

**LIVORNO UNIT SCHOOL
Student Handbook
SY 2009-2010**

Acknowledgement and Understanding of Student Handbook 2009-2010

The Livorno Unit School Student Handbook is a valuable resource for parents and students. Information inside includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT September 19, 2009.

Parent Name (Printed)

Student Name (Printed)

*

Parent Signature

*

Date

Student Signature

Date

*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for
School Year 2009-2010

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SECTION I

INTRODUCTION / GOALS



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



01 August 2009

Dear Students, Parents, Faculty, Administrators, and Military Command:

It gives me great pleasure to write this letter, welcoming you to another exciting school year in the Mediterranean District. Although I am physically located far away from most of you, at Caserma Ederle in Vicenza, Italy, I feel very close to you in spirit. I have been part of the DoDDS-Europe system for many years and am thrilled to begin my second year as the Superintendent of the Mediterranean District.

This district now spans five countries: Bahrain in the Persian Gulf, many locations in Italy, Lajes in Portugal, Rota and Sevilla in Spain, and Ankara and Incirlik in Turkey. One of my main objectives is to get to know all your schools and to work with you, your teachers, and your administrators. I also am very pleased when I have the opportunity to meet your parents and other members of our military communities. It is through these connections and discussions that I become aware of what your needs might be and how my district staff and the resources we have at our disposal can be utilized in the best way possible to make your schools even better.

We all know that change is imminent, that change has to occur in order to sustain growth and improvement, that change is sometimes met with resistance and hostility, and that change, in the end, does make us better people—better students, better parents, better employees. DoDDS, too, is in the throes of change. The structure of our organization is evolving, with the hope that, through these changes, we will continue to offer even more challenging and rewarding academic opportunities for our students. I encourage you, as students, to take advantage of every chance you have to grow and learn, and I expect our teachers to do the same. You, the students, are the reason we are here. Therefore, I fully expect all our educators and support staff in this district to dedicate themselves and their skills to helping you improve and achieve.

If ever you think of something that will make our district and your school even better, please feel free to contact me. You can reach me via e-mail at Elizabeth.Walker@eu.dodea.edu. In the meantime, I wish you all the best for a fantastic school year!

Dr. Elizabeth Walker



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS**
OFFICE OF THE PRINCIPAL
LIVORNO UNIT SCHOOL
UNIT 31301 BOX 66
APO AE 09613-0005



Welcome To Livorno ES/MS SY 2009-2010

The Staff of Livorno ES/MS and I would like to extend a heartfelt and warm welcome as partners and stakeholders of our wonderful school. Together we will provide a positive and productive community where students, parents and staff develop and implements a rigorous educational program. It is our mission to work together in order to prepare our students, our future leaders for a future in our ever-changing world. Livorno ES/MS is a child centered school that works hard to build a positive relationship between school and home. It is our belief that as long as the school and home work together, we will be able to provide a rigorous educational experience for every child.

I invite each and every parent into the school. Your presence is an affirmation of your commitment to your student and it sends the most positive message your child can receive. Your involvement in the school proclaims the importance of Livorno ES/MS. Some wonderful ways to become involved include volunteering in your child's classroom, serving as a mentor to a student in need, joining the Parent Teacher Association, or being involved in the School Advisory Committee (SAC) or the Continuous School Improvement Team. Please stay tuned for additional information regarding these wonderful avenues throughout the year.

Livorno ES/MS is fortunate to have a dynamic staff with multiple areas of certification, experience and expertise. From multi-age instruction throughout all grades to wonderful technology integrated lessons in our classrooms, including Art, Music, and Information Center, our school is an awesome center for learning. We are fortunate to have a SMARTBOARD in EVERY classroom! (An achievement made this past school year!) We are fully staffed as we start this year and are eager for the first day of school to be upon us!

We constantly seek out ways to provide a pleasant, safe, meaningful and stimulating educational environment for our students. If you have suggestions or recommendations, please do not hesitate to contact me. I operate fully on an open door policy and welcome time to dialogue and collaborate with you. It is the collective work of the students, their parents, the teachers and our community leaders that make our school great!

Denise Webster-Cochenour
Denise.webster@eu.dodea.edu

COMMUNITY RELATIONS, COMMUNICATION

The Livorno Unit School Community Relations program involves the students, parents, school staff and the community as a whole. We hope that all avenues of communication will be explored and utilized throughout the year in order to maintain and enhance school-community relations.

When parental concern arises about educational practices or procedures, please:

Communicate the concern to your child's teacher and attempt to find a mutually acceptable solution.

If such a resolution cannot be reached, then inform the principal of your concern. If appropriate, the principal will arrange and be present at a meeting with the parent and teacher.

If a mutually acceptable resolution has not been reached then the parent may forward the concern to the District Superintendent located at Vicenza.

If the issue cannot be resolved at the district level, it may be passed to the DoDDS—Area Superintendent, ODS Director, or authorities outside DoDDS.

The School Advisory Committee (SAC) is also an open forum with an emphasis in providing the very best educational program for all students.

Listed below are addresses and phone numbers of people in the Chain of Command.

Livorno Unit School
Attn: **Denise Webster, Principal**
Unit 31301, Box 66
APO AE 09613
DSN 633-7573, Commercial 050-54-7573
Denise.webster@eu.dodea.edu

The District Superintendent for DoDDS-Italy is located in Vicenza, Italy
at Caserma Ederle
Office of the Superintendent
Italy District (DoDDS)
APO, AE 09630
DSN 634-8460; Commercial 0444 518460

The Area Superintendent DoDDS-Europe in Wiesbaden, Germany
Area Superintendent
DoDDS-Europe
Unit 29649, Box 285
APO AE 09096

The Headquarters for DoDDS is in Arlington, VA.

Director
Department of Defense Education Activities
Office of Dependents Education
4040 North Fairfax Dr.1

Web Building

Arlington, VA 22203-1635 DSN 696-4252 Ext.104; Commercial 001-703-696-4252 Ext. 104

School Advisory Committee (SAC): The purpose of the committee is to discuss school matters of interest and concern within the community and make recommendations for policy changes as necessary, to the principal. It is composed of four voting members, two parents and two teachers elected by the school community. The Schools' Officer, union representative, and principal attend the committee meetings. Elected members serve a two-year term. SAC meetings are normally held monthly on the third Thursday of each month from September to June. Information is available in the school office for your convenience in addressing items of interest to the SAC. You are welcome and encouraged to attend SAC meetings.

Parent Teacher Student Organization (PTSO): The Livorno PTSO serves as a catalyst for making special things happen for our students. The PTSO strives to fund programs and opportunities not normally available through other channels.

Parent Volunteers: If you are interested in being a volunteer or a mentor, please contact your child's teacher, or the school administration. Parent volunteers are always welcome in our classrooms. A sign up slip is attached to registration paperwork or available through the PTSO, the school's office or the school bus office.

Internet Sites: The Livorno Unit School's World Wide Web site is <http://www.livorns.dodea.edu>. Please visit our site frequently. It promises to be a positive asset to our community. Additional web sites include:

Department of Defense Education Activity – www.dodea.edu

DoDDS Europe - www.eu.dodea.edu

Mediterranean District - www.med-dso-eu.dodea.edu

AFN Livorno - <http://www.afneurope.net/livorno>

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

DoDEA Today & Instructional Programs: For up to date information on DoDEA logistics and our instructional program standards Pre-K to 12, please visit the DoDEA website at www.dodea.edu

Assessment: DoDEA monitors student progress through the use of standardized tests. Students take the Terra Nova Achievement Test, a norm-referenced test for students in grades three through eleven. Every year, at every grade level tested, and in every subject area, DoDEA students score above the national average. DoDEA fourth and eighth grade students also take the National Assessment of Educational Progress (NAEP), "the Nation's Report Card." DoDDS and DDESS student scores consistently rank at or near the top of the scale when compared with the scores of other participating states and jurisdictions. All test data is compiled on the DoDEA website as well.

SCHOOL TELEPHONE NUMBERS, LOCATION, AND POC

ELEMENTARY SCHOOL

MIDDLE SCHOOL

Grades seven through eight

Kindergarten

Grades one through six

UNIT SCHOOL OFFICE

OFFICE HOURS

BLDG 201

Monday through Friday

DSN: 633-7573

0800 – 1600

CIV: 050-54-7573

FAX: 050-541335

Ms. Denise Webster

Principal

Tel: 633-7019

Cell: 335-7739684

denise.webster@eu.dodea.edu

Marina Selmi

School Secretary/Registrar

Tel: 633-7573

Steve Parkhurst

School Officer

Tel: 633-7903

David Andler

Admin/Supply Support

Tel: 633-7058

Cell: 335-8315376

Vacant

CSP Chairperson

Vacant

SAC President

Julie McDonough

School Nurse

Tel: 633-7542

Brittany Steen

Special Education Case Study Chairperson

Tel: 633-7012

Vivian Ramon

Student Transportation

Tel: 633-8195

Cell: 335-7771674

Internet Site: <http://www.livo-ems.eu.dodea.edu>

SECTION II
LOGISTICS

AAFES SCHOOL LUNCH PROGRAM

LUNCH SCHEDULE:

1120-1205 for all students

The Army and Air Force Exchange Service Exchange System (AAFES) sells a hot lunch daily in the school cafeteria. Students may also bring their lunches from home. Lunch tickets may be purchased from the Post Exchange. Information about reduced price lunch tickets may be obtained from the Schools' Officer. When tickets are purchased, please fill them out completely. Lost tickets cannot be identified if the information is not recorded on them. School personnel cannot issue replacement tickets or provide money, for lunches. Please check with AAFES for further guidelines. A monthly menu is made available by AAFES.

Families who have more than one child enrolled in school or have a low income, may request "Free or Reduced Price Meals and Free Milk". The application is available at the school office and needs to be submitted to the Family Affairs office. The "free or reduced" program is available for all students.

Middle school students in grades seven and eight may eat in the school cafeteria or off campus. However, if they eat off campus, written permission from the parent is required as the student will be unsupervised during lunchtime. All school rules are in effect during lunchtime.

