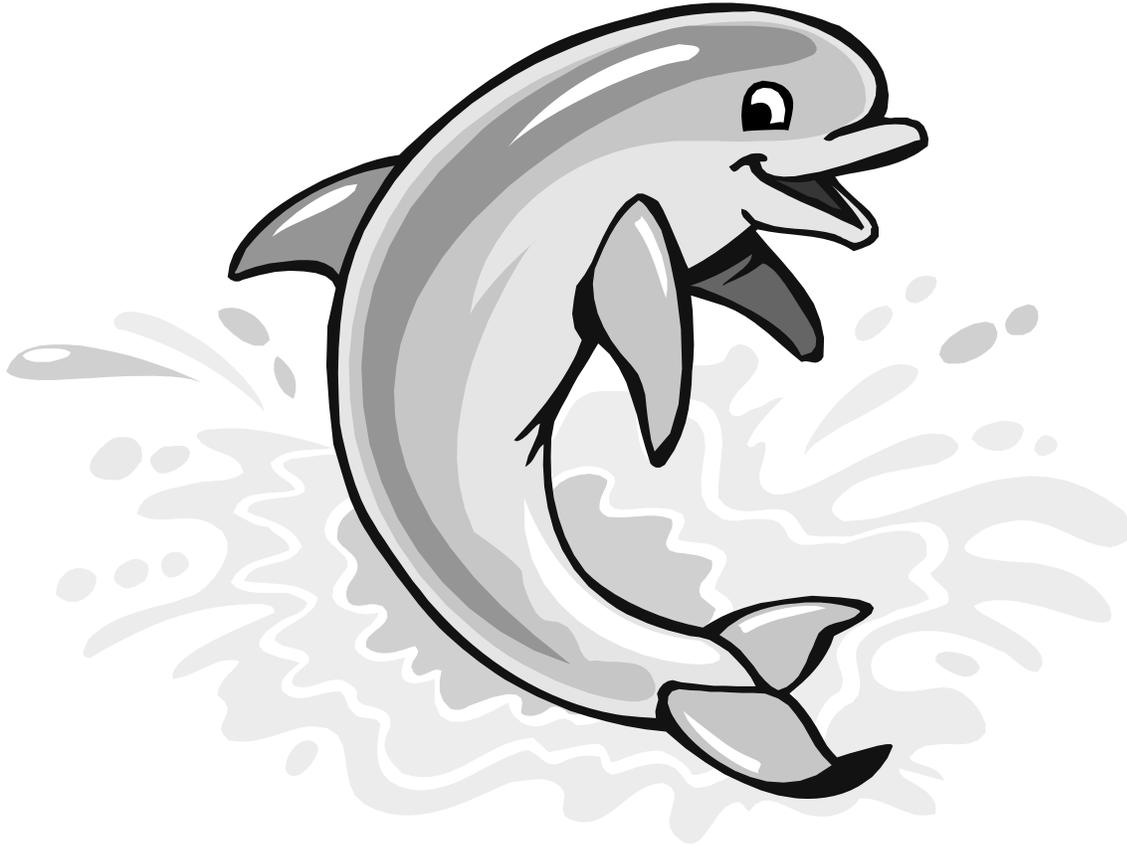


*Naples Elementary Schools
2008-2009
Student & Parent Handbook*



*NES Phone: 081-811-4037
NES FAX:081-811-4057
www.napl-es.eu.dodea.edu*



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005



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

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

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

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

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

Elizabeth M. Walker, Ed.D.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
NAPLES & GAETA ELEMENTARY SCHOOLS
PSC 808 Box 39
FPO AE 09618**

August 2008

WELCOME TO NAPLES ELEMENTARY SCHOOL!

Hello and Welcome back all returning educators, students and parents! For those of you who are new to Naples Elementary School (NES), so am I. We will have many wonderful opportunities to learn about this great school and community together. "As a school, we will educate and empower independent, creative, problem-solvers who demonstrate exemplary character in a global society." This is Naples Elementary School's Mission Statement. I hope you will join the NES staff and administration as we embrace the intent of this message and work together to promote highest student achievement.

Naples Elementary is recognized for educational excellence. Such recognition does not occur by chance. It is the result of three important factors: motivated and caring students, highly trained and dedicated staff members, and supportive and involved parents. I will echo Mr. Alix's encouraging words of a desire to build a positive relationship between the school, home and community. Our efforts to work together as partners will create powerful learners, extraordinary leaders and respectable citizens of a global and technological world.

Many opportunities exist to create this partnership. You may want to consider volunteering to be the editor of a student-produced class newsletter so that all parents can stay informed about classroom activities. How about chaperoning study trips or preparing specialized materials for students? You could even create learning centers that will focus on a certain topic or theme. When you help your child's teacher to put his or her best skills to work in the classroom by assisting with various non-teaching functions, you are giving the teacher more time to be creative in the classroom and improve student learning. Every teacher wants a partner who can do that!

