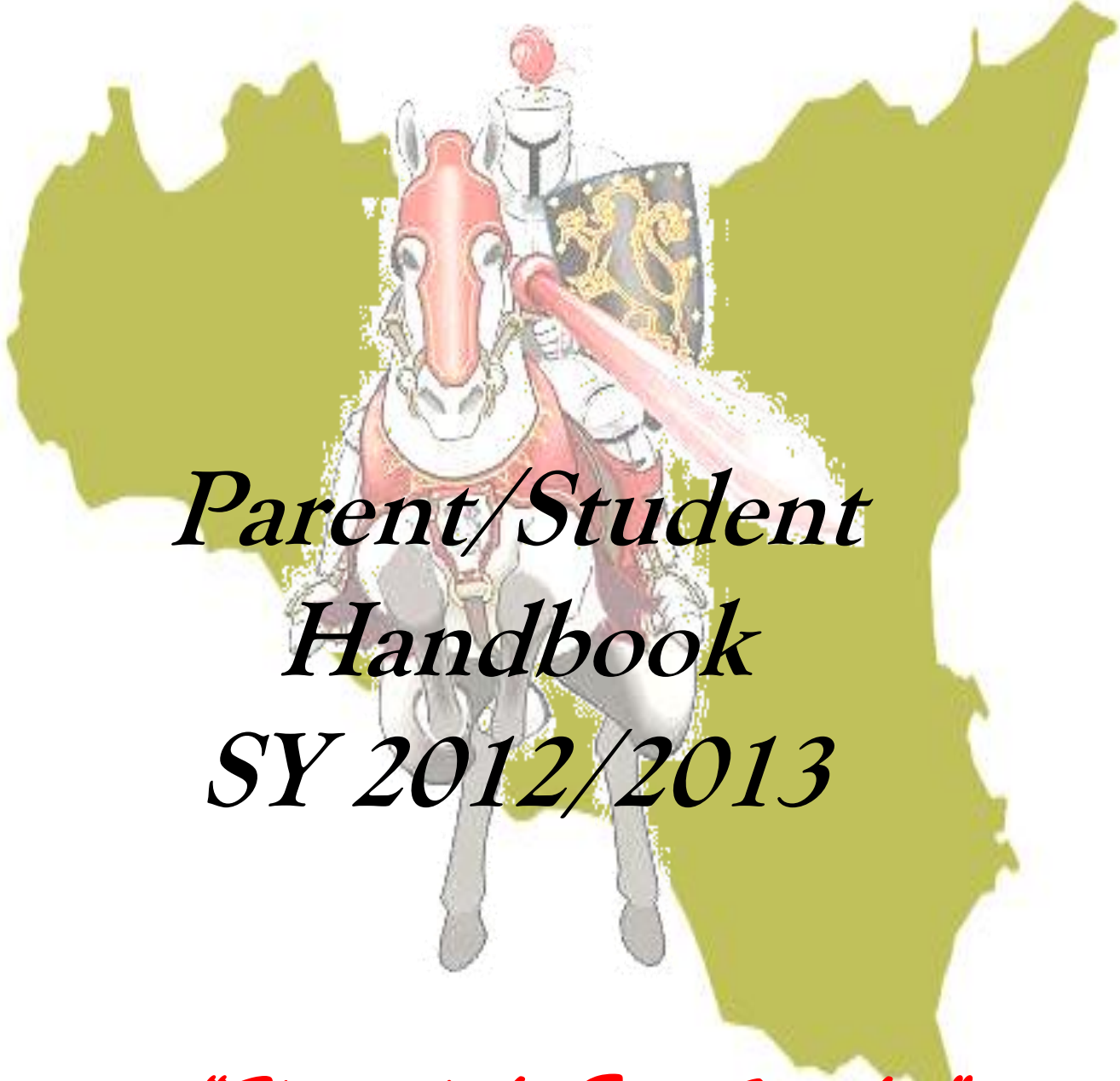


Sigonella Elementary School



*Parent/Student
Handbook
SY 2012/2013*

"Home of the Etna Knights"



Our Vision

Sigonella Elementary School will ensure all students achieve their potential through rigorous, standards-based instruction while developing responsible, global citizens. All students, staff, and parents will embrace continuous learning in an atmosphere of mutual respect and collaboration.

Our DoDEA Mission

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

Our Continuous School Improvement Goals

Goal 1:

All students, by June 2012, will improve in **writing**, as defined as the ability to clearly communicate ideas by effectively using organization and writing conventions, in all curricular areas as measured by the selected system-wide and school-based assessments.