SCHOOL ACCREDITATION

Livorno Unit School is fully accredited by the North Central Association of Schools and Colleges, an independent educational agency in the United States established for the purpose of setting school standards for educational institutions. In the spring of 2007 a team of educators evaluated our Community Strategic Plan. We continually strive to ensure the School not only meets the standards of the Association but exceeds them whenever possible. Prior to the visit of the NCA team our staff, students, and parents participated in a self-evaluation and developed a Community Strategic Plan (CSP). Parental involvement is crucial to the success of this evaluation and the development of an appropriate school improvement plan. Our community strategic plan is available to be read in our library. If you would like to be involved in our ongoing community strategic plan, please contact the Community Strategic Plan Chairperson or principal at the school.

MISSION STATEMENT

Livorno Unit School Mission Statement: We at Livorno Unit School believe that a cooperative effort on the part of teacher, parent and student is needed to ensure successful learning. The mission of Livorno Unit School is to guide, facilitate and empower students:

- Meet their individual needs within a multi-cultural setting
- Embrace challenges in a safe and supportive environment
- Develop physical, emotional and social health
- Accept responsibility for learning and actions
- Become active and enthusiastic participants as lifelong learners

Use technology and other resources to enhance knowledge
Exercise tolerance and appreciate diversity

VISION STATEMENT

STUDENTS AND TEACHERS ONE WAY TOGETHER
SENSO UNICO INSIEME



AGE REQUIREMENTS AND REGISTRATION

Kindergarten: Any child who is five years old by October 31 of the new school year and is presently in the command is encouraged to attend a DoDDS kindergarten. Enrollment and attendance in kindergarten is not required in DoDDS.

First Grade: Children must be six years old by October 31 of the new school year to attend a DoDDS first grade.

At the time of enrollment, the following forms and documents must be presented for all new students:

Copy of sponsor's orders

Copy of child's birth certificate or passport (for new kindergarten and first grade students)

Copy of child's immunization record

Parents will need to complete the DoDDS enrollment packet provided by the school. Parents of returning students will need to update their enrollment packet.

If a student is transferring from another school, a transfer statement or report card from previous school should be presented. Any other records should be given to the counselor.

CHANGE OF REGISTRATION INFORMATION

It is VERY IMPORTANT that the school has your correct current address on file. This includes a correct military and civilian local address and phone numbers. IT IS ALSO VERY IMPORTANT to have an emergency contact phone number on file other than the sponsor or spouse; preferably a

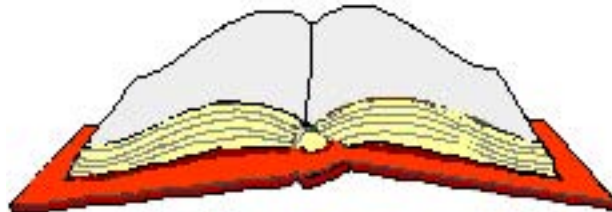
neighbor or someone at your duty station, in the event you cannot be reached. If you have changes in current information, please notify the school in writing as soon as possible so that corrections can be made.

BEFORE SCHOOL - AFTER SCHOOL HOURS

Students should not enter any building prior to **0745** hours since supervision is not available. After school, students must leave the school building unless they are involved in an organized school activity with a sponsor.

BOOK ISSUE

Classroom teachers issue books to students. The student and his or her sponsor are legally responsible for returning the books in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost books must be paid for by check to the Treasurer of the United States. Students or parents can obtain payment forms and information from the school supply office. The Livorno School does not receive reimbursement for lost textbooks and/or materials and the high cost of replacement impacts negatively on our budget.



CELLULAR TELEPHONES

Cellular telephones must remain in the “silent” or “off” position throughout the school day. Only during lunch periods are students allowed to place or receive calls, and then only while off campus. If a cellular telephone rings or vibrates during a class, it may be confiscated by the teacher and returned only to the sponsor or parent. Students observed playing games, sending messages, or using any function of a cellular telephone during the school day will also have their phones confiscated.

Our school office is available to assist with any emergency that may arise during the school day and to help you contact your children. Our office telephones are for official school business.

CLOSING OF SCHOOL, EARLY DISMISSAL & EMERGENCY EVACUATIONS

In the event of early dismissal from school the Command will be notified. The radio and television station will be immediately notified and the school bus system will be activated and ready to depart the school within 60 minutes. Parents are advised to establish a procedure with their children of what they are to do in such an emergency. Situations, which may require closing

of school, are:

Inclement weather

An alert

Health epidemic

Bomb or terrorist threat

Facility deficiencies that would endanger health or safety of students or school personnel

If you wish your child to be dismissed from school early, please notify the teacher in writing. In the note indicate when you will come to take your child, or if you aren't coming, indicate in the note who will be picking them up. If you are requesting that your child take a bus different than his/her assigned bus (see school bus pass) the request must go through the Student Bus Office in advance. (See appendix for form). Requests must be received no later than 1200 on the date of the requested change. Coordination with the teacher will occur after the approval of the change has been received.

DAILY SCHEDULE

Students should not arrive at school earlier than 0745, which is when playground supervision begins.

Developmental Preschool Schedule: 0800-1030

Grades kindergarten through eight:

0745 School supervision begins

0800 First bell rings

0805 Classes begin

1210-1255 Lunch and Recess

1430 Classes dismissed

LOCKERS AND LOCKS

The middle school provides lockers and locks for student convenience. The responsibility for the lock and locker issued to you, as well as items in your locker belongs to you. The lockers and locks belong to the U.S. Government and you are responsible for returning them in the same condition they were issued. You may only use the locker assigned to you. Lockers and lock combinations are not to be shared. Locker use is a privilege, not a right. Abuse of lockers will result in loss of locker privileges. Lockers will be issued the first week of school and are to be kept clean inside and out by the student. Only school locks will be used on lockers. Students are responsible for the return of combination locks prior to leaving or at the end of the school year. A replacement cost will be assessed if the lock is not returned.

Students who allow others to use, share, or have their locker combination are still responsible for the locker and combination lock. Parents are responsible for repair due to neglect or malicious damage to the lockers and/or the combination lock involving their student. Students are expected to keep all items in their locked lockers at all times. Books and other items left on floors or on top of lockers will be turned into the office.

LOST AND FOUND

The student council will organize the lost and found system. High value items and keys should be turned into the school office and may be claimed by checking with the secretary. We urge parents to mark all items brought to school, including lunch bags or boxes, hats, coats, scarves, gloves, overshoes, etc. Items left at the end of the school year will be donated to the thrift shop. If an item is left on the school bus, check with the school bus office first, then check with the school office.

MESSAGES FROM HOME AND TELEPHONE ACCESS

The school office telephones are often busy. We request that parents not call for the purpose of relaying routine messages to their children. Personal messages to teachers and requests for conferences are usually placed in teachers' school distribution boxes. Teachers generally check their boxes in the morning, at lunchtime and after school.

Children will be permitted to use the telephone for **emergency purposes**. Lost lunch money, tickets and forgotten homework may be good opportunities for parents to assist their child with organizational skills and should not be considered to be "routine" emergencies.

STUDENT RECORDS

Parents who have questions or who would like to review their child's school records should contact the school counselor.

Types of School Records Maintained

Student cumulative folder: This folder contains official administrative records, permanent record cards, standardized group achievement test results, records of honors and activities, permission slips, attendance reports, progress reports, etc. These are kept in the school office.

Student personal folder: This folder contains information on reports from the Case Study Committee (CSC) such as individual tests, results, Individualized Educational Programs (IEP's), special action reports, individual test scores, etc... The CSC must obtain parental permission prior to initiating any form of student assessment, and all information obtained is confidential. These are locked in the Special Ed/CSC file.

School health records: This folder includes the standard DoDDS health record, power of attorney for emergency treatment, physical fitness forms for participation in sports, certification of immunization, etc. These are kept by the school nurse.

SCHOOL SUPPLIES

Textbooks, workbooks, and other instructional supplies are provided by DoDDS-Europe. Proper care and use of these items must be stressed to the students. Replacing lost or damaged materials is the responsibility of the sponsor. Students are responsible for all materials issued to them and will be required to pay for lost or damaged materials. The loss of school property must be immediately reported to the teacher and to supply.

Students are responsible for the following items:

Kindergarten and First Grades

One large box of tissues
Two large glue sticks
Colored markers - washable
Crayons-regular size box of 24 or less
Two bound composition book
Ten #2 pencils - standard size
Book bag large enough to hold a folder

Fourth Grade

Pencils with erasers
One large box of tissues
Glue stick
Scissors
Box of 24 crayons
Colored markers - washable
Two bound composition books
One three-ring binder
Subject dividers for three-ring notebook (Pkg. of at least seven)
Loose leaf notebook paper – not college ruled
Planner (for daily record of assignments and activities)

Second and Third Grades

One large box of tissues
Glue stick
Book bag or backpack
One pencil box
One two-pocket folder
Colored markers – washable
Two bound composition journals
Ten #2 pencils
One box of 24 crayons, not more

Fifth and Sixth Grades

Pencils with erasers
Three-ring notebook (large and sturdy)
Dividers for 3-ring notebook
Four spiral notebooks
Colored pencils
Glue sticks
Scissors
Large box of tissues
Planner (for writing daily assignments and activities)

Seventh and Eighth Grades

Three ring notebook
Loose leaf notebook paper—not college rule
Subject dividers for three ring notebook
Pencils
Erasers

PROGRESS REPORTS AND CONFERENCES

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

DoD elementary schools use three report cards (K-1, 2-3, 4-5) and two different grading codes.

The grading codes for major and sub categories in grades K-3 are:

CD Consistently Displayed

N Not Yet evident

P Developing/Progressing

X Not Addressed

The grading codes for grades 4-5 are: **Major Category**

A - Excellent

B - Very Good

C - Good

D - Minimal

F - Failing

Parents are encouraged to stay in close contact with their child's teacher and, when appropriate, the school counselor. Mutual understanding erases many potential difficulties.

Mid-term progress reports will be sent for any student at risk of failure during that quarter.

Report cards represent the formal report to students and parents of progress made in school. Report cards are issued at quarterly intervals. Exact dates appear on the school calendar. Parents are encouraged to contact the school to arrange special conferences with teachers or the counselor.

Teachers are encouraged to make frequent contact with parents when there are signs of good or improved work as well as when problems are noted.

