeteria misconduct (i.e. throwing food) Nuisance item violation (games, toys, cell phones, electronic devices) Disrespect to teacher/staff members/volunteers (back talk, arguing) Inappropriate language/gestures (profanity) Cheating/plagiarism Other (to be determined at the discretion of the administration)
B - Level Offenses	Insubordination No show for detention (Administrative) Repeated classroom disruptions Forgery/theft Communicating a threat (verbal/non-verbal) Other (to be determined at the discretion of the administration)
C - Level Offenses	Extreme disrespect to a teacher/staff member Fighting (with intent of physical harm) Bullying (any behavior that is repetitive and has a negative intent) Vandalism Sexually/racially offensive behavior (verbal) Insubordination accompanied by profanity or disrespect physical threat Other (to be determined at the discretion of the administration)
D - Level Offenses	Dangerous behavior Sexual/racial harassment (physical) False fire alarms Other (to be determined at the discretion of the administration)
E - Level Offenses	Bomb Threats Use, possession, or distribution of drugs Other (to be determined at the discretion of the administration)

CAFETERIA AND PLAYGROUND EXPECTATIONS

In the Cafeteria:

1. Students are to enter the lunchroom and sit at the class table.
2. Students will not be dismissed by lunchroom aids, from the tables, until all trash is cleared from on and under the tables.
3. Students are to line up single file, discard food, and stack lunch trays.
4. Students will walk to the playground area.
5. Students needing to return to the classroom must have a pass from the classroom teacher.
6. Microwave ovens are available during 4th, 5th and 6th grade lunches. These ovens are present due to a Student Council fundraising project. All 4th-6th grade students must be a part of an in class training session before ovens can be used. Please make sure that items sent in are appropriate for microwave usage. Supplies are not kept on hand. Younger grade levels may not utilize microwaves.

On the Playground:

Many students share the playground. All have the responsibility to display good manners. The following rules must be observe^d fo^r all to have a safe and happy time:

1. **Share all playground equipment.**
2. **Keep hands, feet, and objects to yourself.**
3. **Use all playground equipment properly.**
4. **Students do not leave the playground without a teacher or monitor.**
5. **Treat each other with respect. Teasing, name-calling, and bullying are not tolerated.**
6. **Physical acts against another student are not acceptable.**

SERIOUS INFRACTIONS

DoDEA Regulation 2051.1 (Sept. 2008) states: "Disciplinary consequences and other behavior modification techniques that are within the experience of the teacher, must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an *immediate* threat to his or her safety or the safety of others in the school."

Naples Elementary School is able to offer a range of support services to assist classroom teachers and parents in changing repeated inappropriate student behaviors. These include school counselors, a behavior management specialist, a school psychologist, a social worker, and a range of education personnel.

SUSPENSION AND EXPULSION

"Suspension, and particularly expulsion, is disciplinary consequences used to modify the undesirable conduct of a student who is unreasonably disruptive to the education program and for whom other behavior management techniques and disciplinary consequences have proven futile." (Excerpt from DoDEA Regulation 2051.1)

The following list of most severe behaviors would generally result in a suspension and could also lead to expulsion:

Fighting

- Possession of fireman, weapons, or explosives
- Possession, use, or sale of drugs
- Violence directed towards other students causing a deliberate, serious, physical injury
- Deliberate physical assault of an adult
- Making a bomb threat
- Deliberately setting off a fire alarm

Other types of serious behaviors may result in suspension/expulsion after consideration of such factors as the age of the student, his/her prior behavior history, and circumstances surrounding the events.

"ZERO TOLERANCE FOR WEAPONS"

The DoDDS school system has a "zero tolerance" for weapons. Many items that would not normally be considered weapons are prohibited. The following partial list of weapons are provided as examples of prohibited items by Reg. 190-6 and USAFE Reg. 125-17.

"Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: straight razor, razor blades, weapons made from razor blades, ice picks, daggers, machetes, swords, spears, bows, crossbows, clubs, any objects that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks), *replicas* of firearms (toy guns, BB guns, water pistols), black cartridge pistols, and any other object that might be used to inflict bodily harm (for example, bicycle chains, canes with sharp points, broken bottles or glasses, small knives).

DISCIPLINE COMMITTEE **DoDEA Regulation 2051.1**

A school Discipline Committee, to include community members, will be appointed each year. The Discipline Committee will be independent of the principal, who must propose the student discipline in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or guardian in writing of the proposed consequence. Should the parents disagree with the proposed consequence; the school discipline committee will conduct a hearing. If the committee agrees with the recommendation of the principal, then the committee's decision becomes the school's decision. Otherwise, the District Superintendent must make the final judgment in a case.

A parent may appeal a disciplinary action resulting in a suspension by writing to the next higher administrator (District Superintendent). If a teacher initiates disciplinary action without suspension being imposed, the parent may write to the principal. Either letter must be written within five days of the imposition of the disciplinary action. The appeal must describe why the discipline is inappropriate.

The next higher-level administrator (appellate authority) will receive the appellate materials and render a decision within ten days of receiving the appeal.

The school need not defer the imposition of any consequence pending appeal, particularly when discipline is being taken to protect students or prevent disruption of the classroom.

If the basis for discipline or the consequence is reversed on appeal, all record of the student having been disciplined will be removed from the student's discipline file. A notice will be sent to installation commanders and district superintendents to disregard the prior notice of suspension and to remove and destroy such prior notices. The Discipline Committee will also meet with the principal to develop and maintain the school-wide behavior management plan.



BICYCLES

Students may ride bicycles to school; however, parents are ultimately responsible for their child's safety. Students are expected to follow all safety guidelines on the school grounds. Students who ride bicycles are required by regulations to wear safety helmets. Riders must park the bikes or scooters at the bike rack behind TLA. Bicycles and scooters should be locked during the school day. The school may not be held responsible for stolen bicycles. **Skateboards, in-line skates, and Heelys are not allowed at school.**

BUS TRANSPORTATION

If you have a problem with the schedule, location of stops or conduct of children on the bus, please contact the STO at DSN: 629-4769 CIV: 39-081-811-4769.



BEHAVIOR STANDARDS

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

ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push 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 the bus windows or hang out of windows.
7. Engage in public displays of affection.
8. Obstruct aisles, steps or seats.
9. Eat, drink or litter on the bus.
10. Use profane or abusive language or make obscene gestures.
11. Spit.
12. Harass or interfere with other students.
13. Disrespect, distract or interfere with bus driver or bus monitor.
14. Damage private property.
15. Sit in the bus driver's seat, tamper with bus controls, emergency equipment or try to open bus door.
16. Throw or shoot objects inside or outside of the bus.
17. Engage in horseplay.