Intervention: Writer's Workshop

Goal 2:

All students, by June 2012, will improve in **math**, as defined as the ability to solve problems using appropriate strategies and justify solutions using representations and vocabulary, in all curricular areas as measured by the selected system-wide and school-based assessments.

Intervention: Math Questioning



Our Guiding Principles

- Education is a cooperative effort and is the responsibility of the entire learning community: teachers, administration, school staff, students, parents, and the community.
- All students are capable of growth and should be held to high expectations.
- Each child has strengths, challenges, and unique ways of learning.
- Students must be actively engaged in and take responsibility for their own learning.
- In order to meet the unique needs of each child, our instructional strategies should be diverse and emphasize active learning.
- Our assessment practices should be authentic, consistent and guide instruction.
- Children's social and emotional development is as important as their academic progress.
- Children thrive in a safe, supportive, and disciplined environment.
- It is important to foster a life-long love of learning and a culture of continuous improvement.
- It is important to promote the development of respectful relationships among students and staff by teaching, practicing and modeling kindness, honesty and respect for diversity.
- In our rapidly changing world, it is essential for children to develop literacy in information and communication technologies.
- Adaptability, flexibility, creativity, cooperation, and problem-solving skills are essential for success.



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.

Mr. Kent Worford, Superintendent
Mediterranean District



A Message from the School Principal
August 20, 2012

Dear Parents and Students,

Welcome back to an exciting school year! Our dedicated staff is committed to helping every child reach his/her full academic potential, in an atmosphere of mutual respect and caring. Our goal is to provide a world class education for every student based on their individual needs and in accordance with DoDEA instructional goals and standards.

The important task of educating our youth extends far beyond the confines of the school environment. It encompasses a strong commitment and involvement on the part of the school, family, and community. By working together and sharing our knowledge and experience, we can achieve the very best for our children. We know through research in education that parental involvement of any kind, through volunteer work at school, assisting with homework at home, or active participation in school organizations such as the PTO, leads to higher achievement for students. We invite you to join us in providing the best education possible for your child.

This handbook has been designed to provide you with information regarding school policies and procedures as well as general information. Please read the handbook carefully and feel free to contact the school if you should have any questions. I will keep you well informed through the *Knightly News* (parent newsletter), which will be published every two weeks during the school year.

I sincerely hope that this handbook will be helpful to you, and I look forward to working with you and your child throughout this school year.

Ian Coubrough
Principal

**SIGONELLA
ELEMENTARY SCHOOL
Parent/Student Handbook**

Ian Coubrough, Principal

SCHOOL TELEPHONE:

**DSN: 624-4406
COMMERCIAL: 39-095-56-4406
SCHOOL FAX: 39-095-56-4405**

FPO ADDRESS

**Sigonella Elementary School
Attn: Office of the Principal
PSC 812 Box 2630
FPO AE 09627-2630**

INTERNATIONAL ADDRESS

**Sigonella Elementary School
U.S. Naval Air Station, Sigonella
SS 192 KM 76
95100 Catania, Italy**

CONTACT EMAIL ADDRESSES:

Principal email address: principal.sigonellaes@eu.dodea.edu

School faculty can be reached via email at: firstname.lastname@eu.dodea.edu

SCHOOL WEBSITE:

Our School Website address is: www.sigo-es.eu.dodea.edu

Department of Defense Dependent's Schools (DoDDS)

Signonella Elementary School falls under the authority of DoDEA. The organizational structure for the Department of Defense Education Activity and Department of Defense Dependents' Schools is as follows:

Secretary of Defense
Assistant Secretary of Defense for Personnel and Readiness
Director, Department of Defense Education Activity
Area Superintendent, DoDDS-Europe
Principal, Signonella Elementary

Whenever concerns arise regarding school, experience has shown that the overwhelming majority of them are best resolved at the school level and most often by speaking directly with the classroom teacher. If a concern is not resolved, then the school administrator should be contacted. However, if you need to get in touch with any DoDEA officials, the following appropriate information will assist you.

Chain of Command - The levels of authority for DoDEA and DoDDS are as follows:

Classroom Teacher

School Principal: Ian Coubrough
Phone: 624-4406

Mediterranean District Superintendent: Mr. Kent Worford
Unit 31401 Box 11
APO AE 09630
Phone: +39-0444-71-8460

DoDDS Europe Director: Dr. Nancy Bresell
Unit 29649
APO AE 09096
Phone: +49-61-380- 7615

DoDEA Director: Dr. Marilee Fitzgerald

Department of Defense Education Activity
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400

SCHOOL HOURS

0800-1330 Sure Start Preschool Program

0745-1415 Grades K - 5



Acronyms- the Letters that Drive Our Programs (But Sometimes Confuse Everyone Else)!

