

**LIVORNO ELEMENTARY/MIDDLE SCHOOL
Parent and Student Handbook
SY 2011-12**

Acknowledgement and Understanding of Student Handbook 2011-12

Overview: The Livorno E/M School Student 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.

The Livorno E/M School Student Handbook is a valuable resource for parents

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 2011-12

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SECTION I INTRODUCTION AND GOALS

Vision Statement

Livorno Elementary/Middle School empowers students to be life-long learners in a global society through an exemplary standards based education. In partnership with the community, our school will provide a learning environment which is nurturing, safe, and respectful, enabling each child to reach her/ his fullest potential.



Goals

Goal 1: By 2014, all students will improve their communication skills across the curriculum through improved proficiency in summarizing and retelling as measured through system-wide and school-based assessments

Goal 2: By 2014, all students will improve in math skills across the curriculum through increased proficiency in number sense and number relations as measured through system-wide and school-based assessments.

Channels of Communication

We hope that all avenues of communication will be explored and utilized throughout the year in order to maintain and enhance school-parent relations.

When parental concerns or questions arise 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 or Director.
- Issues which cannot be resolved at the Area level may be addressed at Headquarters level by the Director of DoDEA.

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

Livorno Elementary/Middle School

Unit 31301, Box 66
APO AE 09613
DSN 633-7573, Commercial 050-54-7573

Steve Brown, Principal

Telephone: 633-7573; Cell: 335-773-9684
Stephen.Brown@eu.dodea.edu

Office of the Superintendent, Mediterranean District

Unit 31401, Box 11
APO, AE 09630-0005
Commercial: (+39) 0444-71-8460
DSN Phone: 634-8460

Office of the Director, DoDDS-Europe

Unit 29649, Box 7000
APO AE 09002
DSN: 338-7614
Commercial: (+49)-611-380-7614

Office of the Director, Department of Defense Education Activities

Office of Dependents Education
4040 North Fairfax
Arlington, VA 22203-1635
DSN 696-4252; Commercial 001-703-696-4252

Links for Further Information

Livorno E/M School – <http://www.livo-ems.dodea.edu>
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>

Message from the District Superintendent



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



Dear Parents,

Thanks you for taking time to review our schools' policies and procedures. I am extremely proud to be the Superintendent of the Mediterranean District—with 17 schools, in 5 different countries, spanning 4 time zones. However challenging these logistics may be at times, the richness of the cultures and the dedication of our educators ensure that our students are receiving the best possible education.



Dr. Elizabeth Walker
Superintendent

The entire DoDEA community provides a World-Class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment. The schools in the Mediterranean District consistently strive for academic excellence and rigor. Each school now has an annual report card available online at <https://webapps.dodea.edu/SRC/>. Here you can find respective demographic information, as well as the schools' system-wide academic test scores.

The incredible diversity of this district, along with the enthusiasm and creativity that is abundant in our schools, convinces me that we are tough to beat. As we work together to provide consistent, caring, and safe environments for our students, we keep strengthening our bonds of trust and collegiality. Each individual plays a vital role in developing and assisting students in acquiring the skills they need to reach their potential. Therefore, no matter what your job is in the school or in the district, in the home or in the community, in the military service or in the civilian sector, you can make a positive difference in the lives of our children and our families.

If you have questions, you first need to contact the individual teachers and the principal for support and answers. If further assistance is needed, you are welcome to call us at the District Office in Vicenza, Italy. Our office number is DSN 634-8460 or CIV 0039 0444 71 8460.

You can be sure that I will be visiting your schools sometime soon. Please be sure to introduce yourselves to me to help me deepen my understanding of the strengths and opportunities at your particular location. Our children will only benefit from continuous open dialogue between and among the adults who care for them.

Dr. Elizabeth Walker, Mediterranean District Superintendent, DoDDS-Europe
Elizabeth.Walker@eu.dodea.edu

Message from the Principal

The faculty and I welcome you as together we begin another extraordinary school year at our wonderful Livorno E/S School. We are excited and look forward to another successful year for each student. The faculty and I want you to know that our enduring mission is to provide every student a challenging and rewarding educational experience and for each of them to achieve to their fullest potential. Our desire is to accomplish this in a collaborative manner which embraces parent and community involvement. We want your children to flourish.

The faculty at Livorno E/M School is a dynamic family of professionals. We will be fully staffed with an outstanding team of teachers who possess multiple areas of certifications, experience, expertise, and passion, to meet the needs of all of our children. We welcome three new faculty members this year and we are very fortunate to have them join us at Livorno E/M School. They possess the experience, skills, and background necessary to excel here as they have done in their previous schools. Our returning professionals are extremely talented and equally excited to begin another year of serving your children.