We extend a personal invitation to you to get involve in your child's educational activities and be a lifeline to their academic success. When "healthy" relationships exist between home and school, teachers, students and parents reap the rewards. We look forward to working with you during School Year 2008-2009 to plan the best possible school-home-community experiences ever.

Mona Morgan
Principal

Jerry Hood
Assistant Principal

Dale Moore
Assistant Principal

Table of Contents

The enclosed handbook is divided into three sections. Information that is mostly applicable to students has been combined into one section. A second section is reserved for parent information. However, both sections are equally vital for review. A third is for General Information.

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Naples Elementary School Instructional Hours: 0800-1420 (Office Hours are 0700-0600)

NES Daily Schedule

- 0745/0750 Students in Grades 1-6 who do not ride a bus to school line up in front of the main entrance doors. PK, Sure Start, Kinder at their playground (Sure Start as determined by teacher)
- 0755 Students enter building at first bell. Students will go directly to their classrooms and bus riders will be released from their buses
- On inclement weather days (rain, snow, or temperatures below 32° F), students will be housed in the MPR starting at 0745 and then released from there.
- 0800 Instructional Day begins (55 minute lunch/recess by grade level)
For student safety and building security, all doors are locked except the main entrance doors by the NES front office. All visitors must sign in, regardless of reason or extent of visit (to include student drop off).
- 1420 Instructional Day Ends
- 1435 Buses Depart

Sure Start Instructional Day is 0755 to 1335

There is no supervision on the school grounds for children before 0745 or after 1440.

Naples Elementary School Mission Statement

As a school, we will educate and empower independent creative problem solvers who demonstrate exemplary character in a global society.

Naples Elementary School Goal

All students will demonstrate improved reading and writing skills across the curriculum.

Examples of Classroom Strategies that Support Student Success

- Balanced Literacy Instruction through the use of Guided Reading, Self Selected Reading, Working with Words and Writing practices/interventions.
- Computer projects, internet research projects and appropriate application of software
- Reading Counts
- Listening Centers

Examples of School Programs that Support Student Success

- Individualized differentiation for student needs
- Compensatory Education
- English as a Second Language (ESL)
- Language Arts/Reading Specialist (LARS)
- Reading Recovery (first grade only)
- READ 180 (grades 3 through 6)

Examples of PTA Programs that Support Student Success

- Flip Over Books
- Artists in Residence EX: Dan Crowe
- Scholastic Book Club Orders & Scholastic Book Fair
- Box Tops for Education

Examples of Local/Classroom Assessments That Measure Student Achievement

- *TerraNova* Performance Assessments, Communication Arts
- Scholastic Reading Inventory (SRI), grades 2-6
- Literacy Place Placement and Unit Tests, Grades K-6
- Unit Assessments
- Creative Curriculum Developmental Inventory, Sure Start and PSCD
- Developmental Reading Assessment (DRA)
- DIBELS (K-2)

Department of Defense Education Activity (DODEA)

Community Strategic Plan Goals (www.dodea.edu)

1. Highest Student Achievement
2. Performance-Driven, Efficient Management Systems
3. Motivated, High Performing, Diverse Workforce
4. Network of Partnerships Promoting Achievement

Chain Of Command/Concern

Parents are encouraged to resolve student matters directly with teachers. However, when it is impossible for matters to resolve at the teacher level, please refer your concern to a school counselor or administrator. School counselors and administrators are available to meet with parents and teachers together to resolve issues. If resolution is not possible at the school level, such matters may be raised higher through our following Chain of Command/Concern:

Classroom Teacher

Naples Elementary School
PSC 808 Box 39
FPO AE 09618-0039
DSN: 629-4037 Commercial: 081-811-4037
Email: firstname.lastname@eu.dodea.edu

Counselors by Last Name

Naples Elementary School
PSC 808 Box 39
FPO AE 09618-0039
DSN: 629-4037 Commercial: 081-811-4037
Email: Barbara.moore@eu.dodea.edu
Email: Wendy.Smith@eu.dodea.edu
Email: Angela.Langilotti@eu.dodea.edu

While each teacher does have a direct line, it's respectfully requested that calls during the school day be directed through the office in order to minimize classroom interruptions. Calls will not be transferred to the classroom. Emergencies will be handled on a case by case basis, but the general practice will be passing a message on via email.