Although those who are affiliated with the military know many of the military acronyms, DoDDS like other organizations, has its own acronyms. Listed below, you will find many of our key acronyms and their definitions.

Benchmark Assessment System (BAS) – Reading assessment administered to all K-3 students at the beginning and end of each year to determine reading progress.

Community Strategic Plan (CSP) – The process used to develop a 5-year plan, along with the vision, mission, guiding principles, goals, outcomes, members, and glossary of terms. The plan provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement.

Case Study Committee (CSC) – Team composed of parents, teachers, special educators, and administrators to determine student eligibility for special education services.

Continuous School Improvement (CSI) – A model for school improvement that consists of administration to continually reviewing data and modify instruction when needed to maximize student learning.

Continuous School Improvement Leadership Team- CSILT – The team is comprised of representatives from the teaching staff and parents, who work together to develop school goals and interventions designed to meet the goals.

Department of Defense Educational Activity (DoDEA) – Organization comprised of all DoDDS and DDESS schools that fall under the direction of the Department of Defense.

Department of Defense Dependents' Schools (DoDDS) – The organization that directs the operations of all 154 schools located in Europe and the Pacific Areas.

English Language Learners (ELL)- Students for whom English is their second language.

English as a Second Language (ESL)- Program that provides ELL students with additional support and instruction as they learn the standards-based curriculum.

Free Appropriate Public Education (FAPE) – Federal mandate that requires all agencies to provide special education and related services (at no cost to the parent) in order for the child with disabilities, to benefit from public education.

504 Plan – A written plan developed by the 504 Accommodation Team specifying: The nature of the student’s disability and the major life activity it limits, the basis for determining the disability, the education impact of the disability, the area for 504 accommodation and the 504 accommodation strategies and documentation concerning how the student’s progress will be determined.

Individualized Education Plan (IEP) – Plan developed for each child with disabilities, with measurable goals based on the child’s needs and present levels of education.

Individual with Disabilities Education Act (IDEA) - The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.

Knights in Shining Armor (KISA)- A local organization open to all parents who meet monthly (at noon) - to collaborate, discuss, and assist the school staff with school improvement efforts.

Least Restrictive Environment (LRE)- Placement that is as close as possible to the regular education environment. It is required under IDEA law.

National Assessment for Educational Progress (NAEP) – Assessments given in 4th grade every two years to determine overall effectiveness of the nations educational program.

Professional Learning Teams (PLT) – Team members who regularly collaborate toward continued improvement in meeting learner needs through a shared curricular-focused vision (Reichstetter, 2006).

Professional Learning Community (PLC) A strategy to increase student achievement by creating a collaborative school culture focused on learning (Feger & Arruda, 2008)

Preschool Children with Disabilities (PSCD) – Program designed for preschool students with disabilities who require early interventions prior to attending a regular educational program.

Parent Teacher Organization (PTO) – Organization that conducts fundraising events to help support the school programs.

School Advisory Council (SAC) – Board made up of three teachers and three parents who meet monthly to discuss policy issues and make recommendations to the principal.

School Liaison Officer (SLO) Command representative who provides input to school administration based on the concerns and/or needs of parents. The SLO works to improve communications and to resolve issues between the school and the parents.

Student Support Team (SST) – A school-based group of people whose purpose is to provide additional support to students who are experiencing difficulties - that are preventing them from benefiting from general education.

ARRIVAL TIME AND PROCEDURES

Students should not arrive at school prior to 7:30. There is no supervision for students on school grounds before 7:30 or after 2:30.

Students arriving by bus should proceed directly to the school courtyard upon disembarking. Elementary students are **not** allowed to go to the food court or go to the high school cafeteria before the start of school.

ATTENDANCE POLICY

The DoDDS' educational program along with the local command, assumes that all students will attend school each day that it is in session. It is difficult for students to "make-up" work they miss during the school day. Please try to keep absences to a minimum. Adherence to the school attendance policy is the responsibility of the parents. We request that parents telephone the school to inform us whenever a child will be absent. The school will try to verify absences by 8:30 each day. The school will attempt to contact the sponsor in cases where no prior notification has occurred and the student is absent. Current contact information is imperative. A written correspondence to the teacher stating the reason for the absence assists the teacher with maintenance of attendance data. **Please help us in this effort by notifying the school when your child is absent.**

- Emergency leave is typically excused and parents arrange the make-up schedule with individual teachers. Teachers may give students (who are on emergency leave) additional time to complete any assigned work.
- All absences due to family trips are considered unexcused absences. To assist students with school work (while on vacation) we have developed a pre-planned absence procedure:
 - ❖ Parents must request (at least 5 days in advance), approval for any pre-planned school absence not related to illness. Pre-planned absence forms are available in the main office and on the school webpage: <http://www.sigo-es.eu.dodea.ed/registration.htm>.
 - ❖ This allows teachers to prepare work for the student in advance. The assigned work must be returned to the teacher, no later than the first day that the student returns to school. Assigned work will help to prevent regression of skills and help to maintain a passing grade average.