This is Livorno E/M School's year for accreditation. The Quality Assurance Review will occur in April, 2012. We invite each of you to be involved with preparations for our visit and in improving your child's education. There are many opportunities to support our efforts including volunteering in the classroom, mentoring students, joining the Parent Teachers Association, the School Advisory Committee, and the Continuous School Improvement Team. Education works best when we all work together and collaborate on behalf of our students. Again, together we can provide the best learning environment for your children.

Again, welcome to our school and our family of learners! Please join us in providing an invigorating environment in which each child will learn and grow!

Steve Brown, Principal
Stephen.Brown@eu.dodea.edu

SECTION II SCHOOL ORGANIZATION

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.

DoDEA Today & Instructional Programs: For up to date information on DoDEA logistics and our instructional program standards Pre-K to 12, please visit 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 Accreditation: Livorno Elementary/Middle School is fully accredited by AdvancED, the largest accreditation agency in the United States. For school year 2011-2012, our school will be visited by an AdvancED team to conduct an accreditation review of our school improvement progress.

AdvancED is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED.

The goal at AdvancED is to provide guiding principles and effective practices for school improvement that help schools advance the level of education they provide. A school must be able to collect and analyze data, set goals, plan, implement, and evaluate. The realization that none of these components are independent of each other along with the continuous review and evaluation of activities leading to improved results is what leads to authentic school improvement.

SECTION II LOGISTICS

AAFES School Lunch Program: The Army and Air Force Exchange Service Exchange System (AAFES) sell a hot lunch daily in the school cafeteria. Students may also bring their lunches from home. Parents may open a PIN account at the Post Exchange for each child. Please check with AAFES for further guidelines. A monthly menu is made available by AAFES and distributed to students.

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.

Students who go off campus during lunch must have signed permission. All school rules are in effect during lunchtime.

Age Requirements and Registration

Kindergarten: Any child who is five years old by September 1 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 September 1 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 office.

Updating 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.

Attendance Policy:

It is DoDEA policy that:

a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication

between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

b. School attendance is mandatory. *DoDEA REGULATION 2095.01*

(1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

(2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

(3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

(4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

(5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

Absence:

- 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, 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.
- **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** is when the student is absent from 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. Appropriate teacher assistance will be provided to students requiring make-up work.

Absence Notes are required upon returning to school from an absence, and each student must report to the office for a re-admittance slip. The student must have a note from a parent verifying the 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.

- 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.

Other issues with attendance:

- Missing a school bus and/or oversleeping are not considered excused absences, 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 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.
- When a student in grades 6 - 8 has permission from his/her parents (by note) to leave the school for any length of time during regular school hours, the student must sign out at the office counter when leaving and sign in when returning.

School hours: Students should not enter any building prior to **0745** hours since supervision is not available.

0800 First bell rings
0805 Classes begin
1125-1205 Lunch and Recess
1430 Classes dismissed

After school dismisses at **1430**, students must leave the school building unless they are involved in an organized school activity with a sponsor.

Early Dismissal from School: The base command will notify the school in the event of early dismissal from school, and the AFN radio and television stations will also be notified. The school bus system will be activated and ready to depart the school within sixty 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 include: inclement weather, security alerts, health epidemic, bomb or terrorist threat, or 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 please state what time you will come to take your child, and if you aren't coming yourself, who will be picking your child 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). Coordination with the teacher will occur after the approval of the change has been received.

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).

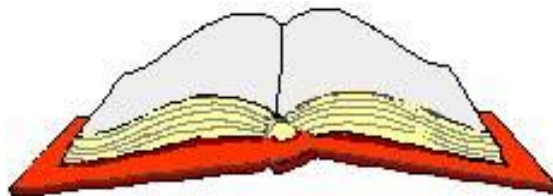
Review safety, conduct and consequences with children.

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.



Textbooks: 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. Lost books must be replaced. Parents can purchase replacement books online. Contact the office for more information

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. 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 may 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.

Lockers: Middle school students are provided lockers and locks for student convenience. The lockers and locks belong to the U.S. Government and students are responsible for returning them in the same condition they were issued. Students may only use the locker assigned to them. Locker use is a privilege, not a right, and abuse of lockers will result in loss of locker privileges.

Lost and Found: High value items and keys should be turned into the school office and may be claimed by checking with the secretary. Parents should 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.

Office Telephones and Messages: 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 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:

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. and 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 files.