Assistant Principals

Naples Elementary School
PSC 808 Box 39
FPO AE 09618-0039
DSN: 629-4037 Commercial: 081-811-4037
Email: dale.moore@eu.dodea.edu
Email: jerry.hood@eu.dodea.edu

Principal

Naples Elementary School
PSC 808 Box 39
FPO AE 09618-0039
DSN: 629-4770 Commercial: 081-811-4037
Email: mona.morgan@eu.dodea.edu

Superintendent - Mediterranean District

Unit 31401 Box 11
APO AE 09630-0005
DSN: 634-8460 Commercial:
0444-518-460

DoDDS-E Director

Unit 29649
APO AE 09096
DSN: 338-7614 Commercial:
0049-611-380-7614

DODEA Director

Department of Defense
Education Activity
4040 North Fairfax Drive
Arlington, VA 22203-1635
DSN: 226-4462 Commercial:
001-703-696-4462

Accreditation

In February 2008, Naples Elementary School underwent a major evaluation by AdvancEd, an independent educational agency in the United States established for the purpose of setting standards for educational institutions. The team of 9 U.S. and DoDDS educators spent a two days evaluating all aspects of our school operations and programs. Naples Elementary School fully met all AdvancEd standards for accreditation. The Quality Assessment Review Team recommended that the school be accredited without citation. This is the highest recommendation a school can receive.

STUDENT HANDBOOK:

Cafeteria Rules and Procedures

- The teacher will escort each class to the cafeteria each day.
- Classes will sit and eat at assigned tables and play in assigned areas.
- Students will raise their hands for permission to get up from the tables.
- Students are responsible for cleaning up their own trash in both the cafeteria as well as on the playground.
- Students will converse in normal voices with students seated near them.
- Students will act in a polite, courteous manner toward all students and adults.
- Students will demonstrate acceptable table and play manners.
- Parents are invited and encouraged to join students for lunchtime.
- Chase, tag, and tackling games are strictly prohibited.
- Line up immediately when asked to/when the bell rings.

Character Counts (<http://www.charactercounts.org/>)

The purpose of the CHARACTER COUNTS! Coalition is to fortify the lives of America's young people with consensus ethical values called the "Six Pillars of Character." These values, which transcend divisions of race, creed, politics, gender and wealth, are:

- Respect – Be tolerant of differences. Deal peacefully with anger, insults and disagreements.
- Responsibility – Do what you are supposed to do. Be accountable for your choices.
- Fairness – Play by the rules. Take turns and share. Don't blame others carelessly.
- Caring – Be kind. Show you care. Help people in need. Forgive others.
- Citizenship – Do your share to make your school and your community better. Cooperate. Obey laws and rules. Protect the environment
- Trustworthiness – Be honest. Be reliable. Be loyal. Have the courage to do the right thing.

Each month, NES students focus on one of the six pillars of character. They learn about the many ways they can apply the pillars of character to their everyday lives.

Dress Code

We ask your cooperation in assuring that your child is clothed properly, with discretion, in keeping with weather conditions and in harmony with community expectations.

The following items are prohibited at Naples Elementary School:

- Spaghetti straps or tops with less than 2 inch wide straps
- Clothing which promotes tobacco, alcohol, or drugs, sex, etc.
- Backless/strapless tops or dresses, bare midriffs
- Short shorts or mini skirts that are shorter than the arm length of the student
- Hats, head bands, bandanas or any type of head covering
- Mesh or see-through blouses, shirts, skirts or shorts
- Bare feet, shower flip flops, roller skate shoes, heelies
- Chains, safety pins, spiked clothing, spiked necklaces, or bracelets.

For safety, comfort and successful participation in Physical Education it is essential that students dress appropriately for class.

The NES Physical Education dress code is:

**Athletic tennis shoes with Velcro fastenings or shoelaces and socks.
Loose fitting, weather appropriate, comfortable clothing (No jeans or dresses).

Expectations for Student Conduct

Naples Elementary School holds high expectations for appropriate student behavior at all times. It is our firm belief that teachers have the right to teach and students have the right to learn.

The school operates under one basic set of rules in all settings (classroom, hallways, cafeteria, playground, bus loading and unloading areas.)

- Obey all school adults respectfully and promptly.
- Do nothing that could cause injury to yourself or others.
- Do nothing to disrupt the learning of others.
- Show respect for school and personal property.

We are all responsible for discipline. The most effective procedure is for the adult in charge - classroom, playground, and corridors - to deal with the problem on the spot.

The classroom discipline process we follow is:

- **STEP 1:** Teacher-Student
- **STEP 2:** Teacher-Student-Parent-Counselor
- **STEP 3:** Teacher-Student-Parent-Counselor-Administrator

When a child is sent to the counselor and/or administration for action, the following process will be utilized:

1. The student/s will be questioned to tell their side of the story. The story will be checked with the adult/s involved.
2. The administrator evaluating the situation will take appropriate action, depending on the severity of the problem:
 - Counsel the student/s.
 - Document the incident using DoDEA's SMS Database system, contacting the parent as necessary (through telephonic or email resources).

In cases of extreme and continued unacceptable behavior, such as receiving three discipline referrals within a 30-day period, a student **may be** denied the privilege of attending school until the parents, child, and the principal come to an agreement on a behavior plan to prevent further unacceptable behaviors. **Effective discipline is a three-way responsibility: Parents - Students - School. When we contact parents about behavior, we are seeking your support and follow-up in helping your child realize that certain actions or attitudes aren't appropriate in school. Children rapidly adopt socially acceptable behavior when they realize that the home and the school share the same standards.**

Department of Defense Education Activity Regulation 2051.1 dated August 16, 1996 entitled Disciplinary Rules and Procedures thoroughly outlines disciplinary expectations and consequences for DoD students. The regulation is on file in the school office for your review.