Computation of grades and grade point average for middle school students is as follows:

MARK REPRESENTS GRADE POINTS

A - Excellent	90-100	4.0
B - Good	80-89	3.0
C - Average	70-79	2.0
D - Poor	60-69	1.0
E - Effort	60-69	1.0
F - Failure	0-59	0.0
I - Incomplete		0.0

An "I" grade will be given ONLY when a student has been unable to complete required work because of circumstances completely beyond his/her control (i.e. serious illness). These should be

made up before the end of the third week of the next marking period. If this is not done, the “I” grade will be removed and a failing grade will be averaged.

INTERIM PROGRESS REPORT

An Interim Progress Report for all students at risk of failure will be sent to each student's sponsor. This will generally occur during the fifth week of each marking period.

GRADES FOR NEW STUDENTS

When submitting report card grades of new students, teachers must use the new student’s withdrawal grades from the previous school. A formula for grade computation should consider the amount of semester time spent in class at Livorno Unit School and time in class at his/her previous school. A minimum of 20 days attendance is required for a grade.

FORCE PROTECTION SUGGESTIONS

Parents can enhance child safety before and after school by following the suggestions below:

Ensure that your child has a bus pass in his/her possession at all times.

Accompany students to and from bus stops. (Required by Installation Commander for students age 10 and below).

Review safety, conduct and consequences with children.

Discuss public decorum with children so they won’t call attention to themselves at economy bus stops.

Avoid dressing children in clothing that singles them out as a military family member (letter jackets, sweatshirts).

Report suspicious activity at bus stops.

Report safety violations by students or adults.

STUDENT TRANSPORTATION

Your child’s safety is the first priority: The Livorno Student Transportation (School Bus Office) is responsible to provide safe, responsive and effective transportation for authorized DoDDS students attending the Livorno Unit School residing within the community’s established commuting area. As in most European communities, school bus transportation service is accomplished by contract with local host-nation commercial bus companies.

Registration for Student Transportation: If your student(s) require/will require school bus transportation, you must register with the DoDDS Student Transportation Office (STO). The Livorno STO is located in the School, Room A06 (10 meters to the left of the building’s main entrance). School bus passes cannot be issued until the STO has verified your eligibility.

DoDDS contracted buses are a privilege: Vehicle size and bus stop location is based on actual registration/sign-up of riders. Since each stop adds to bus contracting costs, school bus service must be utilized continuously. If the contractor reports that a stop has not been utilized for three

consecutive days or more, the school bus office could notify you that service may be halted at that stop. Thus, your **application for school bus transportation implies full usage of the service.** We ask that if your student(s) will be absent for a period exceeding three (3) school days to please notify us so that we may cancel service until you return. Changes in transportation service shall be held to a minimum, changes may not be authorized on a day-by-day basis. You must address any requests for changes to school bus transportation to the School Bus Office at 633-7907. (See appendix for “REQUEST FOR ALTERNATE SCHOOL BUS TRANSPORTATION” pg. 61.)

Importance of having a bus pass: We remind you that contract requirements require each passenger must have a bus pass in their possession. Bus drivers will validate that each student has his/her bus pass by performing a 100% bus pass check daily before allowing the students to board. The driver will report any students not showing their bus pass before they board the bus to the School Bus Office. Children who repeatedly fail to present their bus pass before they enter the bus may have their school bus service privilege suspended. Therefore, all lost school bus passes should be reported to the STO immediately for replacement.

Identification requirements for parents: Parents and/or their designee(s) at school bus stops may need to prove identification when waiting at their child’s school bus stop. Failure to do so may cause the bus driver to not release the child to the person waiting for him/her if the driver is unable to identify the person waiting. (Even if the person is the child’s own parent.)

Questions/Concerns: If you have any questions or concerns in reference to school bus transportation, please call the School Bus Office. Working together we can have a safe and successful school year.

Students! Be Cool -Follow t he Rules	
School Bus Safety Starts With Me	The 10 School Bus Rules
Walk, Don't run to the bus stop.	Obey the driver or adult.
Wait three steps back for the bus to arrive.	Enter and exit the bus safely and always show your bus pass
Take your seat and stay in it.	Stay properly seated.
Wait three steps back for the school bus to leave.	Keep your hands, feet and other body parts to yourself.
Never go in front of or behind the school bus.	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.

TABLE OF CONSEQUENCES

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	<ul style="list-style-type: none"> 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 other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering 	Verbal/Written Warning	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	<ul style="list-style-type: none"> 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 (including own body parts) 5- Full or partial nudity 6- Damage/theft/pilfering <\$100 	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	<ul style="list-style-type: none"> 1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident 	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	<ul style="list-style-type: none"> 1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats 	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities. Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur.				

Note:

- 1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
- 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 taken consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1

TRANSFER AND SCHOOL CLEARANCE

Notify the school office: Please notify the school office by sending a copy of your Permanent Change of Station (PCS) orders at least five (5) working days in advance of your scheduled departure date so that school records may be prepared. Parents may pick up student records at the end of the last day of student attendance. As soon as you know that you are transferring or leaving Camp Darby and the school, please be sure to notify the office. You will be given instructions as to withdrawal procedures. A middle school student, taking courses for Carnegie Units, who transfers within 20 school days of the end of a semester, is passing all classes, and notifies the office a month ahead of time, will be given advance assignments to complete requirements and to earn semester credit at the time of transfer.

Hand-carry certain Records: It is recommended that copies of certain records be hand-carried by the parent/sponsor to avoid unnecessary delays in registration and attendance at the receiving school. Additional “official” copies may be mailed directly to the receiving school upon receipt of a request signed by the parent. Students are required to clear all debts (payment for lost books, etc.) before or on the last day of attendance.

The school keeps the student records for a period of five years. After five years the records will be sent to the European Area Superintendent Office that keeps the records for one year. After that time period, anyone who needs to get transcripts or diplomas needs to write to:

Thomson Prometic	DoDEA Records Center - Student Records - Transcripts, etc.		
2000 Lenox Drive	POC: Gene Farrell	DSN: 338-7611	
Lawrenceville, New Jersey		Phone: (609) 895-5287	
08648		Fax: (609) 895-5026	

VALUABLES

You are highly advised NOT to bring valuables to school! Large amounts of money, expensive jewelry, portable music players, etc., should be safely left at home. Student and staff have suffered losses during the past years; musical instruments, calculators, watches, portable music players, trading cards and clothing have been stolen. The school is NOT responsible for any stolen items.

VISITORS TO SCHOOL AND CLASSROOMS

You are encouraged to visit your child’s classroom and your school. Please notify the teacher or appropriate staff member in advance about any visit. Discussions with the teacher during class time should be avoided except for emergency situations; your child and others may lose valuable instructional time. Teachers will be happy to schedule conferences. Please help us provide a safe environment for your child. **ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE OFFICE.**

SECTION III
ACADEMIC PROGRAM

PUPIL / PERSONNEL SERVICES

Pupil personnel services are available to all students and parents. Counseling and career information services include educational planning, occupational and career information, and personal concerns. A variety of literature, audiovisual materials, and computer information are available in the counselor's office to assist in vocational and educational planning.

A permanent record or cumulative folder is maintained for each student, and it may be reviewed by students and parents upon request.

A full-time school nurse is available to provide emergency first aid and care for minor discomforts during school hours. The nurse can give medications that are properly labeled with a note from the parent. In the event of an emergency, parents will be contacted immediately.

The school nurse is not a diagnostician and cannot run a dispensary. Please do not send a sick child to school. If you child should contact a communicable disease, i.e. chicken pox, mumps, head lice, pink eye, ring worm, etc. please contact the nurse immediately. The nurse will inform the parents as to when the student may return to school. It is important to the general health of the school population that the school have this information concerning any/all communicable disease. Please see the office or nurse for more details contained in the "School Health Policies".

READMISSION FOLLOWING ILLNESS

Children should return to school only when they are well enough to participate in usual daily activities. Only a well child learns. A well child is one that is physically, mentally, emotionally and socially fit. Our goal is to foster each child's fullest potential; with your help it will be achieved. It is best practice to ensure a student has been fever-free for at least 24 hours before the student is allowed back to school.

HOMEWORK

Homework: will consist of assignments which will be completed outside the classroom to reinforce classroom instruction, increase understanding and retention, extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. Homework is assigned based on the following guidelines:

Clear, concise directions for completion of the assignments will be provided.

Homework will be evaluated as a component of the quarter grade.

Progress will be communicated with students and parents through the return of evaluated homework assignments.

The percentage value of homework assignments in each will be identified.

Role of Homework: To accomplish homework's role of extending classroom instruction research recommends, and we encourage, the following:

Establish appropriate ranges of hours per week of homework to be assigned. The following ranges are provided as guidelines:

Grades Hours (Range) per week

1-3	2-4 hours
4-6	5-6 hours
7-8	7-9 hours

Homework assignments should be made clear to students in term of the homework's relationship to classroom instruction or in terms of appropriate goals for individual students.

Homework assignments should be clear with regard to expectations in terms of content, quality and time of turn-in

Homework which is not satisfactory in terms of the content, quality, or time of turn-in is an opportunity for the student to be counseled, in private, as to homework responsibilities.

Homework assignments should be reviewed with students promptly so that it reinforces classroom instruction.

Homework assignments should not be used as discipline or punishment.

With the above in mind, teachers will:

Identify the degree to which homework affects the determination of a student's grades.

Evaluate, review, and return homework in a timely manner.

Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

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

Provide a learning environment for the child and a consistent time each day for homework to be done.

Reinforce desirable study habits by giving praise.

Give encouragement and help when needed.

Take an interest in the child's school activities.

Guide the student toward independent and effective use of time.

Monitor the completion of assigned homework.

Recognize that homework is the responsibility of the student. They are expected to complete all assignments in a timely and accurate manner.

A good practice is to write down homework assignments. This will prevent confusion or forgetfulness on the part of the student. Students always have something to study. If your son or daughter tells you he or she does not have any homework, be aware of the following possibilities:

They could review past work, read ahead and prepare for a future test.

Often daily assignments may involve reading in preparation for classroom requirements, which may not include written work, but are extremely important to the student's performance.

Teachers often assign a long-range project. Students frequently put off such assignments until the last minute. Encourage planning for the future project.

Student Academic Support: The school provides academic support in a variety of ways. They include finishing school, mentors, tutors, and teacher assistance.