Safety First

RECOMMENDED BUS INFRACTION CHART

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

Note:

1. All rule infractions are cumulative, in most cases, for the SY 2012-2013. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
3. Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
4. Discipline of students with disabilities must be consistent with the provisions of End. 5 to DoDEA Reg. 2051.1.

The School Transportation Office handles warning letters. The school administration signs all suspension letters. Each incident counts as one infraction. All rule infractions are cumulative. Misconduct must be evaluated on a case-by-case basis. Base and Unit Commanders, as well as teachers, will be notified. The bus is an extension of the school campus.

CASE STUDY COMMITTEE

A Case Study Committee is charged with placement of children in special education classes and monitoring the special programs in the school. DoDEA Headquarters establishes guidelines for the committee in Arlington, VA. The members of the committee include: Administrator, Guidance Counselor, Learning Impaired Specialist, Speech-Language Pathologist, appropriate classroom teachers, other specialists as required, and parents who are invited and expected to attend when their child's case is being discussed.

Parents who suspect their child may have any special learning needs may refer their child, and may initiate a request through the classroom teacher.

CHILD FIND

Child Find is a program designed to locate family members between the ages of 3 and 21 who are not enrolled in the DoDDS system but appear to need special educational services. Students are screened and assessed to determine the nature and extent of special services needed. Appropriate placement can be made using available resources. Parents who have a concern about such a young person should contact the Case Study Committee (CSC) chair. Parents of children age 0 to 36 months (*not yet reached 3 years of age*) can contact Educational and Developmental Intervention Services (EDIS) in Naples at DSN 629-4676 for a developmental screening.

CLASS ASSIGNMENTS

Classroom placements are posted the Friday before school begins. At Naples Elementary School we make every attempt to balance each classroom in several areas.

All assignments are tentative and a child may be reassigned within the first month of school due to changes in staffing and numbers of students. Parents are not permitted to make requests by teacher name. Please check this list so your child will know whom his or her teacher is and where his or her classroom is located. If for any reason your child is inadvertently left off the lists and you have completed all the necessary requirements of registration, please contact the school office. All children must be fully registered prior to attending school. This includes having orders or a statement from the personnel office per DoDDS policy, immunization records, etc. must be on file. A student who has not been fully registered and immunized will not be allowed to start school until the sponsor has met the registration requirements.

Class Placements

Student placements are made in accordance with DoDEA Regulation 2000.3. It is DoDEA policy that "Each student will be provided an appropriate program of studies designed to foster academic and personal success." Consequently, classrooms are balanced according to gender, ethnicity, heterogeneous reading levels, and small clusters of Special Education students, clusters of ESL students, and arrangements that support appropriate socialization.

The practice of honoring an individual parent request for a specific teacher is not condoned, as it could deny equal educational opportunity to some personnel and to some students. ***The only type of request accepted by this school is one that describes a particular type of learning environment based on a student's special needs.*** Requests identifying a teacher's name will be returned to the requestor. Each request will receive full consideration. This policy provides for fair and equal treatment for all concerned. A memorandum on this subject is available from the registrar or any counselor. We strongly encourage any parent who wishes to request a particular learning environment for his or her child to do so prior to the posting of class lists.

On the rare occasion that a parent requests a reconsideration of placement during the school year, the request will be routed through the grade level counselor who will convene a Student Placement Committee in accordance with DoDEA Regulation 2000.3. The process begins with an Exception to Policy Letter to the Counselor from the student's parents. The Counselor will arrange a meeting of the Student Placement Committee. The composition of the committee is outlined according to paragraph 4.5.1 of DoDEA Regulation 2000.3, "The committee will normally be composed of school staff members directly concerned with the placement of each individual student. Sponsors and students will be represented as appropriate." The committee makes a recommendation to the Principal for the final decision. The Counselor will notify the parent of the Principal's final decision.

It is NES's policy that classroom assignment changes will not be made until two weeks after the beginning of school. If after two weeks, changes are still felt necessary, a letter may be written by parents requesting a placement committee meeting to address the request.

Students are selected for the Italian Partial Immersion classes as follows:

First Placement: Returning Immersion students who will attend NES for the entire SY 2012-2013

Remaining Placements: All applicants will be equally considered for remaining slots available in all Partial Immersion classes (based on the application criteria). A lottery will be conducted based on approved applications. (Please ensure that your application is accompanied by a copy of your orders!)

Classes for Italian Immersion will be posted along with the other Class Lists.

Parents Request: Change in Classroom Placement during School Year

Parent's request for a change in classroom placement is requested in writing to the Principal. The placement committee reviews the request and makes a recommendation to the Principal. The Principal reviews the recommendation, and based on the Student Placement Committee's input, a decision is made and reported back to the counselor. The counselor informs the parents, teachers and specialist.

Naples Elementary School follows the specific policy below for student placement request:

1. Parent has a concern with the current class placement (instruction delivery, class environment, student/teacher conflict, etc.)
2. Parent meets with teacher to discuss and attempt to resolve problems, issues, etc. (Adequate time should be given to resolve issues.)
3. If issues are resolved, the case is closed. If not, then the counselor is the POC for assisting with resolving the issue(s).
4. If the parent has followed the above procedures and still is unsatisfied with the outcome from the previous attempts to resolve the issue(s), the parent may formally request a class change in writing.
5. A placement committee is formed with the classroom teacher, the counselor, a grade level teacher, administrator and a specialist as needed; but not required.
6. A recommendation is made to the principal for review and decision.
7. The principal returns the placement request to the grade-level counselor who informs all parties involved.

CLOSED CAMPUS POLICY

Naples Elementary School has a "Closed Campus Policy." Children are not permitted to leave the school grounds on their own during the school day. The school cannot be responsible for students who violate school rules and leave school grounds without first receiving permission from the school authorities. Only in special cases, and with parental permission, are children allowed to leave school grounds during the school day. In all cases, their sponsors or their delegated representative (emergency contact) must sign out students leaving school.

CURRICULUM AND SUPPORT PROGRAMS

Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to the Six-Year Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and staff development for teachers. DoDDS curriculum committees select textbooks and supplementary instructional materials, which support these curricula.

With the exception of the Host Nation teachers, who are Italian nationals, teachers must be American citizens and fully qualified educators, holding a valid stateside license. They are recruited from the States, transferred from other DoDDS schools, or hired locally. The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies, and health. Naples Elementary School also offers students the following resource services:

Communication Impaired (CI) Specialist
Learning Impaired (LI) Teacher
English as a Second Language (ESL) Teacher
Language Arts - Reading Specialist (LARS)
Information Specialist (Librarian)
Gifted Education

Read 180 Math
Coach Guidance
Counselor School
Psychologist School
Nurse

Other Specialists include: Host Nation, Music, Art, Physical Education, and Education Technologist.