- Once SST has met with parents, any continued chronic attendance issues may be referred to the appropriate Command for assistance.
- Absences due to illness are excused if the parent sends a note/email to school or contacts the school telephonically.
- Students who enter school after 0750 are tardy.
- Passport appointments will be excused as it is official business.

AGE OF STUDENT SELF-RELEASE AFTER THE SCHOOL DAY

Students may self-release to walk to another location on base after school **with written parent permission** at the age of 10 (when they are eligible for their own ID card). Under the age of 10, students may **not** be released to walk to another location on base alone. They may be released to an older sibling or responsible adult with a written note from the parent giving permission.

BIRTHDAYS

Please contact the classroom teacher for any special arrangements that you would like to request in celebration of a child's birthday. It is the policy of Sigonella Elementary School not to pass out personal invitations to birthday parties unless it includes the entire class.

CASE STUDY COMMITTEE

Case Study Committee (CSC) refers to a multidisciplinary team of special educators, regular educators, related services personnel, administrators, and parents where appropriate. The Core CSC oversees and ensures the effective functioning of the school's special education program and Child Find Activities.

CHILD FIND ACTIVITIES

Child Find is the ongoing process used by DODEA and the military departments to seek and identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services. Child Find activities include the dissemination of information as well as screening, referral, and identification procedures. If you have a child who may be in need of special services, please contact Lindsay Vaughn at the school.

CHILD ABUSE REPORTING

The Department of Defense Dependent Schools (DoDDS) requires that all allegations of child abuse be reported to local family advocacy officials and to the appropriate DoDDS officials by school employees regardless of where or when the alleged abuse occurred.

CLASS PLACEMENTS

A great deal of time and effort is put into creating balanced classes at the beginning of each school year. Name requests for specific classroom teachers cannot be accommodated, but requests for specific teaching styles will be accepted and considered as space permits. All requests should be submitted before the last week of the school each year for consideration for the following school year. No requests to change teachers will be considered until after the first fourteen days of school.

COMMUNICATIONS

The school maintains email addresses for the electronic transmittal of the parent newsletter, special announcements, and emergency information. **Please verify that we have your correct email address.** The *Knightly News Parent Newsletter* is sent out on the first and third Monday of every month during the school year. Paper copies are available upon request from the office staff. The newsletter shares important upcoming events and school activities. Classroom teachers may also send home correspondences to inform parents and students of other day-to-day activities and special events. We encourage frequent and open communication between the school and home. Technology has provided electronic mail as a convenient and fast way to communicate. In some cases, emails are considered legal documents. Please use this tool with respect and use only appropriate language. The school prohibits the hostile or offensive use of electronic communications to include e-mail, electronic postings, and personal Web pages.



CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSILT)

This team consists of teachers, parents, and administration. The goal of this team is to provide leadership and planning for activities to help ensure the school's ongoing efforts towards continuous school improvement. Please email Steve Larson or Lindsay Vaughn at Steve.Larson@eu.dodea.edu or Lindsay.Vaughn@eu.dodea.edu if you would like to serve on this important team as a parent representative.

CURRENT SPONSOR INFORMATION

The school must maintain the correct home and unit phone numbers, email addresses, and home/unit addresses of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes so we will be able to contact you immediately if your child becomes ill or is injured at school. Please do not use a stateside address or telephone number as an emergency contact.

DISCIPLINE AND SCHOOL CONDUCT

It is important that all children feel safe at school. It is a policy of DoDDS' schools that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for themselves and their fellow students, and have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people.

Students are expected to display appropriate behavior at all times while at school. Our students are generally very well behaved; however, at no time will the behaviors listed below be tolerated in our school. Students involved in these types of behavior risk the possibility of a school suspension and in some cases expulsion:

- Fighting, intimidation, or threatening another student
- Bullying
- Willful disobedience/defiance to adults in charge
- Throwing inappropriate objects
- Possession of a weapon (imitation and/or real)
- Vulgar or abusive language
- Vandalism and/or destruction of school property
- Sexual harassment
- Possession of any drug, alcohol, and/or tobacco
- Name calling with racial or ethnic overtones



More on bullying... Students are expected to treat one another in a courteous and respectful manner. There is a fine line between bullying and teasing, and some students may not be able to distinguish between them. Please remind your child/children of the importance of treating their classmates and peers with respect and not to participate in any behavior that could be viewed as bullying.