Minor Offenses

The regulation states in part that a student may be disciplined for relatively minor or first offenses through a variety of interventions deemed to be appropriate by the teacher or administrator. Such minor offenses in our school include, but are not limited to:

- Disrupting the learning process in the classroom by talking, laughing or moving about the room, when the teacher determines that such conduct is inappropriate to the classroom activity
- Failing to follow instructions
- Minor damage to classrooms or materials or to the property of any other person on or about school grounds

- Disrupting classrooms while moving through the hallways
- Running or horseplay in the hallways or classrooms
- Lying
- Disturbing student work displayed on hallway walls and bulletin boards
- Dribbling or bouncing balls in the hallways
- Littering
- Eating food in unauthorized areas such as classrooms and hallways, unless during special occasion parties
- Wearing hats/head gear inside the building (except during special occasions)
- Chewing gum
- Use of offensive language

Grounds For Suspension Or Expulsion

- Three discipline referrals within a 30-day period.
- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- Unauthorized leaving of school campus
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Weapons are defined as 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, matches, lighters, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, num-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school, government, vendor, or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
- Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity. This includes sexual harassment.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug or drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Gambling in any form.
- Conduct, including fighting, that endangers the well-being of others.
- Unauthorized presence in the school, on the school grounds, on school buses, or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.

- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- Forgery, cheating, or plagiarism.
- Use or possession of fireworks.
- Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
- Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
- Complicity in the violation of any rule described above.

Particular Grounds For Expulsion

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, or other dangerous object.
- Unlawful sale of any mind-altering substance.
- Making, or participating in the making, of a bomb threat.

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.

Harassment and Threats

Everyone has the right to feel safe and secure in this school. Students must feel comfortable and accepted at school in order to succeed. We are all here to learn and grow academically, emotionally and socially. Students must respect each other’s differences and insure that other students are included in day-to-day school activities. Students must ensure that they do nothing that will make another person feel threatened physically or socially. Derogatory remarks, threats, and verbal harassment will not be tolerated. Students who are feeling threatened by others should report their concerns to a teacher, counselor or administrator.

Homework

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. The amount and frequency of homework will vary from class to class. We encourage parental participation and assistance with homework. Home/School cooperation is a positive benefit for all children. Parents should also encourage a home reading program. DoDEA Administrative Instruction 2000.9 governs our system’s homework programs:
http://www.dodea.edu/foia/iod/pdf/2000_9.pdf

Lost and Found

Lost and Found is located in the back of the NES Multi-purpose Room. All items found in the common areas of the school are left in the Lost and Found for student retrieval. **At the end of each quarter of the school year, all unclaimed items are donated to local charities.**

Lunch/Recess Monitors

Lunch/Recess monitors are provided to ensure children’s safety on the playground and in the multi-purpose (lunch) room. Monitors wear special colored aprons and photo ID cards so they can be easily identified by students. Students are expected to follow their direction as with any other adult in our building.

Playground Rules and Procedures

- Students will follow the directions of the playground monitors.
- Students will act in a polite, courteous manner toward all students and adults.

- Students will refrain from calling names.
- Students will refrain from hitting, kicking and punching others.
- Students will seek adult assistance when needed.
- Students will take proper care of all playground equipment.
- Parents are invited and encouraged to join students for recess.
- Our school **has ZERO tolerance for all bullying behaviors. Strong disciplinary action will be taken in all cases of bullying behavior.**
- The classroom teacher will pick up the class each day at the end of the recess period.
- Recess will be held out doors unless the temperature falls below 32°F, there is steady precipitation or the winds are too strong for safety. Parents are requested to ensure that students are dressed appropriately for outdoor recess at all times of the year.

Programs at NES :

- Art
- Compensatory Education Reading
- Computer Labs for Students
- Counselors
- Early Childhood Classroom Size of 18-20
- English As A Second Language (ESL)
- Extracurricular After School Clubs
- Full Day Kindergarten
- Gifted Education Program
- Guidance/Counseling
- Homebound Instruction
- Host Nation Exchange Programs
- Host Nation Study Trips
- Information/Media Center (Library)
- Italian Host Nation
- Italian Partial Language Immersion
- Language Arts/Reading Improvement
- Music
- Physical Education
- Positive Recognition for Good Grades and Appropriate School Behavior
- Preschool Services For Children With Disabilities (PSCD)
- Reading Recovery
- Special Education
- School Psychologist
- Sure Start
- System-wide Standardized Testing and Assessment
- Technology/Computer Program

Prohibited Items

The following items are prohibited and may not be brought to school for any reason:

- matches
- bullets
- firecrackers
- explosive devices
- knives
- sling shots
- cap guns/caps/water pistols
- itching powder/shaving cream/drugs
- gang affiliated clothing/paraphernalia
- skateboards/scooters/bicycles/heelies
- collection cards
- toy or replica weapons
- pornographic material
- Electronic devices of any kind to include cell phones
- Toys of any kind unless permitted by a teacher for a special project

Any such items in evidence at school will be confiscated.