Guidance Counselor

Naples Elementary School provides many services to meet your child's needs, and especially so during times of deployment and reintegration. These include but are not limited to:

Whole Class Guidance Lessons: These large group lessons are educational in nature and cover DoDDS Counseling Standards as well as any special issues such as the unique challenges and adjustment skills needed for deployments, reintegration, moving, and the changing family. Sessions provide students with lessons in decision-making, study skills, values, communication skills, self-concept, and responsibility, address feelings and acceptable ways of expressing them toward other individuals, conflict resolution, and bullying.

"Mini-Classes" or Small Group Counseling: These classes focus on target issues such as deployment, anxiety, changes in family, friendship and relational skills, social skills, and dealing with feelings such as anger and fear.

Individual Counseling: Individual counseling provides a private setting where students are encouraged to express themselves freely in order to problem solve and discuss personal issues in confidence.

Parent Groups: Parent groups are offered to help with adjustment, dealing with a child's emotions, parenting skills and tips, and managing all the changes that accompany deployment and reintegration.

English as a Second Language (ESL) Specialist

Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The skills taught are listening, speaking, reading, and writing in an interdisciplinary and interactive environment. The ESL program also builds self-esteem and promotes the development of a positive self-image in ESL students.

Learning Impaired (LI) Specialist

Special education services are those designed to meet the unique educational needs of a student who has been placed in such a program by the Case Study Committee (CSC). These programs must be reviewed annually to determine the continued eligibility. The program of study must ensure a student's placement in the least restrictive environment while providing academic progress. This kind of placement may involve some part of the school day out of the regular classroom setting to meet a student's individual needs.

Communication Impaired (CI) Specialist

Communication makes us human. It is the way we share messages, ideas, and information. Messages, ideas, and information become changed, hindered, or destroyed when people have a hard time hearing, speaking or thinking with words. Communication becomes impaired when someone has difficulty using the sounds, grammar, or words they want or the right words at the wrong time or place.

The communication impaired specialist is specifically trained to identify and provide a properly diagnosed treatment plan for children having language, voice articulation and hearing related difficulties, as well as, physical abnormalities affecting speech patterns. The communication impaired specialist is available to assist parents, teachers, and students improve the communication skills of a student with problems in this area of their development.

Language Arts-Reading Specialist (LARS)

The language arts-reading specialist is responsible for overseeing the total school language arts - reading program, from instructional reading materials to special activities. It is the language arts-reading specialist's responsibility to assess entering students to determine a student's reading strengths and weaknesses. The language arts-reading specialist works with small groups of students to supplement the classroom reading and language programs.

Information Specialist

The information specialist is responsible for ordering, cataloging, and maintaining the library collection. The information center uses a computerized cataloging system for books, equipment, and other materials. The specialist provides instruction in the use of the information center. Our information center represents a combination of resources that include people, print materials, Internet, computer programs, music, video, and other AV software, equipment, facilities and services.

We welcome all students and parents to explore the information center, to use it to the fullest and to build a lifelong love for books and learning. The information center is open daily from 0800 to 1420 when students can come individually or in small groups to work or exchange books on passes. Information programs may be offered for whole classes.

School Nurse

The school nurse plays an important role in our school. The nurse acts as a liaison with the Navy Hospital Services and conducts health screening, advises teachers on health education aspects of instruction and provides assistance in various areas of health education.

Preschool Children with Disabilities (PSCD)

The PSCD program identifies children with communication, motor, social/emotional, self-help and cognitive delays. Individual educational plans are developed and implemented for children 3-5 years old who qualify for services.

The Case Study Committee (CSC) meets to consider referrals, plan assessments, determine eligibility, and develop educational programs for children with special educational needs. When a special program is needed, parents are asked to attend several meetings and are involved in the entire process of developing an individual educational program (IEP) for their child. The committee follows the procedures of:

1. Parent notification
2. Parent consent
3. Assessment and interpretations, and
4. Possible programming

Sure Start Program

The Sure Start program is an early childhood program that is based on the well-established Head Start model. The program's goals for children and their families include comprehensive services, parent involvement, family support, training and technical support, and a collaborative effort. Selections to the program are a committee decision - a waiting list is retained for openings throughout the year. Criteria for acceptance into the program include: a low family income, English as a Second Language, a single parent without a high school diploma, etc. The program serves four-year-old children.

Gifted Education

The Gifted Education program guides schools in identifying and providing differentiated instruction for students with exceptional potential in grades 2-6. All procedures for referral, record keeping, and services are consistent throughout our school system. Students who are eligible for services at one DoDDS school are automatically eligible at all schools. Students who transfer into a DoDDS school from a public or private school are referred to a Gifted Review Committee if there is evidence of participation in a gifted program. Special classes are offered for students who possess high intelligence or demonstrate high levels of achievement or talent. Enrichment classes for younger grades (1 and 2) are on an "as time allows" basis from quarter to quarter and are not part of the DoDDS Gifted Education Program.

Read 180

This program is designed for students in grades 4-12 who can benefit from personalized, intensive reading instruction. Students selected for this program receive 90 minutes of daily supplementary instruction in reading. The three components of the program include independent reading, computerized strategies development, and small group reading with guided skill development.

SPECIAL INSTRUCTIONAL PROGRAMS

Students (grades K-6) receive regularly scheduled instruction from resource educators specifically trained in these subjects.

Art

The goals of the art program are to develop creative expression, perceptual awareness, technical skills and an appreciation of the contributions of art to our culture. Students receive instruction based on the DoDDS art curriculum from an art specialist as well as from their classroom teachers. They work with a variety of materials such as clay, plaster, charcoal, pastels, and paint. The program includes instruction in drawing, design, painting, sculpture, craft, and art appreciation.

Host Nation

The Host Nation program is an important part of our school's curriculum. The intercultural setting is, in fact, a resource that a DoDDS-Europe school has that no other system in the United States has - Italy and Europe as its classroom. Besides teaching children, the Host Nation Teacher also plans study trips and visits to Italian schools in order to give students a better understanding of the language, culture and values of the Italian people. One goal of the course is that children will learn to use words and phrases in Italian. They will also learn about Italian history, geography, economy, government, folk customs, sports, foods, and crafts.

Music

General music is offered to students in all grades K-6. Some of the objectives of the general music program are to help children understand that music is all around them, that there are a variety of musical styles and sounds, and that music is a form of communication and self-expression.