Finishing School: Finishing School is available Monday through Friday from 2:30 – 3:30 PM. A qualified teacher is available to assist students in homework completion or provide further instruction. Students, parents, or teachers may enroll a student in Finishing School.

Learning Celebrations: The school will celebrate learning by hosting a special event. Celebrations will vary as will the venue. Parents and community members are encouraged to be involved and participate. Contact the school office if this would be an area of interest.

Mentors: Mentors provide an adult who:

makes a deliberate, conscious, voluntary relationship.

is supported by an organization of the community. (by time, acknowledgement of supervisors or administrators, or is in alignment with the mission or vision of the organization).

knows the outcome of the relationship is expected to benefit all parties in the relationship (perhaps at different times) for personal growth, career development, lifestyle enhancement, fulfillment, goal achievement, and other areas mutually designated by the mentor and partner.

knows there is a benefit to the community within which the mentoring takes place.

is typically focused on interpersonal support, guidance, mutual exchange, sharing of wisdom, coaching, and role modeling with such activities taking place on a one-to-one, small group, or by electronic or telecommunication means.

Tutors: Tutors provide a valuable service to students by assisting them with academic tasks. If you are interested in being a tutor, please contact the school office.

Teacher Assistance: Teachers are often willing to work with students before and/or after school and/or during lunch. Please check with individual teachers for their preference.

GIFTED PROGRAM

The goal of the DoDEA Gifted Education Program is to identify students with high potential and to develop challenges that match their strengths. To encourage optimum achievement, the school must provide varied and challenging learning opportunities matched to their needs and talents.

The purpose of identification is to find students whose potential is such that they require differentiation in their instructional program. Students who are recognized as demonstrating intellectual strengths that are highly unusual for their age or grade are referred to the school's Gifted Review Committee.

Referrals come from screening or through referrals by parents, teachers, or other school professionals. The school committee looks for students with high potential. The committee

considers all available information on students who are referred. A Gifted Review Committee consisting of three representatives or more selected by the principal identifies these students. The chairperson may be the gifted resource teacher. The Committee determines program services.

Some of the program services available are:

Elementary: regular classroom with differentiation of instruction, grade acceleration of content, resource sessions outside of the classroom, grade acceleration for specific content, grade acceleration, individualized services, and other opportunities.

Middle School: regular course with differentiation of instruction, regular course with cluster grouping with differentiation, advanced class section of course, interdisciplinary course, grade acceleration for specific content, grade acceleration, individualized services, and additional opportunities.

INFORMATION MEDIA CENTER (LIBRARY)

The media center is an important part of your child's educational program. The teachers and specialist in the classroom use materials from the center. Things to find there are books, computers with CD ROM capabilities, video tapes, audio cassettes, filmstrips, records and all of the equipment needed to use them. Students and parents are responsible for lost, damaged or stolen books. Parents are welcome to visit the media centers at any time. Parents may contact the information media center specialist by calling 633-7230.

HONOR SOCIETY

Livorno Unit School sponsors the National Junior Honor Society (NJHS). NJHS is open to students in the seventh and eighth grades. Membership in the organization is an honor accorded by the faculty. To be selected, students must be outstanding in four criteria: scholarship, leadership, service, and character. The faculty council, with input from teachers and the principal, selects for membership students who have been rated outstanding in each of the criteria.

In order to be selected into NJHS, students must satisfy the following minimum standards (in the order listed):

Student must have a GPA of at least 3.5, based on grades at LUS

Student must have been here at least six months (a national requirement)

Student must pass the principal's "behavior screening"

No suspension in the past six months

No more than two after-school detentions in the past 6 months;

No base-related misconduct reports

Student must complete the NJHS Information Sheet:

NJHS: minimum of three entries/category

Student must score an average on the teacher rating sheets of 3.5

Unsatisfactory=1; Basic=2; Proficient=3; Distinguished=4

Every current teacher will submit a rating sheet; an activity sponsor will complete one, even if the coach or sponsor has the student in a class.

Student must have a completed, positive letter of recommendation from a community member. The letter will not be considered if it is not submitted on time.

Parents and students will be notified in a timely manner of the students having met the first three standards outlined above. It will be the student's responsibility to submit the Information Sheet and have the recommendation be submitted by a community member. Initiation is conducted in the spring. If parents or students have any question at all about this organization or the selection process and time line, they should contact either the sponsor or the principal.

Members who fail to maintain a semester average of 3.5 will receive a warning letter. A grace period of one semester will be given. If, at the end of the second semester, the second semester average is still not 3.5, the student will be dismissed from the organization by vote at a faculty council. Members may also be dismissed for receiving a limited number of warnings for infractions of school rules.

For flagrant violations, no warning is necessary. Members who face dismissal may address the faculty council regarding their infraction before they are dismissed.

CURRICULAR - STUDY (FIELD) TRIPS

To enhance your child's total education, study trips are planned throughout the year. Teachers who are planning to take study trips will notify parents well in advance and ask for volunteer chaperons. Notification will include destination, date and time of study trip and other information, such as whether to bring lunch, admission costs, etc.

Active parent participation in chaperoning study trips will help provide a safe, enjoyable experience for the children in the class. **Parents who attend study trips are there to help the teacher supervise the students.** Therefore, it is inappropriate to bring any children not participating in the general planning of the trip. (i.e. preschool children, children from a different class)

SPECIAL EDUCATION

Special education encompasses individually prescribed instruction, related services, or special facilities, which meet the unique, needs of eligible handicapped students and which modify, supplement, or are provided in place of the regular educational program. Special education can also include adaptive physical education and home instruction, as well as instruction in hospitals, institutions, special schools and other special settings. This modification may be environmental, academic or a combination.

The parents and the Case Study Committee, as they relate to special needs students, determine decisions and activities. The CSC operates as a multidisciplinary team and may include a school administrator, counselor, school health personnel, speech therapist, and special education personnel.

Case Study Committee (CSC): The role of the CSC is to ensure that special education is an integral part of the general education program. Its primary functions are to conduct assessments and determine needs of students referred by teachers and/or parents. This includes developing programs and utilizing resources services for disabled students. All special education records are maintained separate from the student's cumulative records and are confidential.

The CSC is valuable in developing the proper program/assistance for certain students and/or teachers. Committee membership usually includes the administrator, special education teacher,

communication specialist, guidance counselor, nurse, classroom teachers and specific medical service providers (e.g., social worker, pediatrician, psychologist). Parents are a valuable member of the CSC.

Child Find: Through the Child Find Program the Department of Defense Schools seek to locate and identify all children from birth to age twenty one who may need special education or related services. If you have any concerns about how your pre-schooler is developing or if there are any concerns you may have in the area of his/her communication, movement, understanding, behavior or social interaction, you can contact the developmental pre-school teacher or nurse at 633-7012/7542/7058. An appointment will be set up to assess those concerns.

Student Placement Committee: The policy, which governs advancement of pupils through school, is a restatement of the general philosophy of education regarding student progress. Each student should advance through school at a rate, which is consistent with his/her mental development as determined by standardized testing, social adjustment, physical well being and general emotional stability. The process of determining whether a student will be promoted or not is a continual process. Every teacher who works with the student must evaluate the educational progress, or lack of progress, and communicate the results with the parent.

The principal establishes the Placement Committee. The Placement Committee recommends the placement of a student being considered for retention, to validate course work, or to make other placement adjustments. The progress of students whose placement has been adjusted will be reviewed. The following factors must be considered:

- Chronological age

- Physical size

- Social and emotional development

- Achievement test scores

- Diagnostic reading test scores

- Teacher evaluation of student's progress in relation to his/her ability.

- Information concerning past progress from the cumulative record folder.

- Other testing as appropriate

In the spring of each year, the teacher, parent, principal and the Student Placement Committee view all factors concerning students progress before arriving at a decision.

SECTION IV
STUDENT RIGHTS AND
RESPONSIBILITIES

EXPECTATIONS

The School and Parent Expectations: Traditionally, schools hold an "in loco parentis" relationship with the students they serve. The adults in the school act in place of parents during school hours. This emphasizes the close relationship that must exist between the school and parents. It is a two-way street. The faculty shoulders the responsibility of parenting during the school hours in much the same way as parents must provide educational support and growth during non-school time.

We ask that parents maintain concern about the student's total daily schedule. A combination of academic load, extra-curricular activities, non-school pursuits, and home responsibilities could prove to be too much. Extreme care and concern must be taken to guide students to appropriate daily schedules.

The school will provide each student's parents with communications ranging from quarterly report cards to monthly information bulletins. Parents should carefully read all communications and respond to the contents in a constructive manner. Prompt contacts with teachers or other school officials when behavior change is necessary are strongly recommended.

Supportive home instruction concerning all aspects of behavior assists in a positive learning experience for all students. The school by itself cannot instill self-discipline or self-respect. However, when home and school work together on these areas, gains can be achieved.

At times students become unhappy with school or with portions of their school experience. Parents are encouraged to report such feelings to the counselor or an administrator so that help can be provided.

Finally, we feel that the parent's support of teachers in achieving their educational goals is not an "old fashioned" practice, but one that is indispensable for the academic and personal well being of all students.

The Parent has a Right to Expect from the School:

A businesslike, friendly operation, which is responsive to the needs and desires of students and parents.

Courteous, prompt replies to inquiries, visits, and concerns, which reflect the best interests for educational progress of youth.

Honest, impartial evaluation of student academic assignments and progress based on written marking policies distributed by teachers to each student.

A reasonable amount of homework will be given to students consistent with the academic goals of each course.

Teachers' assistance to each student commensurate with the student's needs and academic ability while emphasizing the needs to allow the student to advance individually based on his or her own initiative.

An academic atmosphere, which is wholesome and supportive of the educational goals of each class and the entire school.

The School has a Right to Expect from Parents:

A positive attitude toward school and studies which, at home, supports the goals and objectives of the educational program.

Provisions at home where each student can study with appropriate light and furniture so that he or she will complete home assignments on a daily basis.

That inquiries concerning classroom activities be first directed to the teacher in question before being elevated to the administration and that general concerns about the school be brought to the school administration before being voiced to non-school personnel.

Their continued efforts to assure that the student's attendance is regular and punctual, the same as if the student were employed.