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.

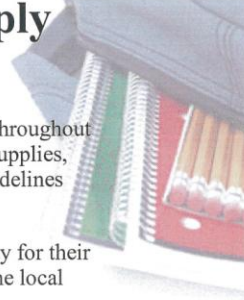
Parents who have questions or who would like to review their child's school records should contact the school counselor or principal.

School Supplies: Textbooks, workbooks, and other instructional supplies are provided by DoDEA. 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.

The following supplies lists are taken from the current DoDDS-E website:

Department of Defense Dependent Schools - Europe

DoDDS Europe Official School Supply Guidelines



This is the only official list of supplies for students at DoDDS-E schools throughout Europe. All other lists that may be in circulation, or requests for additional supplies, should be disregarded. Parents should follow only the DoDDS-E official guidelines when purchasing school supplies for their children.

Each school may provide additional guidance to the parents on what to buy for their student that is more "grade specific". These lists are normally published in the local newspapers for each garrison just before school starts.

Additionally, teachers will identify which items will be needed for their classroom. So please check your school and your child's teacher to know exactly what items will be needed.

Parents:

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

All Schools Levels:

- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Highlighters
- Book bag or backpack
- Spiral notebooks
- Plastic supply box
- Notebook dividers
- Bound composition book
- Gym shoes
- Notebook - 3-ring binder
- Paints (watercolor)
- Colored markers
- Tissues (1 box, max.)
- Planners*
- Paper - loose leaf

Schools:

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

- Rulers (ES & MS only)
- Paints (tempra)
- Pencil Sharpeners
- Toilet Paper
- Paper - graph
- Index Cards
- Calculators
- Dishwashing Detergent
- Plastic Bags
- Paper Towels
- Contact Paper
- Liquid Soap
- Baby Wipes
- Hand Sanitizer
- Locks (as required)
- Copy-Printer Paper

For Elementary Schools only:

- Child's round end scissors
- Crayons
- Bath towel
- Paint shirt

For Middle Schools only:

- Crayons
- Clipboards
- Scissors

For High Schools:

- Clipboards
- Scissors
- Protractor
- Compass
- Rulers

Parents are not to be expected to purchase the above items.



*Student Planners may be purchased using appropriated funds with the Superintendent's authorization. Authorization may be granted only when their use is essentially equivalent to a consumable textbook and are used as an instructional resource in a regularly scheduled course or program conducted and monitored under the guidance of a member of the school faculty.

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 so that a time convenient to you and the teacher may be arranged.

DoDEA 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
- P** - Developing/Progressing
- N** - Not Yet evident
- X** - Not Addressed
- Z** - No overall grade

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 which are specified on the school calendar. Parents are encouraged to contact the school to arrange conferences with teachers, and 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 Reports will be sent to student’s sponsors for any students at risk of failure. 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 considers the amount of semester time spent in class at Livorno E/M School and time in class at his/her previous school. A minimum of 20 days attendance is required for a grade.

Student Transportation

School Transportation Office: Telephone: 633-7907

Your child's safety is the first priority: The School Transportation Office (STO) is responsible to provide safe, responsive and effective transportation for authorized DoDDS students attending the Livorno Elementary/Middle 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 STO located at the School. 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 STO at 633-7907. (See appendix for "Request for Alternate Bus Transportation" form.)

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 STO. 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 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 the Rules

School Bus Safety Starts With Me

Walk; don't run to the bus stop.

Wait three steps back for the bus to arrive.

Take your seat and stay in it.

Wait three steps back for the school bus to leave.

Never go in front of or behind the school bus.

The 10 School Bus Rules

Obey the driver or adult.

Enter and exit the bus safely and always show your bus pass

Stay properly seated.

Keep your hands, feet and other body parts to yourself.

Do not throw things.

Put nothing out of the window.

Remain quiet and do not disturb the driver or others.

No profanity, smoking, prohibited items or vandalism

Do not eat, drink or chew gum.

Be responsible, be safe.

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.

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.

Valuables

Students should NOT bring valuables to school! Large amounts of money, expensive jewelry, portable music players, etc., should be safely left at home. The school is NOT responsible for any stolen or damaged items.

Visiting Classes

Parents are encouraged to visit their child’s classroom and 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

HEALTH SERVICES

Our 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.

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.

The following ranges of hours of homework are provided as guidelines:

Grades	Hours (Range) per week
1-3	2-4 hours
4-6	5-6 hours
7-8	7-9 hours

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 EDUCATION 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.