Negative behaviors will be dealt with on an individual basis. Consequences range from the student talking to the teacher, talking to an administrator, calling the parents, losing privileges within the school, after school and/or lunch detention, to suspension or expulsion. We do our best to match consequences to the severity of the misbehavior, the frequency of previous occurrences, and the age of the child. Staff members maintain classroom management plans that assist students to avoid misconduct, in addition to school-wide expectations. Our policy is to ensure every student feels safe and comes to a clean and orderly campus.

Students are responsible for obeying all school expectations, for accepting reasonable and appropriate consequences for their behavioral choices, for properly maintaining textbooks and other school equipment, and for respecting public and personal property.

- **ROLE of the PARENTS**

Parents are the most important people in a child's life. Their love, affection, support, and approval are a functional need of all children. Because parents are number one in importance, they are also number one in the ability to influence and motivate their children toward responsible behavior. If you should receive a phone call or message from the school regarding a negative behavior choice by your child, please discuss with your child what alternative behaviors your child could have chosen that would have resulted in a more positive outcome. **If a child views the school and parents as working together as a team, there is a much greater chance that the negative behavior choice will not be repeated.**

- **SUSPENSION**

Every effort will be made to help a student who experiences difficulty adjusting to school life. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct. A first consequence will result in either in-school or out-of-school suspension pending the severity of the action by the student. The school administrator may suspend a child from school for a period of time, normally not to exceed ten days. The administrator will inform parents of the reasons for both in-school and out-of-school suspension, the length of suspension, and the conditions for reinstatement. A parent must accompany the child to school on the morning following a suspension. At this time a conference will be held with an administrator to ensure that the child fully understands the expectations to be followed.

DRESS & APPEARANCE OF STUDENTS

Parents are expected to guide students to be appropriately dressed for school at all times to include:

- Wear appropriate shoes at all times. Flip-flops and open-toed shoes are not appropriate for many school activities for safety reasons. Students are not permitted to play on the playground with flip-flops or open-toed shoes.
- Wear clothing without profanity, objectionable slogans and pictures.
- Pants must be worn at waist level with no underwear visible.
- Wear shirts that cover the midriff when arms are raised. Spaghetti straps and thin tank tops are not appropriate wear.
- The length of shorts and skirts should exceed the length of the students' hand placed on thighs while in a standing position.
- Sunglasses, coats, jackets, caps, hats, and bandanas are not appropriate for wear in the classroom. Bring a sweatshirt or sweater to wear in class during cool weather.
- Wear comfortable clothing and sneakers on PE days.
- Be aware of the sun. Sunglasses, sunscreen, and protective clothing are recommended for outdoor use during warm days. Sunglasses are not permitted on the playground at recess.

EARLY DISMISSAL

1. Scheduled:

The specific time of early dismissal is 1215 and will be announced in advance in the parent newsletter.

2. Unscheduled:

Announcements due to inclement weather, etc.

ELECTRONIC ITEMS

Students bring personal property to school at their own risk. The school assumes no liability. If electronic equipment of any kind is used on the bus, it must be kept secured in the student's book bag upon arrival at school. If a student has a cell phone, it must be turned off during class and kept secured in a backpack or book bag. Messages for students can be left at the school office and these will be communicated to the teacher. **Any electronic item that is removed from a book bag or backpack during the school day or while on school grounds may be confiscated and only returned to the student by having a parent pick it up at the main office.**

EMERGENCY EVACUATION

The safety of students is a priority at our school. For that reason, we hold monthly fire drills and other periodic drills for school emergency evacuation. Each classroom in the school has plans posted for evacuation in the event of fire or other emergencies. It is important for you to stress safety with your children. In the event of an actual school evacuation, students will remain with their group or class and evacuate the building. They must wait with the teacher in a designated area for further Instructions. Base command will use AFN Radio (105.9 FM) and TV to communicate any necessary special instructions to the community. If possible, the school will also use email as a means of contacting parents in emergencies since school phones should remain free for outgoing calls.

ENROLLMENT AGES

Children must be four years old by September 1st to attend Sure Start, five years old by September 1st to enroll in kindergarten at a DoDEA school, and six years old by September 1st to enroll in first grade at a DODEA school unless the student has completed one year in an accredited Kindergarten program.

GIFTED EDUCATION PROGRAM

Gifted Education Review Committee is comprised of the gifted education teacher, administrators and other faculty members. Using DoDEA's established guidelines for gifted education selection, the committee assists with referrals and decisions concerning students within the program. The committee oversees and ensures the effective functioning of the Gifted Education program. If you have any questions about the Gifted Education Program at our school, please contact the gifted education teacher Steve Larson.