Daily concern that their student's clothing is clean and not disruptive; and that proper care is taken of school property assigned to the student's care.

Gang Awareness and Prevention

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

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

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

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

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

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

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

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

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

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

ASSEMBLIES

A number of assembly programs are planned for the current school year; attendance is required. We believe such programs are desirable for a variety of reasons. A significant one is to develop appropriate behavior patterns for those individuals who will be members of audiences throughout their lives. We ask students to observe the following procedures concerning assemblies:

Report directly to the assembly area when dismissed from class.

Take a seat as soon as possible in the appropriate class section.

At all times refrain from any action which may/will interfere with those performing, or with fellow members of the audience. These actions include whistling, talking, excessive movement, or other similar distractions.

Once seated, members of the audience are not allowed to leave until excused.

No eating or drinking is allowed in the assembly area.

ACTIVITIES CODE

Rules and Regulations

An activities code has been established for Livorno American Unit School. It consists of rules and regulations that all participants are expected to follow. Each sponsor may establish additional requirements for specific activities. Some of the more important portions of the code are:

Students engaged in activities are required to adhere to regular school rules at all times when under the supervision of teachers or authorized chaperones.

The following actions, committed during a season or activity, will result in appropriate disciplinary action. Such action could range from suspension to expulsion from an activity, depending upon individual circumstances.

Possession or smoking of tobacco products.

Drinking or providing others alcoholic beverages.

Possession of any type of weapon or prohibited item.

Possession of, use of, or providing others with, and/or sharing prescribed/non-prescribed drugs.

Theft.

Insubordination.

A student suspended from school cannot participate in any activity until reinstated by the administration.

In order to participate in an activity event, the student must be present for the school day of the event. A student who has had an unexcused absence the day of or the day before an event will not be allowed to participate.

Students are to present a clean, well-groomed appearance. Specific dress requirements when traveling will be determined by each sponsor.

OUR GOALS

The faculty, with student cooperation and community help, hopes to continue to make Livorno Unit School the most effective, exciting school experience around. With this goal, we strive to develop **A STUDENT WHO:**

Continually tries to improve his or her self-concept, and to work in and out of the classrooms to reach their fullest potential.

Displays respect and tolerance for the rights, ideas, and actions of others, regardless of who they are; and who is respectful of property, whether it be the personal belongings of others or public property.

Attends classes regularly and comes to all classes on time ready to learn with appropriate materials, and who does not interrupt others in the classroom.

Always acts according to acceptable standards of good citizenship, takes responsibility for his or her own actions, and uses appropriate language.

Shows good manners; is not afraid to use "please" and "thank you" and similar expressions when appropriate; is honest; and picks up his or her own litter and occasionally even picks up after someone else who forgot to.

ATTENDANCE

At Livorno Unit School, we believe that punctuality and regular attendance at school will increase the chances of students' academic success and will teach them the values and rewards of self-reliance and dependability. We also believe that punctuality and regular attendance contribute to a distraction-free learning environment. The attendance policy delineated below has been designed with these premises in mind.

Absence A student who is not in class within 10 minutes of the tardy bell will be counted **absent**. Each absence is classified as an **excused absence, an unexcused absence, or truancy**.

Excused absences are those that entitle a student to full privileges for make-up work. Examples of excused absence are personal illness, family trips/travel*, religious services, family emergencies, school-sponsored activities, and medical appointments when they cannot be scheduled after school. Verification of an excused absence is necessary in all cases. Please send a note or call the office.

A family trip is one in which a student accompanies a parent or guardian. Prior to going on a family trip, the student must obtain an **Application For Permission To Be Absent form from the office and have it signed by each teacher. Family trips scheduled during the last two weeks of a semester will **not normally** be approved, since the student may miss critical material or examinations.*

Unexcused absences are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, oversleeping, missing the bus, and non-school activities such as YS sports and scout trips.

Truancy results from the student missing a class or classes without the knowledge of his or her sponsor or school staff--in other words, "cutting" a class or "skipping" school.

Make-up work for excused absence is allowed.

Students who return to school after an unanticipated excused absence will have one-day make-up for each day of excused absence to complete work not previously assigned.

Students who are absent as the result of a school-sponsored activity or students whose absence is known in advance are expected to function fully in all class activities **on the day of return. ANTICIPATED ABSENCES REQUIRE THE STUDENT TO PLAN AHEAD.**

Appropriate teacher assistance will be provided to students requiring make-up work.

Absence Notes are required upon returning to school from an absence, each student must report to the office for a re-admittance slip. The student must have a note from a parent verifying the absence. **Failure to do so will result in an unexcused absence.**

Students are required to bring a written excuse from the sponsor when returning to school after an absence. The excuse should contain the student's name, date(s) of absence, reason for the absence, date the excuse was written and the parent or guardian's signature.

The excuse must be presented to the attendance office **immediately upon return to school.** Parental phone calls are acceptable to excuse an absence.

The student will receive an "Admit to Class" slip showing dates and periods of absence and either "excused" or "unexcused" status.

Normally no tardy passes will be issued. It is the student's responsibility to get to their first period class on time.

Instructional time is precious to every teacher; consequently, a teacher does NOT possess the authority to excuse a student from another teacher's class.

General

Missing a school bus and/or oversleeping is not considered an excused absence, even when accompanied by a parent note, unless the school bus office notifies the school that there was a problem with the school bus operation.

Students may not go to sick call without a note from the sponsor or an appointment slip from the hospital. A telephone call is sufficient authority for school officials to release students from classes.

Students should not enter or leave school during the school day without being signed in or out by an adult, or have a letter from their sponsor.

If the parents must leave the area because of an emergency, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney is handy.

If for any medical reason a student cannot participate in a **specific** instructional course

(i.e. physical education, typing, etc.) for more than three days, a written exemption notice from a physician must be given to the school health nurse. The exemption notice should include:

Reason stated for exemption.

Date normal instruction can resume.

Excessive absences may seriously affect a student's grade. All absences --including sports trips, family trips, and the teachers will record school-sponsored field trips, in addition to absences resulting from illness, medical appointments, etc.

Parents will be notified of their child's absences periodically throughout the semester. Additionally, when a student reaches 15 **absences** per semester in any one class, the school will notify parents.

SEXUAL HARASSMENT POLICY

It is our policy that every student at Livorno Unit School should have the opportunity to come to school and learn in a non-threatening environment. Because of our belief, we feel that each student should act in an appropriate manner toward others. Since it is our belief that sexual harassment cannot be tolerated, the following behaviors should not be displayed in school:

- Touching an Individual's Body or Clothes in a Sexual Way,
- Making Sexual Jokes, Stories, Drawing, and/or Gestures,
- Making Unwelcome Derogatory Comments,
- Spreading Sexual Rumors, Graphic Comments about an Individual Body
- Students Displaying Sexually Offensive Accessories, Clothing, or Lockers.

SMOKING

In support of guidance on student smoking provided in the DoDEA Administrator's Guide, the following steps will be observed in DoDDS-Europe schools.

Tobacco Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

Violation of this policy will result in disciplinary action/consequence to be determined by the school which may include referral to counseling or appropriate authority for any student found to be smoking during the school day whether on or off campus.

There will be no designated smoking areas defined or condoned by DoDDS-E schools.

SIGN OUT – SIGN - IN

Grades 6 through 8: When you have permission from your parents (by note) to leave the school for any length of time during regular school hours, you must sign out at the office counter when you leave and sign in when you return

.DISCIPLINE CODE: STUDENT STANDARDS OF CONDUCT

Everyone is responsible for conducting him/herself in a manner that respects the rights of others.

Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, cheating or lying cannot be accepted at Livorno Unit School.

Conduct that materially and substantially interferes with the educational process is prohibited. This includes the use of obscene, abusive, profane language or gestures throughout the school and at its activities.

Possession of or being under the influence of alcohol or other drugs is not permitted.

Objects that might cause injury or disrupt the educational program are not to be brought to school. Knives or weapons of any kind are grounds for expulsion.

Electronic sound reproduction devices such as radios, cassette players, "boom-boxes" and the like are not permitted. They, however, may be brought to school, placed in the locker and removed at the end of the school day. They are not to be played on school grounds under any circumstances. The school is NOT responsible for the loss of any valuables.)

Public displays of affection are limited. Anything beyond handholding is not acceptable in a school setting.

The use of tobacco products, in any form, is not permitted during the school days anywhere on school grounds, school buses or at school activities

Eating and drinking are limited in the halls or classrooms. The only exceptions are those in which the consumption of food is in connection with the curriculum.

Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting and "horseplay" are not acceptable.

Except for the lunch period, students may not leave the campus without being signed out by a parent or guardian.

Dress and grooming standards are to be compatible with and foster a good learning environment. Generally speaking, clothing and hairstyles should meet commonly accepted standards for health, cleanliness, and decency. Any attire or style that disrupts the learning environment is not acceptable. Generally speaking, clothing and hairstyles should meet commonly accepted standards for health, cleanliness, and decency. Any attire or style that disrupts the learning environment is not acceptable. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail. The following standards will be observed:

Pants must be worn at the waist. No sagging allowed.

Shirts, blouses, and dresses must completely cover the abdomen and back. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Spaghetti straps are not allowed and all straps must be at least 1" (inch) in width.

Head apparel, except for religious or medical purposes, must not be worn inside the school building.

Footwear is required and must be safe and appropriate for indoor and outdoor activity. Flip-flops and shower-type shoes are examples of inappropriate footwear for school.

Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not

display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco and illegal drugs.

Skirts, dresses, and shorts must be at least fingertip length

Prohibited items of clothing/accessories include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials and translucent or mesh items.

Skateboards, roller-blades, etc. will not be used in school or on the campus at any time. They may be carried to and from one's locker at the beginning and end of the school day.

Departure from school grounds does not automatically mean release from the school's jurisdiction. Conduct away from school that is a result of something that began at school, is considered a school issue and will be dealt with accordingly.

Fighting is not permitted under any circumstances.

Willful damage to and defacing of school, community and the property of others is strictly forbidden.

Failure to comply with a reasonable request by an adult is considered insubordination and may be appropriately construed to be willful disobedience.

STUDENT EXPECTATIONS and DISCIPLINE POLICY

RESPECT for personal and school property.

RESPECT for a safe and healthy environment.