Appropriate disciplinary actions will be taken.

Sexual Harassment

Sexual Harassment is a particular type of sex discrimination. Like all sex discrimination, it will not be tolerated. Sexual Harassment in a school is defined as: “deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature.” Such behavior is observable, explicitly sexual, contains sexual overtones, and is deliberate or repeated. Naples Elementary School will enforce a “zero tolerance” policy for acts of harassment. Consequences can range from counseling to suspension.

SOME EXAMPLES ARE:

- Jokes: a way to express hostility, make someone a fool, or put down a group of people.
- Comments: on someone’s body or dress.
- Sexual Remarks: from subtle hints to direct proposition.
- Physical Harassment: Which may include: bumping, touching, stroking, cornering, pinching, kissing, hugging, grabbing.
- Other types may be: leaving notes, displaying sexist cartoons, pictures or magazines.

Smoking Policy

- 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 principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

Naples E. S. is a member of DoDDS-Europe. There is no designated smoking area defined or condoned by DoDDS-E. Parents are also not permitted to smoke or consume alcoholic beverages on campus or while on DoDDS-E funded study trips.

Student Transportation Office (located in the HS Cafeteria, DSN Phone 629-4769 or Commercial Phone 081-811-4769)

ALL TRANSPORTATION CHANGES MUST BE IN WRITING. CALLS TO THE SCHOOL WILL NOT BE ACCEPTED.

PLEASE NOTE THAT ALL CHANGES INVOLVING A STUDENT RIDING A BUS OTHER THAN THE ONE TO WHICH HE/SHE IS ASSIGNED MUST BE APPROVED BY THE STO PRIOR TO THE CHANGE. [HTTP://WWW.NAPL-ES.EU.DODEA.EDU/TEMPORARY_BUS.PDF](http://www.napl-es.eu.dodea.edu/temporary_bus.pdf)

The DoDDS Student Transportation Office (STO) provides school bus transportation for students who live within the established commuting area. If you have any questions about buses (how to register your child for bus transportation, bus schedules and routes, lost items), telephone the STO office, located in the Naples American High School. Traffic, road conditions, and weather are only a few reasons why it is difficult for buses to comply with the exact bus schedule. Because of this, it is required that students be at the designated bus stop at least 10 minutes prior to, and following the scheduled time. Handbooks describing the school bus program are available from the STO office. Sponsors are ultimately responsible for their children’s behavior on the bus. The privilege can be revoked or suspended if discipline problems persist. Please do not request bus changes unless for extended TDY of the sponsor, an emergency, or a one-time request.

DoDDS will not allow employees to ride the school bus. Parents who volunteer in the school may be allowed space available transportation on a case-by-case basis. Please contact the School Transportation

Office (NHS Room 234) for details. Parents should be aware that if a school bus strike occurs, they are responsible for the transportation of their children to/or from school as applicable.

Standards Of Conduct On DODEA School Buses

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the behavior standards for school bus students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver, monitor and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove or trip other passengers
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of the bus windows or hang out of the bus windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink or litter the bus.
11. Using profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with the actions of the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open the bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment.

Valuable Items

We discourage children from bringing money or valuable items to school. We ask that, when necessary, students carry money in a neck purse or billfold and *never* leave it in their desk, locker or book bag. *The school cannot be responsible for the security of these items. It is highly recommended that students maintain a lock for their locker.*

Weapons

Weapons of any sort are strictly prohibited in DoDDS schools. The DoDDS Weapons Policy states:

“Students found with a gun, authentic appearing replicas of a firearm, pellet guns, BB guns, toy guns, etc., in their possession, in their locker or car, or on school grounds will immediately be suspended and given an opportunity for a formal hearing prior to expulsion.”

What is meant by Zero Tolerance?

Zero Tolerance means that weapons or replicas are not allowed in school. Precise steps will quickly be taken to rectify the problem, severe corrective action and punitive actions will be taken, and that no leniency will be shown towards violators.

Are school buses considered school property?

YES! Weapons are not allowed on school buses as well as at any school functions or activities.

Can students get into trouble if they know about someone who has a weapon?

YES! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

Can students get into trouble if they bring a knife to school for a scout meeting after school, even if they keep it in their backpack and don't show it to anyone?

YES! Bringing a weapon or replica to school or possessing that item is a violation of the policy. Even toy replicas are not allowed.

Is threatening someone with a fork considered as an infraction or using a weapon?