HEALTH AND MEDICATION

The school nurse is available during the school day for evaluation and treatment of student injuries and illnesses. Parents will be contacted in the event a child needs to go home or be seen by a physician. It is important that parents have an emergency contact person, **other than a family member**, and that telephone numbers for that person (both home and work) are on file at school. School health records (Health History and Immunization) should be completed during registration. Please ensure that the school nurse is aware of any particular health concerns including allergies.

- **Medications at school:** Students are not permitted to have any kind of medication in their personal possession at school – this includes “over the counter” medications also. **If a child must take medication during school hours, it will be necessary for you to provide a permission form with parent and physician signatures available in the school health office or the Family Practice Clinic** and the medication must be in a pharmacy-labeled container with the child's name.
- **Communicable infection, infestations, and illnesses** are always a concern in the student population. Some examples are head lice, ringworm, “pink eye,” chickenpox, etc. If your child has contracted one of these, please share this information with the school nurse and/or send a note to your child's teacher.
- **Health screenings** are conducted during the school year for vision, hearing, height, weight, and scoliosis, according to DoDDS' guidelines. Results are recorded in the child's school health record and parents will be notified if a student needs to be referred for further evaluation. These are only screening programs and are not meant to replace regular check-ups with a personal physician.

HOMEWORK

Homework assignments are reinforcements from classroom instruction and are assigned to support student learning, practice skills, and build student responsibility. Homework may not always involve pencil and paper tasks. It may also encompass such activities as reading for a period of time at home, working on a project, or studying course material for a quiz or test.

The following is the approximate range of hours per week of homework to be assigned to elementary students.

Grade	Hours/Week	Daily-Approximately
1	50 to 100 min.	10-20 minutes
2	100 to 150 min.	20-30 minutes
3	2-3	30 minutes
4	3-4	40 minutes
5	4-5	50 minutes



LEAVING SCHOOL DURING THE DAY – SIGN OUT LOG

Students who will be leaving the school during the school day will remain in the classroom until a parent comes to collect them. Parents must sign children out at the office before collecting them and sign them in upon return. As a security precaution, please be prepared to show your ID card. Teachers will more likely have homework or other handouts ready for your child if they receive a note from you in advance.

LUNCH PROGRAM

Students eat lunch in our school cafeteria. Students who do not wish to eat the purchased lunch may bring a lunch from home. It is the responsibility of parents to ensure that each child has a lunch ticket, money or bag lunch each day. **We request that students not bring items that need to be heated up or cooked in a microwave.** Lunch tickets may be purchased at the Customer Service counter of the NEX. All menus and services are provided by and are the responsibility of the NEX. The monthly lunch menu will be sent home electronically in the parent newsletter each month. If you require a hard copy, please notify the office staff.

- **LUNCH/RECESS SCHEDULE**

<u>Grade Level</u>	<u>Lunch</u>	<u>Recess</u>
K	10:25-10:50 a.m.	10:50-11:15 a.m.
1-2	10:55-11:20 a.m.	11:20-11:40 a.m.
3-4-5	11:25-11:50 p.m.	11:50-12:10 p.m.

- **LUNCH ROOM AND LUNCH RECESS BEHAVIOR EXPECTATIONS**

In order for lunchtime to be a pleasant experience, we expect correct and appropriate behavior at all times. This means children must bring their best table manners from home. In addition to our school wide rules, the following rules governing behavior in the lunchroom are in effect to allow for pleasant dining for all:

- *No running at any time.*
- *Keep hands, feet, and all objects to yourself.*
- *Sit flat with your legs under the table.*
- *Remain seated and raise your hand if you need something.*
- *Use your indoor voice. No shouting or yelling.*
- *Use polite table manners at all times. No playing around.*
- *Wait to be dismissed to throw your trash away.*
- *Clean up all trash under and on top of your table when dismissed.*

A child's right to use the lunchroom and playground facilities is not guaranteed. It is a right that can be lost if persistent disruptive and inappropriate behavior is displayed. Disruptive behavior includes: throwing food, getting up without permission, playing rough on the playground with endangerment to self or others, and being disrespectful and/or not following the directions of supervising adults.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an active and vital support group for our school. Many events will occur during the school year sponsored by the PTO. Watch for PTO information published in the Knightly News School Newsletter and on the Sigonella PTO Facebook page. You may also contact the PTO Board in order to become more involved and/or volunteer by emailing decaturelempto@yahoo.com.