RESPECT for right of others. **TREAT** everyone, as you would like to be treated.

RESPECT for yourself. Always try to do your best

<p>POLICY</p> <p>Students are expected to conduct themselves in a manner that encourages a sense of responsibility, consideration, safety and well being for all children on the playground.</p> <p>Obey and follow the instructions and/or directions of adults (i.e. playground monitors, teachers, administrators, volunteers, etc.)</p> <p>Act cooperatively and fairly.</p> <p>Use play equipment properly.</p> <p>No eating or drinking on playground.</p> <p>No throwing of sticks, stones or other objects.</p> <p>Observe rules of the games and safety rules of equipment.</p> <p>No fighting, kicking or pushing (even in fun.)</p> <p>No name calling, use of foul words or obscene gestures.</p> <p>Use the bathroom and get drinks before the bell rings.</p> <p>Students must stay on the playground at all times. If a ball goes across the street, on a roof or over the fence, notify an adult monitor who will assist with the situation.</p> <p>While on the playground students should “THINK SAFETY AT ALL TIMES”</p>	<p>LUNCH ROOM POLICY</p> <p>Students at Livorno Unit School that eat in the school lunchroom; are expected to:</p> <p>Come directly to the lunchroom escorted by their teacher.</p> <p>Walk quietly and safely to the cafeteria.</p> <p>No cutting into lines.</p> <p>No name calling or use of foul language.</p> <p>Obtain a tray and go to an assigned table.</p> <p>Remember all food is to be eaten in the school cafeteria.</p> <p>Eat quietly and observe good manners.</p> <p>After completing lunch a student shall:</p> <ul style="list-style-type: none"> Clean up immediate area. Raise their hand and ask permission to dismiss. Return their tray to kitchen area. Walk to playground/classroom. <p>ES GENERAL PLAYGROUND RULES</p> <p>No running or jumping on the play equipment.</p> <p>One person at a time on the slide.</p> <p>You may only go UP the ramps with ropes, not down.</p> <p>You may only go DOWN the slides with bottoms touching.</p> <p>The climbing wall may not be used.</p> <p>Wait until the person in front of you on the slide reaches ground</p> <p>No tag playing is allowed on the equipment.</p> <p>No twisting or standing on the swings.</p> <p>Hold on to the sides when walking up rope walk.</p> <p>Hold on to side ropes when walking up incline.</p>
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SEVERE CONDUCT and PROHIBITED ARTICLES

There are certain displays of behavior that are considered to be severe and should result in immediate referral to the administration. In most instances, these actions will result in suspension from school:

Fighting

Possession of and or being under the influence of drugs or alcohol.

Willful damage to school, community or others' property.

Abusive, hostile or malicious behavior that disrupts the educational process or interferes with the teacher's right to teach.

Any action that is considered to violate host nation and/or Camp Darby laws and regulations.

Willful disobedience/insubordination.

Possession of any weapon.

Normally, if a student misses a day of school for suspension, any work required should be presented as soon as the student returns to class. The student is responsible for obtaining any assignments required and completing them in a timely manner. Credit is given for class assignments.

A student on suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension or immediately following the suspension (that is, prior to the next day of regular school attendance). This applies to both in-and-out-of-school suspensions.

A special note to parents concerning discipline: The school staff takes no pleasure in disciplining students, yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially-acceptable behavior when they realize that the home and school share the same standards.

PROHIBITED ARTICLES

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. If you have any doubt about bringing any article to school, consult your teachers or the principal. Prohibited articles may be confiscated by any teacher or by the principal. **See "Zero Tolerance for Weapons" section for further guidance/policy.**

Fire crackers

Shaving cream

Knives

Water pistols

Laser pens/pointers

Weapons

Toys of any kind, including computer games
Any article considered a nuisance-causing device

STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS SYSTEM

(DS Manual 2051.2)

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents, or sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

These guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students, both elementary and secondary, in the Department of Defense Dependent Schools (DoDDS).

These guidelines are general statements of principle and will be subject to limitations imposed by the laws and customs of a host nation or by the general authority of the installation commander. The host nation legal agencies and the installation commander share legal jurisdiction in overseas military communities.

ACCESS TO LEARNING

Rights to an Education

Rights

All students, in kindergarten (K) through grade 12, are entitled to an educational program comparable to those offered in public schools in the United States. In accordance with pertinent directives and regulations governing eligibility for enrollment, this right extends to pregnant and married students. Handicapped students in grades K through 12 are eligible regardless of age. It also assures that students who have been expelled have a right to seek alternate means of obtaining an education.

Students who have dropped out of school and are still within eligibility regulations may return to school. Students have the right to be informed of their educational progress and deficiencies, to receive regular teacher evaluations, and to have assignments and tests evaluated and returned. Students have the right to make decisions when options are available regarding their own course of study. Individual rights of students are affected by the unique regulations created by current Federal laws and judicial decisions concerning minor or adult status.

Responsibilities:

Students, regardless of age, have the responsibility for conducting themselves in a manner, which does not violate the rights. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living. It is the responsibility of students to attempt to complete the courses of study necessary for programs

they have agreed to pursue. Students and parents must be responsible for class attendance, in accordance with local school policy, for maintaining properly the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

FREEDOM OF EXPRESSION

Free Expression – Oral, Written, Symbolic

Rights:

Students have a right to free inquiry and free expression of ideas. Free expression is not to be restricted unless its exercise interferes with the conduct of classes, or school operations, or disrupts the school community or the host nation environment.

In keeping with U.S. trends and court decisions, students have the right to recite the Pledge of Allegiance and salute the American flag, but may decline to do so, so long as they respect the rights of others who wish to do so.

Religious activities are not part of the school program; however, a religious document as a work of literature, or religions, can be studied "about" within the framework of the regular school curriculum.

Responsibilities:

Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity or unknown falsehood, or disregard for truth.

Students also have a responsibility for showing proper respect for those who wish to participate in the flag salutes or patriotic ceremonies, and to respect the customs and flags of all nations.

Personal Appearance

Rights:

Students have a right to participate with school officials and parents in the development and dissemination of written policies concerning student dress and appearance.

Responsibilities:

Students' dress and appearance are the responsibility of students and their parents, both of whom should assure that neither dress nor appearance poses a health, sanitation, or safety hazard to the student or causes disruption to the educational process.

Students have a responsibility for assuring that their dress or appearance does not violate any reasonable requirement for a specific class or activity.

Students have a responsibility for participating with school officials and parents in the development and dissemination of written policies concerning student dress and appearance.

STUDENT GOVERNANCE

Student Government and Involvement

Rights:

Students have the right to establish and to participate in a student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of students in the formulation of school policies such as curriculum development, discipline, and school-sponsored activities, in a cooperative effort with the school faculty and administration.

It is the right of students to question any issue relating to the school environment or to the policies, practices, and proposals of the school, and to receive a direct and reasonable response. Students who are not satisfied with the response may appeal to the next higher school authority.

Responsibilities:

It is the responsibility of students to be involved in student government, to participate in seeking and disseminating information concerning issues they raise, and to be responsible for pursuing their inquiry.

Student Activities

Rights:

Students have the right to participate in the planning of school activities. The selection of activities should be the result of mutual agreement between student organization and school officials.

Approved activities can function as long as their proceedings are in accordance with the conditions agreed to by student representatives and school officials. The opportunity to participate in school activities is guaranteed to all eligible students.

Responsibilities:

Students have the responsibility for assuring that school sponsored activities in which they participate are school related and meet the conditions agreed to by student committees and the school officials.

School Property and use of Facilities

Rights:

Students have the right to the use of school facilities, equipment, and services for student-planned activities scheduled in consonance with school activity program.

Responsibilities:

Students have the responsibility for adherence to reasonable regulations governing the conditions for such use.

Off –Campus Events

Rights:

Students have a right to attend and participate in school-sponsored off-campus events and to participate along with school officials in determining the conditions under which those events take place.

Responsibilities:

Students at school-sponsored off-campus events have the responsibility for acting in accordance with school rules, installation regulations, and customs of the host nation.

Anti-Discrimination

Rights:

The right of students to participate fully in classroom instruction and in school activities shall not be abridged or impaired because of sex, race, color, national origin, or religion.

All students have the right to fair and equal opportunities in all educational and school-sponsored activities (including number, quality, type, range, and support).

Responsibilities:

Students have the responsibility for fostering good human relations within the school by practicing courtesy and tolerance in their dealing with each other and members of the school staff.

Grounds for Discipline

While we are vitally concerned with our rights, many times we overlook our responsibilities. We must put equal stress on both, because without one we cannot have the other. Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views, listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between students and staff. The students, school staff, parents and military commanders have the responsibility of working together so that all students are given the opportunity to develop to their full potential under a democratic system. Therefore the community and school expect and it is required that all students conduct themselves in an appropriate, socially acceptable manner. School attendance is conditional, not unconditional, right and good order and safety require the fair and consistent enforcement of the discipline code. Fortunately, very few of our students engage in on-going serious misconduct.

If we are to improve our instructional strategies and programs, the establishment and successful enforcement of a strong and fair discipline policy becomes paramount. This is central to civilized society and to school improvement. A child who poses an immediate threat to his or her safety or the safety of others in the school will be immediately removed, as will students who possess firearms or other weapons, possess or sell drugs, or use violence. Suspension and expulsion are 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. In-school suspension, with or without parental supervision is an option to out of school suspension except when the child poses a risk of injury to himself or others. All students who are suspended from class or school must complete all assignments of work and exams during that period to earn credit. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (including deferment to the start of the next semester). Any student suspended from class or school may be encouraged to perform community service in addition to suspension. Corporal punishment is strictly forbidden.

SUSPENSION OR EXPULSION

The principal or designee shall recommend a pupil's expulsion from DoDDS for any of the following:

Causing serious physical injury to another person, except in self-defense.

Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1 year expulsion is required for the possession of firearms.

Unlawful sale of any mind-altering substance.

Making, or participating in the making of a bomb threat.

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline. Incidental to suspending any students, the principal of the school, or his/her designee, shall notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts, which may violate local laws.

Disciplinary Committee. A committee comprised of school officials, parents, and community members, which meets to decide disciplinary matters in which expulsion has been recommended. Principals shall appoint members to the committee. School officials, however, will ensure that the composition of the committee is mixed and that there is not a disproportionate number of members that are school officials.