YES! Items not designed as weapons but used to harm someone, to frighten someone, or to threaten someone are considered weapons.

Can students be expelled or suspended from school for bringing in items that look like weapons?

YES! Items that resemble weapons will also be considered as a weapon replica and are not allowed at school. Even toys that look like weapons are considered replicas.

What is the purpose of the School Disciplinary Committee with weapons violations?

The School Disciplinary Committee is formed by the school principal to help determine if the item was a weapon, who used the weapon, and to suggest appropriate discipline action in the form of suspensions, expulsions, etc. The School Disciplinary Committee may also make recommendations for counseling and follow-up actions.

PARENT HANDBOOK:

Attendance Policy

Student attendance in school is necessary for the educational process to occur. Learning is a process that involves the individual child working together with classmates in the process of attaining and applying knowledge. Active learning takes place in the school as it does in the work place—through teams. Groups build greater knowledge than can be attained by one person alone. Consequently, it is vital that all children attend school daily. Students must be enrolled for 20 school days in order to receive a report card for the quarter.

Absences may be excused or unexcused as defined in DoDEA-M 1005.1, pages 54-55.

Excused Absences—Per DoDDS-E and EUCOM Directive: Parents must notify the office by 1000 if their child is going to be absent (629-4037; CIV: 081-811-4037 or via email nes.attendance@eu.dodea.edu) <http://www.eu.dodea.edu/policies/StudentAbsences.pdf>

- Excused absence from school is necessary under certain conditions. Every effort must be made by students, parents/sponsor, teachers, and administrators to keep absences and tardiness to a minimum. Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situation), religious observances, family trips, and medical appointments that cannot be arranged during non-school time. Excused absences are also granted to students participating in school-sponsored activities including study trips, athletics, tournaments, and other interscholastic events occurring away from the school. The principal has the authority to determine if an excused absence is proper in the case of non-school sponsored activities that are clearly determined to benefit the student and do not deter from the school program. Students are responsible for making up the work missed during their absence within a reasonable time, usually equal to the length of the absence. When students are sent home because of illness, they are to be accompanied by a parent/sponsor or individual authorized by their parent/sponsor. Normally, students who do not attend a full day of school will not be allowed to participate in or attend any school-sponsored event scheduled on that same day. The principal must approve exceptions to this policy.

Unexcused Absences

- Any student who is absent from school without the permission of his/her parents/sponsor or school authority is truant. School personnel will seek cooperation from parents/sponsors and assist them in correcting and preventing truancy. Students with unexcused absences will not be granted make-up privileges for class work. When grades are earned during the period of unexcused absence, the grade for each day missed or portions thereof will be an “F.” Unexcused absences may also result in disciplinary action in accordance with DoDEA Manual 1005.1, including afternoon detention, temporary removal from class and in-school and out-of-school suspension.”

Books

Textbooks and workbooks are furnished for the student. All books are to be turned in if the student withdraws from school and/or upon completion of the book(s). Students are expected to take reasonable care of school supplies issued to them. When textbooks are lost or damaged, the family will be provided with replacement information and/or the procedures to pay for the materials through the U.S. Department of Treasury. *Under no circumstances can the school accept any cash for damaged or lost items.* <http://www.napl-es.eu.dodea.edu/LostBook.pdf>

Cancellation And Unscheduled Dismissals Of School

On very rare occasions, it may be necessary for the Base Commander to delay or cancel school due to political emergencies, strikes, facility breakdowns, weather, etc. If it is not possible to get written notice out to parents in advance, the AFN radio and TV will be used to broadcast school closures. Military sponsors will also receive word of emergency school closures through the unit phone trees.

Parents should make arrangements for an alternative place for their children to go whenever there is no one at home to meet them. (See section on Contact Information)

Child Abuse and Neglect - Reporting Suspected Cases

DoDEA Regulation 19.5.1 states that any DoDEA employee who has reason to believe that a student has been abused or neglected, either within or outside DoDEA Schools, should report that information to the local Family Advocacy Program (FAP/FFSC) immediately. The information should also be promptly reported to the reporting employee's immediate supervisor. The obligation to make such a report is an official, professional responsibility of each DoDEA employee.

Child Find

Child Find is an ongoing process used by DoDDS to seek and identify children from birth to 21 years of age, who show indications that they might be in need of special educational services. Child Find activities include dissemination of information to the public as well as screening and identification. If you suspect a child needs developmental, motor, adaptive, communication, social, emotional or academic assistance, you are encouraged to contact the school promptly.

Child Study Committee (CSC)

The CSC committee is established by, and functions in accordance with, the Individuals with Disabilities Education Act (IDEA) and Department of Defense Instruction (DODI 1342.12). The purpose of the committee is to provide consultative help, assess identified students, plan individualized programs and provide service for identified special education students. The team meets weekly and consists of school administrators, special educators, counselors, nurses, speech/language therapists, educators and preschool staff.