Physical Education

The physical education curriculum at Naples Elementary School provides opportunities for physical development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities. It is very important that students come to class in comfortable, loose clothing and rubber-soled shoes. If girls wear dresses, they should also wear shorts under the dress. For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for gym. This could include sweats, shorts and loose-fitting pants. Jeans are also not appropriate for gym.

Educational Technologist

The Educational Technologist teacher works with classroom teachers to provide technological support. Instructional activities will be provided in a classroom or in a lab utilizing classroom instruction. Activities will include the introduction and practice of letter and number keys, as well as basic fundamentals. Activities also provide hands-on practical experience.

BENCHMARK ASSESSMENT SYSTEM (BAS)

The Benchmark Reading Assessment (BAS) is performance-based reading assessment administered to all K-3 grade students in DoDEA. The assessment is administered twice a year: Fall and spring. Students read to teachers and discuss comprehension questions, pictures, and interpretations. Below is the independent expectation of students for the end of end of year assessment.

Grade Level	End of Year Independent Expectation
Kindergarten	Level C
First Grade	Level I
Second Grade	Level M
Third Grade	Level P

DAILY SCHEDULE

0745 Arrival and Line Up
 0755 Entry
 0800 Tardy Bell

Lunch		Recess
1040-1110	Second	1015-1040
1045-1115	Third	1115-1140
1115-1145	sixth	1145-1210
1145-1220	first	1215-1240
1210-1240	fourth	1240-1305
1225-1255	fifth	1255-1325



DISMISSAL

We need to know where your child should be at the end of each day. If you need to make a change please send a note with the date on it to your child's teacher. You may also come in and write a note at the office. For safety and security of the children we **CANNOT** take messages over the phone for end of the day changes. Thank you for your understanding.

Children riding the bus must have passes visible for the drivers. ***If you wish your child to take another bus home with a friend, or to a baby-sitter, you MUST make arrangements with the Student Transportation Office (STO) ahead of time.***

If the child's departure routine changes, parents need to notify the teacher in writing ahead of time. Children need to know ahead of time exactly where to meet each other and/or parents to walk home. Siblings, friends and/or parents that walk home together from the back, will need to meet at the back of the school. From there they should use the sidewalk through the playground. Children that are monitored by parent(s)/caregiver(s) may use the playground after school. If children are not monitored they need to go home immediately after school ends.

Children whose parents will be picking them up should meet at the drop off point in front of the school. You may greet your children on the main sidewalk entrance. Waiting in front of the exit doors when school is released is a safety hazard to you and our students. Hundreds of children exit through those doors and having the main area clear for them to get out is our goal. Thanks for your assistance in getting our children home safely.

Students are not permitted in any school building after school hours unless they are under direct supervision for a special activity.

Early Dismissal from School

If you would like your child to be dismissed from school early, please come to the main office to sign your child out. To diminish interruptions to the classroom, parents are requested to wait at the office while the child is called to the office. Students will not be dismissed from school until the office staff has notified the teacher.

End of Day Interruptions

In order to maximize daily learning, please do not pick-up your child between **1400-1420**. The last 20 minutes of the day bring closure to a successful day of learning. Parents picking up their children from school are requested to wait outside. The congestion of adults and strollers make the hallways a chaotic and unsafe area.

DRESS STANDARDS

Boys and girls are expected to be neat and clean in appearance. Appropriate and safe shoes need to be worn inside and outside. Shoes must have backs on them. Hats and headgear are not to be worn in the school building, including bandanas. There shall be adequate coverage of the body for both boys and girls. **Inappropriate dress includes, but is not limited to the following items:**

- Halter/tube tops /tops with spaghetti straps (All straps must be 2 inches wide)
- Undershirts / Sheer see-through / Mesh shirts
- Bare midriffs / Belly-shirts
- Short-shorts/short-skirts, - hems should reach tip of fingers when hands are extended down side of body
- Saggy or pants which are not worn above the hip
- Flip-flops, cleats, Heelys, etc. These are considered safety issues.



Inappropriate pictures, logos, or make reference to sexual harassment, drugs, alcohol, tobacco, or weapons are inappropriate for school and will not be worn. Pictures and/or words on any garments must be in good taste. Obscene, vulgar, illegal, or prohibited items (to include weapons, alcohol, or tobacco) are not acceptable. Make-up and fingernail accessories are not appropriate for school activities.

Students who do not wear clothing that reflect good judgment, or who do not comply with these guidelines, will be sent to the nurse for necessary action. Should the need arise, parents will be notified and asked to pick-up their child at the school or provide other clothing.

During cold weather, children must wear enough warm clothing so they can remain outside for at least 25 minutes during recess periods. This may include mittens or gloves, a warm coat or jacket, a hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. Sleeveless shirts are also not appropriate during our cool and cold months. Please label all coats, jackets, mittens and scarves, etc. with the child's name.

On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health from engaging in these activities.

For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for gym. This could include sweats, shorts and loose-fitting pants. Skirts and dresses for girls are not appropriate unless shorts are worn underneath. Jeans are also not appropriate for gym.

EMERGENCY CONTACT

It is important that the school have your correct contact information on file. This includes both military and civilian current local addresses and phone numbers. In the event of an emergency involving your child, it may be necessary for the school to get in contact with you immediately so that you can be present to authorize certain kinds of medical treatment. A child may simply become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home. A child with a temperature should not be sent to school. The nurse is qualified but may only have the equipment to treat a limited range of injuries. Parents provide duty, home, and emergency contact phone numbers at registration, but these may change. It is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, a spouse may change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or the emergency contact moves away. The school should be informed if parents will be in the field, deployed, or traveling, and have left their children with someone else for an extended amount of time. A note providing the name, unit, duty phone, quarters address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office and the teacher. Alternate duty phone numbers are not an acceptable emergency contact. Failure to provide emergency contacts may result in notification to the chain of command.

EMERGENCY EVACUATION

A detailed plan for the evacuation of children from the buildings in the event of fire or other emergencies has been developed and will be in effect the first day of school. Regular drills are held weekly the first four weeks of school and monthly thereafter.

In the event that children cannot return to their classroom, alternate indoor shelters will be assigned. Children may not be able to get to their outdoor clothing, so sleeveless shirts are also not appropriate during our cool and cold months. Therefore, in the event of an extended stay outside of the school building, emergency shelters will be utilized. Should children not be able to return to the building within a reasonable time, it will be necessary to transport them to their homes. Every effort will be made to notify parents that they are on their way. The responsibility for this decision will rest with the school administrator in consultation with community military authorities and the availability of transportation.