PROGRESS REPORTS (REPORT CARDS)

Parents will be kept informed of progress and achievement by a Progress Report which is issued at the end of each quarter. Since no single report can adequately present a full picture of student progress, parents need to communicate with their teachers regularly. The school holds Parent-Teacher

Conferences at the end of the first three grading periods. These times will be announced and conferences will be scheduled. Teachers of grades four and five will contact parents at mid-term if a student has an average below a “C” grade, or if the student is not working to full potential. Please do not hesitate to contact staff members if you have any concerns or suggestions.

Parents of students in Grades 4 and 5 can also keep updated on their child’s progress by using **GradeSpeed**. This electronic portal allows parents to view their child’s ongoing progress with the click of a button. Information on how to access Gradespeed will be sent home by your child’s teacher.

SCHOOL BUS AND TRAFFIC SAFETY

At the time a student is registered for school bus service, the registrar will provide the students and the sponsor with a transportation request form. The sponsor will take the request form to the Transportation Office. The Transportation Office will provide the sponsor and the student with a copy of the Behavior Standards for School Bus Students. The sponsor and the student will acknowledge in writing that they have been provided a copy of the standards to which students must agree to abide while using bus transportation.

Expectations have been established for student behavior while riding school-provided transportation. Proper conduct aboard the buses is essential at all times. Misbehavior that distracts the driver from concentrating on driving is a serious safety hazard. Riding the school bus is a privilege and not a right. Misbehavior and other Infractions of the rules may result in suspension of bus riding privileges.

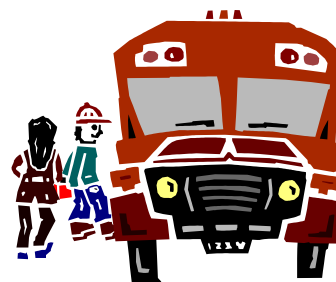
Safety attendants are provided on all of the buses. They are the adult in charge to help ensure the safe transport of all our students. They will submit a *School Bus Student Misbehavior Report* when they identify any behavior that is not in alignment with the school bus rules. In most cases, the first *School Bus Student Misbehavior Report* received by a student will be a warning to help the student get back on track to making positive behavior choices. Subsequent misbehavior reports will result in suspension of bus riding privileges for a period of time in alignment with the rule infraction and the number of misbehavior reports received.

As a security measure, requests from parents for their children *not* to ride on their assigned bus on any given day must be in writing and signed by the parent. Since phone calls cannot be checked for validity, they are not the preferred means of communication. Written requests ensure the safety of our students and greatly lessen the possibility of miscommunication of transportation needs/plans after school.

The Transportation Office can be reached at DSN 624-3244 or 624-3247 or Fax 624-3245.

The 10 School Bus Rules

- Obey the driver or adult.
- Enter and exit the bus safely and always show your bus pass.
- Stay properly seated. Seat belts must be worn if provided.



- Keep your hands, feet and other body parts to yourself.
- Do not throw things.
- Put nothing out of the window.
- Remain quiet and do not disturb the driver or others.
- No profanity, smoking, prohibited items or vandalism.
- Do not eat, drink or chew gum.
- Be responsible, be safe.
- **If the school bus is equipped with seat belts, the seat belt must be worn at all times.**

BOARDING AND EXITING THE BUS

- Stand well back from the road or where the bus will stop. Wait until the bus has completely stopped and the driver has opened the door before you move towards the bus.
- Line up in a single file before moving towards the bus.
- Hold your personal belongings in front of you while boarding or exiting the bus.
- If you drop something, ask the bus driver to help you get it.
- Use the handrail while going up or down the steps.
- Do not rush. Walk carefully so as not to trip entering or departing the bus.
- When exiting the bus, move a safe distance away from the bus:
 - At school, go directly to the courtyard area.
 - At your assigned bus stop, wait until the bus leaves, then go directly home.

Children who live on base may be allowed to walk home with written permission from parent.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee was established by DoD regulation and is composed of an equal number of elected parents and teachers. It advises school administrators and/or installation commanders on program matters which impact on the quality of education in our schools. SAC meetings are open to all community members and are held on a monthly basis. Parents are encouraged to attend these meetings and become involved in improving our school programs. The committee serves as an advisory body, not a policy-making body. The role of the School Advisory Committee is to advise the school principal by making suggestions and/or recommendations on educational matters such as:

- School policies affecting students and parents
- Administrative procedures affecting students
- Instructional programs and educational resources within the school
- Allocation of resources within the school to achieve educational goals
- Pupil services (health, special ed., testing, evaluation)
- Student standards of conduct and discipline

- Policies and standards of the dependents' education system related to all of the above

Meeting dates and times will be published in the Parent Newsletter and on the school calendar. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member or leave the information at the front office.