Formal Hearing. The process by which the school disciplinary committee reviews the evidence and affords the school and the student accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than 10 days. These include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witnesses in their behalf, an opportunity to request that certain questions be asked of witnesses against him or her, written findings of fact and disposition, and a right to appeal to a higher authority. It is a hearing in which the student is given an opportunity to contest allegations that could result in expulsion. In such cases, students and their parents are entitled to a statement of charges in writing prior to the hearing. This statement should also advise students of their entitlements to witness in their behalf during the hearing.

Informal Hearing. A meeting held by the principal or teacher in a disciplinary matter that may result in a consequence up to suspension from school for a period up to 10 days. It is a process in which the principal/teacher makes a final determination whether a particular child is culpable of an offense or rule infraction, and to assess whether, and to what extent, to impose any disciplinary consequence, and in which to announce the disciplinary decision. When imposing school suspension for a period up to 10 days, the principal must inform the student of the terms and conditions of the suspension. Informal hearings ordinarily occur prior to or simultaneously with suspension. A student may be suspended in advance of an informal hearing, by informing the

student of the misconduct and of the suspension when the student's continued presence poses a danger to other students or a serious disruption to the educational environment.

SECTION V

APPENDIX

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WEAPONS POLICY

Reference DoDEA Regulation 2051.1, Department of Defense Education Activity Disciplinary Rules and Procedures: Particular grounds for expulsion: The principal or designee shall recommend a pupil's expulsion from the DoDDS for possession of any firearms, knife, explosive, or other dangerous objects of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum of 1 year expulsion is recommended for the possession of firearms.

Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, non-chucks, any flailing instrument such as fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any similar propellant, or any other object concealed, displayed, or brandished in a manner that reasonably provokes fear.

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal, knowledge of offenses that violate law or regulation or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

Please discuss this policy with your children. All students have a right to have a safe and secure school environment. It is the responsibility of all of us to maintain a safe learning environment for our children. The Department of Defense Education Activity, Washington (DoDEA), Department of Defense Dependents Schools (Europe) and the Livorno Unit School maintain ZERO TOLERANCE for weapons. DoDEA Regulation 2051.1 is available in the school office. We would be happy to furnish the regulation upon request.

Department of Defense
Education Activity
(DoDEA)

*“The Future
Began Yesterday”*

.....

*A Challenge Accepted
By DoDEA*

The DoDEA
Technology Program Standards
Document
(May 13, 1996)

The following is an excerpt of the standards set for the student.

The Elementary School Student is expected to acquire technology user skills such as (1) keyboarding, and (2) the ability to use applications software such as word processing, graphics, computer art, desktop publishing, multimedia, and programming. These technology skills will augment the elementary student’s literacy, critical thinking skills, research and problem solving skills. The elementary student will use the combination of these skills to gather and exchange information electronically with other students, teachers, and parents. The classroom instruction for these skills will become an integral part of the technology education curriculum.

The Middle School Student is expected to master the elementary level technology skills, and add the following technology user skills to their repertoire: digital audio, digital video, hypermedia, database, spreadsheet, applications software, electronic communications, and computer aided design. The middle school student will use these technology skills on a daily basis to retrieve database information, and use the applications software to collect, interpret, analyze, organize, display, and transfer the data. The primary goal will be to develop their research and problem solving skills in preparation for high school level solving activities.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT

PRIVACY ACT STATEMENT

Authority: DoD Directive 1342.6, DoD Dependents Schools; DoDDS System Notice 22

Principal Purpose(s): To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computer and the Internet.

Routine Use(s): In accordance with DoD published routine uses.

Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

I, _____, have completed the required classroom instruction,

(Student's Name - Please Print)

understand the Terms and Conditions on the reverse side of this document, and agree to adhere to the principles and procedures detailed within.

Should I breach the guidelines, I understand that I may lose all network privileges on the DoDEA network, school disciplinary and/or appropriate legal action may be taken.

Student's Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

I, _____, have read the Terms and Conditions. I understand that

(Parent's or Guardian's Name - Please Print.)

network access is designed for educational purposes. DoDEA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for DoDEA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I understand, consistent with DoDEA policy to protect individual privacy, my child's written and art work and his or her name may be published, but DoDEA does not authorize the use of photographs, home address, or home telephone number in association with my child's name. I also understand DoDEA does not authorize the use of the school's Internet service for commercial activity or personal use inconsistent with the Terms and Conditions.

I understand: (1) This form does not relinquish my child's rights in his or her work. (2) DoDEA is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through the teacher.

Parent's Signature Date

Source: DODEA Administrative Instruction 6600.1, August 29, 1997

Enclosure 1

Terms and Conditions

I. Acceptable Use

- A. I agree to use DODEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DODEA computing resources and the rules of any other network or computing resource to which I have access through the DODEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- C. I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters, or broadcast" messages to lists or individuals.

IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.

VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.

B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network, This includes, but is not limited to, the uploading or creation of computer viruses.

Source: DODEA Administrative Instruction 6600.1, August 29, 1997

Enclosure 2

VISITOR REQUEST

Students are expected to be proud of their school and respect their teachers. The staff will cooperate with students who want their parents or friends to visit classes. Visitors must be approved by teachers and an administrator AT LEAST one day before they visit.

The student requesting the visit must have parental approval first; then the teacher's; then the administrator's. The administrator will approve any requests. Students are to complete this form and get it the visitor approved before the visitor comes to school. If a teacher feels a visitor's presence is not conducive to learning on the requested day and does not give permission for the visitor to attend the class, the visitor may sit in the main office for that period. All visitors are expected to obey all school rules. The visit will be terminated whenever behavior problems occur. The visiting student should carry the approved request form during the day of the visit and show it to any staff member who wants to see it.

YOUR NAME _____

GRADE _____ DATE TODAY _____

VISITOR'S NAME _____ DATE OF VISIT _____

RELATIONSHIP TO YOU _____

Period	Subject	Teacher/ Teacher's Approval
--------	---------	-----------------------------

1

2

3

4

5

6

7

PARENT APPROVAL _____ DATE _____

ADMINISTRATOR APPROVAL _____ DATE _____

BEHAVIOR EXPECTATIONS

DoDDS-EUROPE

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is recommended that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited. (DoDEA Discipline Regulation 2051.1)
9. Smoking is not allowed during DoDDS-Europe sponsored/recognized student activities.
10. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction. (The sponsor may also be responsible to pay for the student’s return-trip transportation costs).
11. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
12. Students will ensure that the supervisors/chaperones approve or and know of their whereabouts at all times. This is paramount for safety and security.
13. Dress properly for the activity. Some activities are more informal (Creative Connections) and require clothing that can stand up to wear and tear. Other activities are more formal (MUSS & MUN) that require a white collar, professional look. In all cases, dress should be proper and in good taste.
14. Girls and boys rooms are “off limits” to members of the opposite sex.
15. Areas not open to student use (i.e. offices, lounges, etc.) are to be respected.
16. Any action by a participant that might be questionable in its performance, either from a safety or property respect standpoint, must be discussed with a chaperone/instructor before acted upon

(i.e. leaving the hotel/billeting/activity facility at lunch or in the evening).

17. Mature student decorum is expected throughout the seminar. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

Minor rules infractions will result in restrictions and obligations being placed on the student (i.e. restriction to their room). Serious infractions of any of the above items, as well as those discussed at the activity by the sponsors/chaperones will result in student removal from the seminar. Except for attending meals, the student(s) will be restricted to the room. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment.

Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the seminar.

18. Controlled substances (i.e. beer, wine, liquor, drugs) are not to be purchased, brought, or consumed by students attending a DoDDS-Europe sponsored/recognized student activity. Any student attending an unauthorized function where such substances are being consumed will be considered in violation of these rules even if they have not consumed the controlled substance(s). This rule applies also to functions where controlled substances are sold that are part of an authorized activity. An exception to this rule may be granted by the Director, DoDDS-Europe to the attendance restriction where the chaperones and sponsors are in attendance and insure that DoDDS students will not be consuming controlled substances.

19. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include but not be limited to daily class assignments, projects, examinations, and system-wide tests.

Date

Student Signature Parent Signature



Department of Defense Dependents Schools - Europe

Office of the Director – Public Affairs

Publicity Permission Form

Within the Department of Defense Dependents Schools - Europe, there are many opportunities to celebrate the achievements and activities of our districts, schools, students, staff and community members. The Information Age has provided additional mediums to publish our accomplishments, showcase our educational programs and services, and strengthen two-way communication among our publics. While television and print publications have been traditional ways of getting information to our publics, we now have the added benefit of the Internet.

With regard to the Internet, DoDDS-E official web sites follow the goals, guidelines and policies for responsible and safe Internet publication practices set forth by the Deputy Secretary of Defense and the DoDEA Web Publishing Guide.

In order for us to include a student, staff member or community member in print publications, television, multi-media or the Internet, permission is needed.

The following is provided for your review and signature:

I give permission for my child’s name, image, and/or student work products to be utilized in various media forms including: newsletters, DoDDS web sites (images only), DoDDS print and video productions, military community publications, military affiliated publications (Stars & Stripes), military affiliated electronic media (AFN/AFRTS), public media (local, host nation, U.S. national newspapers, magazines, television), and future types of media.

Please indicate whether you approve or disapprove by signing below.

Printed Name of Child or Individual if for self

Approve _____

Signature of child’s parent/guardian or individual if for self

Date

Disapprove _____

Signature of child’s parent/guardian or individual if for self

SY ‘05-‘06 _____ SY ‘06-‘07 _____ SY ‘07-‘08 _____ SY ‘08-‘09 _____

This form is applicable for the current school year and will remain permanently in the student’s file. Each subsequent year the student registers, the form is to be reviewed and updated by providing parent/guardian initials next to school year.



CLOSING OF SCHOOL, EARLY DISMISSAL

FIRE/EMERGENCY EVACUATION/FORCE PROTECTION

In the event of early dismissal from school the command will be notified through the school's officer who will ensure the students will be moved to a secure location if appropriate. The AFN radio and television station will be immediately notified and the Livorno Student Transportation Office will be notified/activated. Parents are advised to establish a procedure with their children to include emergency contact numbers and location in the event of an emergency. Situations, which may require closing of school, are:

Fire/Natural disaster- Inclement weather- A military alert- i.e. Health Epidemic

Bomb or terrorist threat

Facility deficiencies, which would endanger health or safety of students or school personnel.