Parents of students considered for special education placement become part of the team and are required to attend CSC meetings that directly impact their child(ren).

Class Placements

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

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

parent who wishes to request a particular learning environment for his or her child to do so prior to the posting of class lists.

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

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

First Placement: Returning Immersion students who will attend NES for the entire SY 2007-2008

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

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

Contact Information

It is imperative that all sponsor information is current so that you may be contacted at any time. Please notify the school immediately if there is a change in any of the following:

- a. Local quarters address.
- b. Mailing address of sponsor.
- c. Home phone.
- d. Rotation date.
- e. Emergency contact name and phone number.
- f. Telephone at work and spouse's work number.
- g. Sponsor Email address.
- h. Alternate Email address.
- g. Cell phone numbers for sponsor, spouse and emergency contact

Please update the info to **both** the classroom teacher and main office so that it can be updated in the system. Please ensure that all EC #s remain valid and that contacts are aware that you have listed them as an emergency contact. Child care providers should not be listed as they can not take sick children into their care if multiple children are present.

Note: If you are leaving the area for temporary duty or a personal trip, and your children are staying here, the school office needs notification of the name, address and phone number of the person who is responsible for your dependents, as well as a copy of the temporary Power of Attorney authorizing the individual to have the care of your dependents.

Curriculum

Naples Elementary School follows a regular U.S. curriculum of approved and published goals for basic language arts, math, social studies, science, health, physical education, art, music, and computer education. To view curricular standards, please visit the DoDEA Website: <http://www.dodea.edu>. Students also receive instruction in study skills, safety, drug awareness, career awareness, and Italian culture.

Emergency Evacuation Drills

Per DoDEA regulations, all schools must participate in a variety of emergency evacuation drills, to include fire drills, lock downs, bomb threat and evacuation drills, quake and volcano drills. Procedures

are reviewed with students on a regular basis as part of the drills. **During drills, or in the event of an actual evacuation, parents are asked not to come to school or the evacuation point, to take students. In order to reduce confusion and to ensure the safety of all students, parents are asked to wait for instructions from the military chain-of-command.**

Health Care Program/Medication Policy

The school nursing/health program is designed to promote the student's education by decreasing or removing health-related barriers to learning and by promoting an optimal level of wellness.

In order for parents to understand the capabilities of nursing care granted by state licensure and DODDS policies, please review the following:

I. Immunizations

- A. It is the parent's responsibility to have upon registration, a legible, if necessary translated copy of their student's immunizations for review by the school nurse to be placed in their child's school record.
- B. To attend the DoDEA School, all students, regardless of nationality, must meet American immunization requirements for enrollment. This is for the wellness of all students.

II. Medication Administration in NES

Medications can be administered for short-term illnesses and long-term health conditions. There will be times when the student's physician will determine that it is necessary for him/her to receive medication during school hours. The school nurse will administer this medication only under a doctor's order. The nurse cannot lawfully administer medication without a physician's order.

Therefore, when it is necessary for a student to take medication at school, the following requirements must be met:

- a. The **Permission for Medication Form** has been completed by the physician and signed by the parent. Permission for medication must be obtained annually.
- b. The medication is in its original container with the student's name, the medication's name, the dosage to be given, the time to be given, the doctor's name.

III. How illnesses are handled in NES – phone calls, pick up

If a student is ill, please do not send him/her to school. It is best that the student gets the proper rest, nutrition and care provided by parents at home. This will allow for a faster recovery and return to the school routine. This also prevents other students from being in contact with those germs that can lead to illness.

There are times when a student will become ill during school. When this occurs the parent will be notified by phone to come pick up the student.

The times a parent will be called to pick up a student are based upon the assessment and evaluation of the school nurse. The following are a few examples: a body temperature greater than 100 degrees; active vomiting or diarrhea; head lice or nits; an illness, which presents contagious symptoms (conjunctivitis/pink-eye, ringworm, varicella/chickenpox), which has not been cleared by your physician.

To return to school the student must be without symptoms for a complete 24 hours, fever free without the use of Tylenol/Motrin for 24 hours, or on antibiotics for 24 hours.

IV. Screenings –

Vision and Hearing - Ideally, all students are screened upon entry into school (kindergarten, first grade) and then every three years thereafter. This is dependent upon the support services available to the nursing office.

A student will be screened if referred from a parent, instructional staff, physician, or student, as well as if being evaluated for Special Education Services.

Scoliosis - Scoliosis starts as a slight bend in a growing child's spine. It may remain slight and non-progressive, or it may progress over time, sometimes rapidly during adolescent growth years, 10 to 15. The screening is conducted for fifth and sixth graders in the spring. This is also dependent upon the support services available to the nursing office.