In the event of an emergency evacuation, please do not instruct your child to leave school and "come right home." Your child is safer with a teacher rather than alone on the streets. Dismissal will be in an orderly fashion under the supervision of teachers and administrators. If you come to take your child, speak to the teacher personally at the time of the pickup. Failure on your part to do so may cause undue worry on the part of the teacher and the school authorities.

EMPLOYMENT OPPORTUNITIES

The following positions are open-continuous:

- Substitute Teachers
- Educational Aides (Special Education and Kindergarten)
- Computer Assistant / School Information Specialist

- Health Technician (OA)
- Secretary
- School Support Assistant / Supply Clerk
- School Clerk
- Transportation Assistant (OA)

Applicants will need to apply online through USAJobs. Please see the instruction guide at <http://www.eu.dodea.edu/hr/open.php> for further information. Applicants seeking employment with the Department of Defense Education Activity must complete background investigation forms electronically using E-QIP System. Applicants can only access the E-QIP System if they have been invited to do so by the DoDDS-Europe Personnel Division.

FAMILY LEAVE & FAMILY TRIPS

Please let your child's teacher know in advance of such trips, work may be given to the child before leaving or can be taken on the trip. Steps should be taken to ensure that the child does not fall behind. Please plan travel to coincide with the school calendar as much as possible.

HEALTH SERVICES

Children who are not feeling well should be kept at home. Your child's classmates and teacher will appreciate it and you will avoid the inconvenience of having to come to school for your child. **The school does not have supervision for students to stay in at recess. A child who is sick enough to be kept in during outdoor recess is too ill to be in school.** The school nurse is assigned for instructional purposes and to handle illness or physical emergencies, which occur during the school day. In the event of illness, parents are to call the school at telephone number 629-4037. Students should remain home until fever free for 24 hours.

Medication

The school nurse does not administer medications, to include over the counter drugs, except when prescribed for individuals with conditions such as:

- Asthma
- Allergies to bee stings
- Heart conditions
- Attention Deficit Hyperactivity Disorder (ADHD)

When the above medications are administered at school, the following information **is required:**

- Permission for Medication form signed by the physician and parent. This form is available at the Health Clinic or from the school nurse.
- Medication will not be administered without this form.
- Medication **must be** in a pharmacy labeled container, marked with student's name, name of drug, amount to be taken, and the time to be taken.
- Medications must be brought in by an adult. Students may not self medicate.

When short-term illnesses require the use of medication, the school nurse arranges with the parent and physician for administration before and after school. If the medication **must** be taken during school hours, the above procedure *must* be followed.

There is a mandatory immunization policy for children attending DoDEA schools. A child will not be allowed to start school without proof of the following immunizations: 4 doses Diphtheria, Pertussis, Tetanus, 2 doses Hepatitis A, 3 doses Hepatitis B, 2-4 doses Haimophilus influenza type b, 3 doses Polio, 2 doses of measles, mumps and rubella. For further information on immunizations, please check out the DoDEA link or contact the school nurse. <http://www.dodea.edu/parents/immunizations.cfm?print=y>

HOME SCHOOLING

It is the policy of DoDDS to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is the sponsor's right and can be a legitimate alternative form of education. DoDEA encourages DoD Sponsors who wish to home school their dependents to communicate their desire to the local command to determine if there are any command policies or other rules that ensure that home schooling meets local regulations and host nation requirements. Home schoolers who choose to use school services must complete a registration form. For more information, call the school registrar or the school counselor.

HOMEWORK

Anything required outside of class time for the successful completion of the goals and objective of the curriculum is homework.

Philosophy

At Naples Elementary School many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework is an integral tool used by teachers in the educational process. Homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement. Assignments are carefully selected to supplement classroom instruction. Homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than quantity and successful completion of these assignments reinforces the concepts taught in the classroom. Parental support for the value of and completion of homework is essential for students' success in the educational process.

Homework assignments are for:

- Practice: to provide students with opportunities to apply recent learning or to reinforce newly acquired skills.
- Continuation: to allow students to complete classroom work.
- Preparation: to allow students to obtain background information so they are prepared for the following day's discussion.
- Extension: to provide opportunities to extend a concept or skill learned to a new situation. The principle focus of extension homework is production rather than reproduction.
- Creative: to integrate many skills and concepts in producing a project.

Students are responsible for:

- Completing the assignment legibly, neatly, on time, and according to instruction.
- Asking for assistance and/or clarification regarding homework assignments.
- Having the necessary materials both in class and at home for completion of assignments.
- Obtaining and completing assignments missed due to absence.

Parents should:

- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher.
- Provide your child with an environment and the necessary tools that promote good study habits.
- Encourage your child to work independently while offering assistance. Daily leisure reading should be supported.
- Enrich your child's learning through your support and encouragement.

IXL - online math program students may use. Teachers can provide more information regarding the site.

Additional information for homework support can be provided thru the classroom teacher and administration.

DoDDS Homework Policy DS Administrative Instruction 2000.9

A) 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.

Guidelines for Hours of Homework per Week:

<u>Grade</u>	<u>Hours</u>
1-3	2-4
4-6	5-7

Homework assignments are reinforcements for classroom curricular learning as appropriate for the ability of the student. Homework will not be used to introduce new information. Assignments shall be designed to meet the needs and abilities of individual students. Homework will be done outside class time, not during the instructional period.

School events and other burdens will be taken into consideration when assigning homework. As appropriate to the nature of the assignment, teachers shall evaluate and return homework.

School Closure

The decision to delay or cancel school or bus transportation is made by the Base Commander. Late opening or cancellation is announced on AFN before 0600 hours, at least twice between 0600 and 0700. There should be no need to call the school for this information. If there is no announcement on AFN, school will begin and will be dismissed as usual. If you do not receive AFN, plan with a friend or someone in your unit to call you and inform you of any changes in the school day.

Early Closing

School may be closed early for a number of reasons, to include failure of the heating, electrical, or plumbing systems. Early closing will most likely occur between 1000 and 1300

hours and will be announced on AFN.

LOST & FOUND

Children and parents should check the Lost and Found area whenever anything is lost. Items such as watches, glasses, and money are usually turned in to the office. The Lost and Found will be thoroughly emptied out at the end of each quarter. Unclaimed clothing articles will be donated to charity. Unclaimed eyeglasses will be turned over to the medical clinic at the end of the school year.

Proper labeling reduces conflict and makes items easily identifiable. Students should not bring large sums of money, expensive jewelry, computer games, toys, or portable tape and CD players to school. **The school cannot be responsible for lost, broken, or stolen articles.**

MEAL PROGRAM

Students eat in the Multipurpose Room. Hot lunch is provided by NEX, which has been appointed the "School Food Authority." When available, the menu is published with the NES Newsletter. The lunch menu is also available on the school website.