SCHOOL SUPPLIES

Textbooks and other instructional supplies are provided by DoDDS on loan. The proper care of these items is the student's personal responsibility. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear. Supplies such as pens, pencils, crayons, writing paper, etc., are to be purchased by parents. This list is included in the registration packet, but is also available in the school office as well as being posted in the NEX.

SCHOOL VISITS

Parents are welcome and encouraged to visit classrooms. As a security precaution, visitors are required to report to the office as soon as they arrive to sign in and obtain a visitor's pass. In order to minimize classroom interruptions, please notify the teacher in advance of your visit when possible.

SCHOOL CANCELLATION AND UNSCHEDULED DISMISSALS

There may be times when it is necessary for military and school officials to cancel or close school early. On such occasions, it is impossible for the school to notify every parent via phone call. Notification will be through command channels and through email sent to parent email addresses. Tune to your local radio dial at 105.9 FM. Messages will also appear on the AFN Decoder Channel 20. Parents should make arrangements for an alternative place for their children to go whenever there will be no one at home to meet them.

SCHOOL RULES

In order to maintain a positive and safe environment, our students are expected to follow all schoolwide rules at all times. While teachers will be discussing these rules with their students, we appreciate parents also reviewing school expectations with their children in order to help support our efforts.

Schoolwide Rules

- *Be respectful to others.*
- *Keep hands, feet, and objects to yourself.*
- *Follow the directions of school adults the first time they are given.*
- *Take care of school and personal property.*
- *Be responsible for your choices and behaviors.*



Another key item concerning behavioral expectations is our hallway rules. Our staff members will be reviewing and reinforcing these expectations as well.

Hallway Expectations

- *Walk quietly to the right.*
- *Walk facing the front in a single file line.*
- *Walk with a hall pass.*
- *Walk with hands and feet to yourself.*
- *Acknowledge others with a silent wave.*

SCHOOL MASCOT & COLORS

The mascot of Sigonella Elementary School is the Etna Knights and our school colors are blue, white & gold.

SEXUAL HARASSMENT POLICY

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone in the educational setting. DoDDS considers sexual harassment to be a major offence, which may result in disciplinary action for an offending employee or student. Complaints of sexual harassment shall be treated confidentially.

SMOKING

Smoking is not allowed anywhere on school grounds by any student, parent, or staff member.

STUDENT SUPPORT TEAM (SST)

The Student Support Team meets on a regular basis to provide support and make recommendations to parents and teachers for a variety of student needs to include concerns about academic progress, health concerns, change of classroom placement, grade placement/retention, and other situations due to special circumstances. The team consists of the school administrator, school counselor, school nurse, school psychologist, classroom teachers, educational support teachers, and other staff members pertinent to the needs of the individual student.

STUDY TRIPS

Study trips that correlate with classroom activities are taken by classes to various points of interest and are an integral part of the curriculum. Each individual off-base trip requires a separate signed permission slip. Parents will be asked to sign one general permission slip to cover all on-base walking study trips for the year. No student will be permitted to go on any study trip without written permission from a parent. Students are expected to be on their best behavior and dressed appropriately when visiting locations in the host country. Parents may not bring along pre-school age children if attending a field trip as a chaperone.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (reference (j)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers administrators and other school staff shall treat students with courtesy, fairness and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA

or its employees to maintain order and discipline in accordance with Reference (j).

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

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

TRANSFER/WITHDRAW OF STUDENTS

One week's advance notification (five school days) is requested in order to prepare your child's records for transfer. We need a copy of the sponsor's PCS orders to release the student's records. Students are not allowed to sign for school records. A student withdrawing from school twenty days or less before the end of the school year will be eligible for promotion without enrolling in the new school at your next duty location.

VOLUNTEERS

If you are interested in volunteering your time at our school, please contact your child's homeroom teacher or the PTO at decaturelempto@yahoo.com. A volunteer form should be completed to enable us to have a volunteer roster. There is no limit on the number of volunteers that we can use or in the ways in which they may provide support. Many parents, by volunteering their time, provide the school with a variety of valuable services. In turn, many parents have acquired experiences and skills that help them better meet the needs of their children. Volunteers can also sign up through Chris McKibbin, the School Liaison Officer by calling DSN 624-3242 or emailing Christopher.McKibbin@eu.navy.mil

WEAPONS POLICY

The Department of Defense Dependent Schools (DoDDS) has a strict zero tolerance for weapons policy. Please remind your child/children that bringing weapons of any kind, even items which in themselves may not be inherently dangerous but are used to instill fear or cause injury, to school may result in suspension/expulsion from school.