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 students overcoming obstacles to learning. 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, or psychologist). Parents are a valuable resource 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 special education teacher or nurse at 633-7573. 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. Determining whether a student will be promoted is a continual process. Every teacher who works with the student must evaluate the educational progress, or lack of progress in collaboration with the parent.

The principal establishes the Placement Committee to include participation of the parents. 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 monitored and 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, and other testing as appropriate

SECTION IV RIGHTS AND RESPONSIBILITIES

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.

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.

STUDENT STANDARDS OF CONDUCT






School Rules

- **Act Responsibly**
- **Speak Respectfully**
- **Move Safely**
 - **Walk, not run, in the building**
 - **Hands and feet to self**
- **Follow directions the first time**
- **Do your very BEST!**

Consequences: All classrooms follow a clear and consistent discipline plan with positive and negative consequences.

Beyond the class:

- Lose lunch recess
- If a student is being disruptive or unsafe and needs to be excluded from class, the office will be notified to accompany the student to "in-house suspension" in the main office.
- The Principal will determine further disciplinary actions as appropriate.
- Parents will be notified, and a follow-up meeting scheduled if necessary.
- All physical altercations will be considered "severe" infractions and will involve Principal intervention and documentation.

School Rules	Cafeteria	Playground	Quiet Zones
 Act Responsibly 	Line Up Courteously and Safely –No Cutting Hands and Feet to Self	Use Equipment Properly Jump Ropes Are Used ONLY for Jumping	Respect school property 
Speak Respectfully	Raise Your Hand to be Dismissed and for Assistance Remain Seated	Sit Safely on Swings Climb ONLY on Monkey Bars	Observe classroom rules
Move Safely Walk In Building 	Observe good manners Use "INSIDE" Voice	We NEVER throw sticks, pine cones, or other objects	3 Finger Rule *Stand behind the person in front of you *Lips Sealed *Hands & feet to self
Hands and Feet to Self 	Raise Your Hand to Empty Your Trays and Please Stack Neatly	Play fairly and observe game rules Friendly "2 finger" touch during games	2 Finger Rule *Hands & feet to self *Stand behind the person in front of you (Quiet voices)
Follow Directions the 1st time DO YOUR VERY BEST!!!	"Make Friends By Being A Friend"	Talk out problems/use respectful language BATHROOM & DRINKS BEFORE THE BELL!	Follow the Golden Rule... "Treat others how you would like to be treated"



Livorno Rules!

We work together as a team to keep each other and ourselves safe and happy at our School!



- Every student is responsible for conducting himself/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 EMS.
- 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, iPods, "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. 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.
- 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.
- 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. 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.
 - 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

Assemblies: A number of assembly programs are planned for the current school year. We believe such programs help 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 with teachers 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 unless excused.

No eating or drinking is allowed in the assembly area.

SEXUAL HARASSMENT POLICY

Every student at Livorno EMS 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 a respectful 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, drawings, and/or gestures;
Making unwelcome derogatory comments;
Spreading sexual rumors, graphic comments about an individual's body;
Displaying or using sexually offensive pictures, symbols, or words.

TOBACCO USE

Students are prohibited from possessing or using tobacco products from the time they leave home for school until the time they arrive home, on or off school property.

PROHIBITED ARTICLES

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. If students have any doubt about bringing any article to school, please consult 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, computer games, or any article that creates a nuisance or distraction.

SUSPENSION OR EXPULSION

A short term suspension is disciplinary action that removes a student from school for 10 days or less. A long term suspension is removal from school for over 10 days. An expulsion is removal from school for up to one school year. In determining the consequences for a given incident, all aggravating and mitigating circumstances as well as the infliction of injury are considered.

Informal Hearing. A meeting held by the principal 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 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 and parent 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 and parent 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.

The principal or designee shall recommend a pupil's expulsion from DoDDS schools 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, community members, and base commander or designee meets to decide disciplinary matters in which expulsion or suspension over 10 consecutive days 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 are not a disproportionate number of members that are school officials.

Formal Hearing. This is 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.

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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 E/M 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.

Technology Program Standards:

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 _____

Student Trip 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 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.

Approve _____

Printed Name of Child or Individual if for self

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

Disapprove _____

Date

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.

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.

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.

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 "This is an unplanned **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.



**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
STUDENT TRANSPORTATION OFFICE
Livorno Elementary/Middle School
Unit 31301 Box 67
APO AE 09613-0005**



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 Ms. Jane Spencer at DSN 633-7907 FAX: 050-54-1335 or 050-54-2296 or your form can be submitted via email to Jane.Spencer@eu.dodea.edu

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