Unannounced changes may occur due to lack of supplies. Students may only purchase complete lunches with school lunch tickets. Lunch tickets may be purchased at the NEX or MiniMart.

Prices will be announced before the first day of school. Applications for free and reduced-price lunches may be obtained at NES. **Applications must be renewed each year.**

The school will contact parents of children who consistently arrive at school with no lunch or an inadequate lunch. Failure to resolve the problem may result in notification to the chain of command.

The lunch period lasts 30 minutes and is usually followed by a 25-minute recess. Due to the necessity for maximum security for our youngsters, students will not be allowed off the school grounds during the lunch period unless parents sign them out and accompany them. Parents may join their child any day for lunch.

Because sugar can impede students' learning, we respectfully request that parents ensure that candy and **sodas** are not brought to school. Milk or juice may be purchased for sack lunches. Any further questions about the meal programs should be directed to Navy Exchange.

Cafeteria SAFETY RULES & PROCEDURES include:

1. Use **Naples 3R's** for cafeteria behavior.
2. Raise your hand if you need something or have a question.
3. Face forward.
4. Talk quietly with your neighbor sitting next to you so that everyone enjoys his or her meal.
5. Stay in your seat.
6. Food is for eating and nutrition, not playing.
7. Keep your hands and feet to yourself.
8. Stay off the equipment in the cafeteria.
9. Quietly walk to door to go to recess.

Severe offenses will result in immediate notification of parents.

MESSAGES FOR STUDENTS

We encourage family members to discuss before and after school student activities before children come to school in the morning. Any change in "normal routine" should be sent to the classroom teacher in writing. Although messages, in writing from the parents, will be taken and delivered by the school office staff, we ask you to limit your message requests to those of an emergency nature. We cannot guarantee that messages received after 1400 hours can be delivered to children because of special activities and classes, which take place at that time. *Phone notification will not be accepted to change the end of the day routine.*

PARENT-TEACHER CONFERENCES

Parent conferences play an important part in your child's progress in school. Regular conferences will be scheduled at the end of the first quarter and possibly the end of the second or third quarters. Additional conferences may be requested by the school if needed.

If you wish to schedule a conference, contact the teacher by note and arrange a suitable time. Please do not drop in on a teacher unannounced, as this can be extremely disturbing to the class. The main office can assist you in making conference arrangements; however, final details are between the parent and teacher. You are welcome to establish your own conference directly with the teacher.

PARENT, TEACHER ASSOCIATION (PTA)

Naples Elementary School PTA is an integral facet of our school. The PTA Board meets monthly. General membership meetings are held quarterly. Times and locations will always be announced prior to the meetings. PTA coordinates fundraisers such as school photos, yearbooks, T-shirt sales, and other projects. PTA uses the money from these activities to sponsor special projects and purchase materials for the school.

We urge you to become an active member of Naples Elementary School PTA. Dues for membership are collected each year, and may be paid at any PTA meeting. Board members are selected each spring and assume their duties in June. Other parents are also needed to chair and facilitate a number of standing committees such as: Membership, Spirit Gear, School Pictures, Fundraisers, Teacher Appreciation Week, Field Day, etc.

Naples Elementary School PTA is affiliated with the European Parent Teacher Association (EPTA). Become an active part of Naples Elementary School -join PTA.

PARTIES

Celebrations may be conducted in conjunction with a unit such as Cultural Heritage Month or the 100th Day of School. Due to time constraints, birthday parties may not be held at school. With the approval of the teacher, cupcakes or cookies may be shared at the end of lunch or the end of the school day. Please coordinate with your child's teacher.

SNACKS

Snacks are a classroom decision and are encouraged to be healthy choices.

PROGRESS REPORTS (REPORT CARDS)

Quarterly

Progress reports are distributed four times yearly, at the end of each quarter marking period. A student must be in attendance for at least 20 days during the marking period before being assessed in academic areas. At the conclusion of the first marking period, the Progress Report will be given at Parent-Teacher Conferences scheduled in November. For children whom no conferences are scheduled following the second and third marking periods, Progress Reports will be sent home the week following the end of the quarter. The final Progress Report will be distributed in June on the last day of school. It should be kept by parents and carried to the next school as a record of promotion, progress, etc. The receiving school will send for additional records. (Upon request, parents may also be given a copy of the permanent records to take with them when they withdraw their child from school.) For students leaving prior to the end of the year due to a family trip, Progress Reports will not be available until the last day of school and may be picked up throughout the summer.

Reporting to parents on the progress of their children is one of the most demanding duties educators have to accomplish. The following points should be kept in mind when evaluating your children's progress reports:

- Your goals should be realistic for your children. All parents want from their children the best work they can produce. Each child is an individual and will progress at rates, which are different from others.
- Teachers evaluate each child's progress according to the work produced in relation to the child's ability and the knowledge and skills he/she can be expected to learn.
- Each child is encouraged to work to his/her full potential at all times.



Marking Codes

Grades K-3: Early childhood uses the following marks indicating developmental growth. These are not to be confused with standard grades as seen in intermediate grades.

Consistently Displayed	=	CD
Developing / Progressing	=	P
Not Yet Progressing	=	N

These marks represent developmentally appropriate practice and identify a child's progress along a continuum including skills and developmental growth.

Grade 4-5: Intermediate grades use the following grading scale and sub-content areas:

Excellent	=	A	90-100%
Very Good	=	B	80-89%
Good	=	C	70-79%
Minimal	=	D	60-69%
Failing	=	F	Below 60%

Sub-Content Area Marking Codes

Shows Strength	=	+
Participates	=	P
More Participation Needed	=	/

Mid-Quarter

Mid-quarter Reports will be issued during the week mid quarter of each marking period. Reports are primarily intended to forewarn parents and students that the student's average at mid-quarter is less than C or has dropped two letter grades from the previous quarter. Although many teachers choose to inform parents of progress for all students, this is not required.

Since no single report can adequately present a full picture of student progress, parents are encouraged to maintain two-way communication with teachers regularly. This contact can occur through telephone and written communication, as well as, regularly scheduled conferences.

Aspen Gradebook

Parents of students in fourth and fifth grades may access grades from their home computer. Individual teachers will inform you of how to access the Aspen program.

PROHIBITED ITEMS

The following items are not allowed at school:

- Any Weapon or Toy Weapon of any kind, including Guns, Knives, Razor Blades, or any item which may be mistaken for a weapon.
- Matches or lighters
- Fireworks
- Animals (unless part of a project, must be coordinated in advance)
- Trading cards
- Toys or other novelty items
- Gum - Candy
- Beepers, radios, iPods, computer games, etc.
- In-line skates, skateboards, scooters, Heelys
- Cell phones

When children bring any of these items to school, the item may be held until a parent comes to the school to retrieve it. Disciplinary action may also be taken. No matter how much care is taken, items are often broken, lost, misplaced, or stolen. The school will not be responsible for any of these items if brought to school.