FIRE DRILLS

All school personnel must be thoroughly familiar with these procedures.

REPORTING OF FIRES/SOUNDING THE ALARM: All fires will be reported immediately to the fire department. Alert all personnel in the building by using the fire alarm pull box, P.A. system, or by word of mouth. Fire drills are practice for a real fire and will be treated in the same manner.

At the sound of the fire alarm, teachers will:

Move their students quickly and quietly out of the building according-to their room fire plan. Stay with students until directed to do otherwise.

Make sure that everyone is out of the room.

Time permitting; Switch off lights and close windows and doors (**take jackets and valuables**)

Supervise students as they exit the building.

Proceed to the assigned areas and supervise students. Ensure attendance of students and report discrepancies to fire warden or administration.

Inform students that if they happen to be in the hall, restrooms, etc; they should join the nearest line of students and proceed with them evacuating outside; once outside they should walk to where their regular class is located.

Staff members are requested to inspect all exits daily to assure that all doors, extinguishers, and alarms are in proper condition for evacuation. Teachers are to notify admin or supply of any safety hazards immediately.

In order to detect and eliminate fire hazards and to determine compliance with safety standards, representatives of the installation fire marshal and the principal (or the school support/supply

tech.) shall conduct fire inspections prior to the opening of the school year and monthly thereafter.

Fire drills shall be generally conducted once a week during the first month of the school term and at least once a month thereafter. Drills shall seek to assure prompt evacuation of the particular buildings under varying conditions and simulate the actual conditions likely to experience in case of a fire or other evacuation. Teachers should take all students to the areas shown on the evacuation and fire drill map. An evacuation map must be posted on the inside wall beside the door that assigns an evacuation route for each class in the event of a fire.

Teachers should review with students the correct behavior for fire drills before each announced drill takes place.

When the fire alarm is sounded, students leave the room in an orderly and quiet manner; remain together while outside (attendance to be taken), and return to the room in an orderly manner when all clear is sounded.

EMERGENCY EVACUATION

An evacuation may mean a fire, bomb threat, natural disaster or any condition that may endanger health, safety, or security of the students or school personnel.

Evacuation for Fire Drills. will be announced as such.. The Fire Chief, Inspector or Primary Fire Warden will give directions through the school administrator.

Evacuate Bldg 201 to North Side playground fence nearest DCC.

Note: Everyone will remain in the designated areas until further instructions from administration, school fire warden or security police personnel. Fire wardens at the elementary and secondary buildings will have cell phones available.

BOMB THREAT

During a bomb threat or evacuation for unknown cause, everyone is to evacuate the building using the general fire drill procedures with the following additional instructions:

The administrator or designated supervisor/security officer for the school will announce the evacuation. Students/staff/all personnel will take those items initially brought with them into the school, such as coats, backpacks, keys, personal belongings/valuables, etc. out of school during an evacuation.

When directions are given to evacuate; the **code phrase** "This is an unplanned **code green/bomb threat** evacuation drill" will be used. Fire wardens will assist as needed. During poor or inclement weather conditions, community and/or school officer will designate evacuation to an alternate indoor area.

A bomb threat report has been passed out to teachers and staff to keep handy near the telephone. Upon receipt of a bomb threat call, the person receiving the call should try and get as much information as possible IAW the bomb threat report (above) and immediately notify admin. and security police.

NATURAL DISASTER

Announcement on storms, wind, earthquakes etc. will be made by the PA system or word of mouth by a courier. Instructions will be given at the time of evacuation. In earthquakes the movement of the ground will be the signal. Basic rule is to stay inside. Students should crawl underneath their desks or move under a doorframe and stay away from windows. Teachers and

staff will assist students first and then themselves. After the shock and movement ends proceed with normal evacuation. Further instructions will be provided by administration, fire warden or security-police persons.

During any and all emergencies remember:

- . do not cross streets or stand under electrical lines or trees
- . ensure everyone is out of the buildings and accounted for - silence should be observed
- . no running, just proceed quickly
- . teacher listen for and convey instructions.

SCHOOL FORCE PROTECTION

PRINCIPAL:

- notify the School Bus Office of where and when school buses are required.
- coordinate with the Installation Commander for school bus operations when required.
- notify school staff of where and when the school buses will be.
- ask school staff to assist in the safe loading/unloading of students.
- provide staff supervision for all students when they arrive at the school (or designated area) or until all students are loaded on the buses and the buses have departed.
- notify community officials of upcoming curricular and cocurricular travel(s).

STUDENT TRANSPORTATION OFFICE:

- stay abreast of changes in security awareness, keep contractors and school officials informed, attend Force Protection updates.
- . maintain 100% two-way communication with school bus buses.
- . work with installation security personnel regarding route planning, installation access, parking of buses etc.

CONTRACT BUS DRIVERS:

- receive recent contractor provided training in security, safety and communications. Have had background checks performed by host nation police/authorities.
- been briefed by their supervisor about heightened security awareness to include the observation of suspicious activity in/around the area of school bus stops, vehicles following buses etc..
- understand safety procedures to be used in the event of an incident/accident.
- conduct 100% daily pre and post route bus inspections of buses for suspicious packages, tampering, and normal safety related as well as maintenance items.
- be trained in emergency evacuation procedures.
- communicate with their base station or the Student Transportation Office immediately if suspicious activity occurs.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
STUDENT TRANSPORTATION OFFICE
Livorno Unit School
Unit 31301 Box 67
APO AE 09613-0005
vivian.ramon@eu.dodea.edu



REQUEST FOR ALTERNATE SCHOOL BUS TRANSPORTATION

STUDENT NAME: _____

GRADE: _____ TEACHER: _____

DATE TO RIDE ALTERNATE BUS: _____ AM/PM (circle one)

REQUESTED ALTERNATE BUS NUMBER: _____

BUS STOP NAME: _____

HOME PHONE: _____ WORK PHONE: _____

(Please provide the best number to contact you at)

Sponsors/Parent/Guardian Acknowledgement of the following conditions:

- a). This is a "Space Available Request Only."
- b). I understand that frequent request, or request to change bus stops on a day to day basis (e.g. Monday, Wednesday, and Friday at one stop; Tuesday and Thursday at another) are not authorized.
- c) My dependent is enrolled in a category entitled to space-required transportation and is a registered school rider.

Printed Name

Signature

Point of contact at the Student Transportation Office is Vivian Ramon DSN 633-7907 FAX: 050-54-1335 or 050-54-2296 or your form can be submitted via email to Vivian.ramon@eu.dodea.edu

Requests must be submitted NLT 1200 on the day of the requested change; although, advanced notification is greatly appreciated.

SECURITY PRECAUTIONS WHEN YOU ARE AWAY

Leave the house with a lived-in look.

Stop home deliveries and have a neighbor pick up newspapers and other mail.

Don't leave notes on the doors.

Don't hide keys outside house.

Use a timer to turn lights on and off at varying times and locations.

Leave radio on (best with a timer).

Hide valuables.

Notify the Military Police or a trusted neighbor of your absence.

REMEMBER - FORCE PROTECTION STARTS WITH ALL OF US!

BOMB THREAT CHECK LIST

Date and time threat was received

Your name

Remain calm, ask the caller the following questions:

Where is the bomb placed?

When will it detonate?

What kind of bomb is it?

What does it look like?

Why is it planted there?

Is there more than one bomb?

Where are the others hidden?

Keep the caller talking as long as possible (have someone else notify the telephone numbers at the bottom of the list)

Note the caller's voice: male ____ female ____ young ____ old ____ mid age ____

deep ____ norm ____ high ____ soft ____ loud ____

other

Accent? (describe

Did the caller sound like anyone you know? Who?

Background noise: music ____ laughter ____ machinery ____ vehicles ____ type ____

other

NOTE:

DO NOT HANG UP THE PHONE, USING ANOTHER TELEPHONE NOTIFY

Operator to trace the call: 113 (on post)

Military Police, 114 (on post)

PLEASE PHOTOCOPY AND POST A COPY NEAR EVERY TELEPHONE

REFERRAL FORM

Your Name Grade Date

What happened?

Where did it happen?

What could you have done differently?

What should happen now?

Student Signature

DO NOT WRITE BELOW THIS LINE

Prior Referrals?

Consequence (s)

Signature of Administrator

Attach all supporting documents

REFERRAL SUPPORT FORM

Date Time Teacher

Student Name Student Number

REFERRAL LISTING

COMMENTS (Please include what you have done to solve this problem prior to making this referral – your actions should match your classroom management plan. If no teacher actions, to include parent contact, have been taken, students will be returned to teacher. Exceptions are those items starred as serious offenses – refer to codes at bottom of page):

Discipline incident codes: Enter one above.

- | | |
|--|--|
| <ul style="list-style-type: none"> Abusive behavior to peers * Arson Bus safety rule violation * Bomb threat call in Inappropriate cafeteria behavior Cheating Willful disobedience of admin disp. Action Disrespect to teacher Disruptive behavior Eating in unauthorized area * False fire alarm * Fighting Forgery of school official signature Forgery of sponsor signature Inappropriate dress Insubordination Leaving campus w/out permission Leaving class w/out permission Lying Caught in off-limits area Offensive behavior to a teacher Other | <ul style="list-style-type: none"> Public display of affection * Possession / use dangerous implement Possession of prohibited items * Possession / sale illegal substance * Possession / use of alcoholic beverage Scuffling Smoking Safety rule violation * Theft Unexcused absence No book or needed material Uncooperative with teach/substitute Unexcused tardy Truancy * Vandalism Vulgarity, Profanity No show to administrative detention Brought no materials to class Refusal to obey reasonable request Excessive detentions Failure to sign out No show to teacher detention |
|--|--|

Teacher referral action listing. 1) Enter for teacher action if this form is for computer input only.
2) If administrative action is necessary, enter in Comment section to indicate what teacher actions have been taken prior to making this referral.

Detention	Teacher / parent conference
Lunch time detention	Teacher / student conference
Mediation	Teacher assigned classroom detention
Letter to parent from teacher	Teacher phoned parent
Team / parent conference	Other (please explain)