RECESS

At Naples Elementary School, we believe all children should be safe. Playing includes, but not limited to:

1. Use Naples 3Rs behavior: **Respectful** - respect yourself, others, and the environment - hands and feet to yourself, **Responsible** - use equipment properly and walk to the playground area, **Safe** - keep yourself safe.
2. Go down the slide on their bottom, one at a time. There should be no standing or walking on the slides.
3. Climb on each area of the equipment one at a time.
4. Run in areas away from the crowd and not on climbing equipment.
5. Do not climb or jump over the fence.
6. Sit on the swings and do not twist or spin.
7. Play soccer, basketball, Softball, kickball, and Frisbee in areas away from the crowd. Football is not allowed.
8. Keeping hands and feet to oneself.

Students who do not play safely may be redirected to another area.

REGISTRATION

Students may be registered daily between 0800-1100 and 1230-1400. New students will start school one day following registration if all required paperwork has been completed by 1030 hours. This will enable the teaching staff to prepare desks, chairs, textbooks, and other materials.

Parents should request to see a counselor at the time of registration if their child has any special needs.

The following information is needed to register pupils in school at any time:

- Copy of the sponsor's current orders - including dependents name(s)
- Completed DODEA Form 601
- Up-to-date immunization form
- Copy of birth certificate (required for kindergarten and 1st grade) or current passport
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

A child will not be allowed to start school unless immunized against the following:

Diphtheria, Pertussis, tetanus, polio, measles, rubella, mumps, hepatitis B, chicken pox (or history of disease), and TB test within the last five years.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee has been established under public law 95-651 and guidelines established by DoDDS. The committee consists of parents and educators, as well as representatives of the military community and the school administration. The purpose of the School Advisory Committee is to advise the principal on school policies, instructional programs, staffing as it relates to instructional resources, program evaluation, student standards of conduct, school meal programs, and other concerns that are brought to the committee by parents, educators, and the community. Strength of the committee is the positive working relationships fostered between school administration, parents, and educators.

SCHOOL HOURS

Office Opens	0730
Teachers on Duty	0740
Students May Arrive	0745
Entrance Bell	0755
Tardy Bell/Instruction begins	0800
Lunch/Recess K-6 th	1015-1315
Dismissal Bell	1420
Teacher Duty Day Ends	1450
Office Closes	1600

SCHOOL SPIRIT

The school's mascot is a dolphin. Dolphins can be seen in various forms throughout the school. School colors are blue and white. Every Friday is School Spirit Day. Students are encouraged to wear their school shirts or school colors to support our troops. School shirts/spirit wear can be purchased in from the PTA.

SCHOOL SUPPLIES

Textbooks, workbooks and other instructional supplies are provided by DoDDS on loan. The proper care and use of these items are expected. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear.

All other supplies needed by the student are to be purchased by parents. Please see itemized list below and check with the classroom teacher.

School supply lists can be found on the school's webpage at <http://www.napl-es.eu.dodea.edu/NAPLES%20ELEMENTARY%20SCHOOL%20SUPPLY%20LIST%202012.pdf>.



STUDY TRIPS

These excursions are used to enrich the regular classroom instruction and to participate in Host Nation cultural activities.

All parents participating as chaperones on study trips must be registered and cleared as volunteers.

Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent and returned to the school. Failure to return the signed permission slip in a timely manner may mean that the child will be unable to participate in the trip. Please understand that study trips are only authorized for children attending Naples Elementary School. If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.

If a student has shown patterns of poor behavior, self-control, and inability to follow adult directions, a parent may be required to chaperone to ensure the student's participation on the trip. If the parent is unavailable, alternate activities may be planned for the student to remain at school.

A high standard of conduct and appearance is expected of pupils on study trips. They represent America to the local nationals. Students will be instructed not to purchase toy weapons or food items that relate to tobacco or alcohol products (i.e. candy cigarettes, chocolates containing alcohol centers), while on school sponsored study trips. Students who violate this policy may be subject to suspension. According to regulations, parents/chaperones are asked to refrain from using tobacco or alcohol products while in the presence of DoDDS students.

TARDINESS

Parents should make every effort to ensure their children arrive at school on time. Students may arrive at school beginning at 0745 to line up and be ready to enter the building. Students should be in their seats and ready to work by the tardy bell at 0800. Students arriving after this time will be marked as tardy and must first visit the main office. **Parent/Guardian must sign their child in at the office after 0805.**

TELEPHONE SERVICES

Staff members can be reached by calling DSN 629-4037/4795 or CIV 39-081-811-4037/39-081-811-4795.

Students are not permitted to use the telephone without permission from the teacher or another school official. Students may not use the telephone to arrange sleepovers, ask for forgotten homework, etc. The use of school telephones by students is reserved for **emergency** situations, and this should be emphasized at home. Please keep your requests for us to deliver telephone messages to your children to an absolute minimum. Changes for the end of the day must be in writing. Phone messages will **not** be accepted.

TRAFFIC SAFETY

Please remind your children to practice good traffic safety habits. Children living in on-post housing must be reminded to cross the streets only at marked crossings. Please do not drive into the school bus loading area; this is a highly congested area. The safety and well-being of our children is our top priority, we request that you adhere to the above policy. Violators will be reported to security. Please park in designated parking spots and obey posted speed signs. Do not block traffic and be cautious of people crossing the street.



TRANSFER/WITHDRAWAL OF STUDENTS

The sponsor will notify the school office, in writing, of the child's last day of attendance. One week's advance notification (five school days) is required in order to prepare the relevant records. A parental request and a copy of the sponsor's PCS orders are needed in order for the school registrar to release the student's records. Students may not sign for school records.

Students must be present 20 days within each quarter to receive marks on the progress report. Students leaving during the first, second, or third quarters prior to the 20-day limit will receive the comment, "Insufficient attendance to assess." If a student is withdrawn during the fourth quarter, and is doing well academically prior to the 20-day limit, they will receive the comment, "Had remained at Naples Elementary School until the end of the year, he or she would have been promoted to the next grade."

TRANSPORTATION

The Student Transportation Office (STO) is responsible for arranging bus transportation for your child. All problems pertaining to bus service including pick-up and delivery, student conduct, and incidents involving buses should be directed to the STO Transportation Specialist (Location on Naples Bldg. 2058 at 629-4769 CIV: 39-081-811-4769).

CONDUCT ON SCHOOL BUSES

Parents are responsible for insuring that their children meet their buses on time and conduct themselves appropriately while waiting for the bus to arrive. ***If a student's behavior hinders the safe operation of the bus, the school bus privileges will be withdrawn. All issues that occur on the school bus pertaining to student conduct and behavior should be directed to the SBO Transportation Specialist (DSN 629-4482 or 629-4769).*** At the time of bus registration, all parents should receive a copy of the school bus policies. It is important that all parents along with their children review this document.

VISITORS

We are delighted to have visitors at our school. We require that all visitors sign in at the front office and obtain either a visitor or volunteer badge to wear while in the building. Parents should not interrupt classes to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance to meet with your child's teacher. Parents are always welcome to attend assemblies, exhibits, and evening programs, which are announced in the Naples Newsletter.

Parents may meet with the administrators at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you.

Students arriving late must be signed in at the office. Students being taken from school before the end of the school day must be signed out in the office by a parent or the emergency contact listed on the official registration with parent permission.



VOLUNTEER PROGRAMS

Naples Elementary School has a very successful school volunteer program; it is an integral part of our school program. It is our belief that everyone involved in the school/community volunteer program benefits the school, the teachers, the community resource person, and most importantly, the students.

Some of the ways volunteers could give service to the schools are:

- Assist in the office, workroom, and information center
- Work with small reading and math groups
- Do word processing or operate the copier for teachers
- Correct workbooks, papers, etc.
- Hearing screenings of students
- Screen vision of students
- Help as 'room' parents
- Share special talents
- Tutor students

All school volunteers must complete the Naples Elementary School Local Background Check. Though it is not necessary to train with the American Red Cross, we do encourage you to take advantage of their excellent training as a volunteer. One of the many reasons for taking this training is so you can participate in the volunteer recognition system. Another advantage is the complimentary childcare provided by the Red Cross. Please make other arrangements for you preschool children while volunteering at school. When you are accepted, you can start logging in your hours from school or home. If you are interested in becoming a school volunteer, please call or stop by the school for more information.

INSTALLATION SERVICES

School Liaison Officer (SLO). The Naples Support Activity SLO provides information and assistance to schools, parents, students and commands. Contact can be made at Fleet and Family Support Center or by calling 629-6549. SLO services include information and referral, children and youth programs, home and host nation schooling, command support for education, student advocacy and transition information to and from OCONUS.

Child Supervision Guidance Policy. The Naples Support Activity Child Supervision Chart is included in this handbook to assist parents and other community members in safeguarding children.

Children and Youth Programs. Information on contact numbers, POC information, schedules, and registration materials for Child Development Services, School Age Services, Teen Centers, Youth Sports, and FCC providers can be obtained through contacting the Youth Center at 629-4722.

Customer Evaluation. All installation customers are encouraged to provide direct feedback to organizations and managers on post. A computerized option is also available through the installation's Interactive Customer Evaluation (ICE) system located at ice.disa.mil

Volunteers. All volunteers who work with children must complete a background application through the school. This application can be retrieved from the main office.

WIC (Women, Infants and Children). This is not a school program, but DoDEA wants all parents with children under age 5 to be aware of this very helpful program. Please contact the WIC Office to determine if you are eligible for this program that provides supplemental nutritious foods, nutrition, education, and referrals to other health agencies. The program can save you money.

3 MAY 2011

NAVAL SUPPORT ACTIVITY NAPLES, ITALY CHILD SUPERVISION CHART

Parents are responsible for the behavior, safety, proper discipline and well being of their children, regardless of age. Parents should assess their child's developmental and maturity levels, and if necessary raise the minimum age limits outlined below.

Age of Child	Left unattended in quarters	Left unattended in car	Baby-sit others	Unattended in public areas*	Walk to school	Left in quarters overnight/vacation/TAD
New born to 4 years	NO	NO	NO	NO	NO	NO
5 to 6 years	NO	NO	NO	YES (With an adult within hearing or visual contact)	YES*	NO
7-9 years	NO (May be left for short periods of time with access to an adult)	NO	NO	YES (With an adult within hearing or visual contact)	YES	NO
10-15 years	YES	YES	YES**	YES	YES	NO
16+ years	YES	YES	YES	YES	YES	YES (With telephone access to an adult; power of attorney may be required)

Notes:

* Children 6 years of age and older may walk to and from school without the supervision of an adult. Children 5 years of age and younger must be escorted to and from school by someone who is at least 9 years of age.

** Children under 12 years of age will not babysit other children, including their siblings. Baby sitters 12 to 15 years of age may supervise until 2400 but are not allowed to sit all night. Adolescents age 14 and 15 years of age who have completed the Red Cross babysitting course are eligible to babysit until 0200.

For additional information the NAVSUPPACT NAPLES INSTRUCTION 1754.7 can be found at:
<https://www.cnlc.navy.mil/Naples/Departments/Administration/Instructions/index/htm>

GLOSSARY OF DoDDS ACRONYMS

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hypertension Disorder
AIR	Artist in Residence
CI	Communication Impaired
CMRB	Civilian Misconduct Review Board
COMP ED	Compensatory Education
CSI	Continuous School Improvement
CONUS	Continental United States
CSC	Case Study Committee
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECAPTS	European Congress of American Parents, Teachers, & Students
ECE	Early Childhood Education
EDIS	Early Developmental Intervention Services
ESL	English as a Second Language
GE	Gifted Education
NES	Naples Elementary School
IAC	Installation Advisory Committee
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
LARC	Language Arts Committee
LARS	Language Arts Reading Specialist
LI	Learning Impaired
LRE	Least Restrictive Environment
NCA	North Central Accreditation
PE	Physical Education
PESA	Parent Expectations Support Achievement
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTA	Parent-teacher Association
REACH	Raising Expectations and Children's Hopes
SAC	School Advisory Committee
STO	Student Transportation Office
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
SIP	School Improvement Program
SLO	School's Liaison Officer
SWEP	School-wide Enrichment Program
TAG	Talented and Gifted
TESA	Teacher Expectations and Student Achievement

I dreamed I stood in a studio
And watched the sculptors there.
The clay they used was a child's mind,
And they fashioned it with care.

One was a teacher, the tools she used
Were books and music and art.
One a parent, with a guiding hand,
And a gentle, loving heart.

Day after day, the teacher toiled
With a touch that was deft and sure.
While the parent labored by her side,
And polished and smoothed it o'er.

And then at last their task was done,
They were proud of what they had wrought
For the things they have molded into the child
Could neither be sold or bought.

And each agreed he would have failed
If he had worked alone.
For behind the teacher stood the school
And behind the school, the home!