V. Programs – Asthma, Attention Deficit Hyperactivity Disorder

Asthma – Our goal is to keep asthmatic students in school as much as possible. Prompt and appropriate treatment is only possible if the school is aware of the treatment regimen the student is receiving and has the medication available for administration in the school setting. The use of the peak flow monitoring has been useful in the early treatment of asthma attacks, thus reducing the severity of the attack. This will be established for the student, upon the knowledge of the diagnosis.

Attention Deficit Hyperactivity Disorder – This program has been initiated through the nursing office. If you have concerns about your NES student and his/her attention to school work/detail, please contact the school nurse for details and procedures.

VI. Handling of emergencies

If a student is in need of emergency care the quickest and safest means of obtaining medical care will be utilized. Most of the time this will be per ambulance, other times, you as the parent may be called to pick your up NES Student. Parent/guardian will be notified of the student's condition and where s/he will be taken. If a parent cannot be reached, then the emergency contact will be notified. If the emergency contact is unobtainable, the parent's command will be notified and asked to be present until parent can be found.

Lunch Options for NES Students

NES Students have the following options for lunch at school:

1. Students may buy a cafeteria lunch using a pre-paid lunch ticket purchased from the Support Site NEX or the Capo Mini Mart. The price of a full priced lunch ticket for K-6 is \$2.05. No money is accepted at the cashier.

Reduced lunch prices and free lunches are available to qualifying families. Applications for free and reduced lunch can be obtained from the NES main office or can be downloaded from www.naples.edu/dodea.edu/Free%20and%20Reduced.pdf and are accepted and processed all during the school year. Instructions for completion and return are included in the application.

2. Students may bring a ready-to-eat lunch from home.

MICROWAVE OVENS ARE AVAILABLE DURING 4th, 5th and 6th grade lunches. These ovens are present due to a Student Council fundraising project. All 4th-6th grade students must be a part of an

in class training session before ovens can be used. Please make sure that items sent in are appropriate for microwave usage. Supplies are not kept on hand.

Lunch Ticket Borrowing Program: Due to the generosity of the Phil Am Association and the NEX, the school runs a lunch ticket loaner program. Students who forget their lunch ticket may borrow a ticket by coming to the office. A record of the ticket loan will be kept and the student will be asked to return the ticket once they are able. Parents will be notified via a letter home that a ticket needs to be returned. The continuation of this program relies on tickets being returned. Up to 3 reminders will be sent prior to elevating any return concerns; difficulty in getting tickets returned can result in sponsor's command being notified. *If you are PCSing and have a ration of tickets left, please consider donating them to this program. We appreciate everyone's support and understanding.*

NSA Heating/AC Policy

In order to conserve energy and to save money on energy bills, the following initiatives have been implemented in all NSA facilities:

1. Thermostat Settings – The temperature in all spaces be maintained at no higher than 20° C (about 68° F) during the winter and no lower than 24.4° C (76° F) during the summer.
2. The heat will be turned on 1 Oct or the first 5 days of cold weather. The heat will be turned off 15 April and the Air Conditioner will be turned on.
3. Once the heat is turned on for cold weather, it will not be turned off until April 15.
4. Once the air conditioning is turned on April 15, it will not be turned off until the heat is turned on.

The use of personal portable space heaters to raise temperatures above these thermostat requirements is strictly prohibited. Space heaters are a potential fire hazard and electric units greatly increase the use of electricity and therefore cost to the base.

Parent-Teacher Association (P.T.A.)

P.T.A., an organization of parents and teachers, works for a better school environment, as well as coordinates and encourages volunteers. PTA sponsors a variety of activities such as Flip Over Books (reading incentive program), school pictures, book fairs, guest speakers, school-wide spelling bees, and assemblies. We hope all parents join the association and support its activities.

Parent-Teacher Conferences

At NES, Parents and Teachers have wonderful opportunities to get acquainted with school staff and to discuss student expectations for behavior and academic achievement:

1. All family members are invited to attend the annual Partnership Day (Open House) on the Friday before the first day of school in order to get to know the classroom teacher, meet the school administration, visit specialist classes and explore the school facility.
2. Parent/teacher conferences are held for all NES students at the end of the first and third quarters. There is no school for students on the conference days. Teachers and parents meet to discuss the academic and social progress of individual students.
3. Parents are invited to request a conference with classroom teachers and service providers any time they would like to discuss student progress and needs. When parents initiate a conference request, we request a notice of a day or two for proper preparation and scheduling.

Registration Requirements

(<http://www.eu.dodea.edu/schoolregister.htm>)

1. All Kindergarten and first grade pupils at Naples Elementary School must have a birth certificate or passport as proof of age. Children enrolling in Kindergarten must be 5 years old on/or before 31 October of the school year. A child must be 6 years old by the 31 October to enroll in first grade. There are no exceptions to this policy. <http://www.eu.dodea.edu/policies/MinAgeReq.pdf>
2. All students must have an up-to-date Certificate of Immunization. This certificate is obtained from the school and verified by the local medical facility or school nurse.
3. Initial grade or group placement of students will be made on the basis of report cards, age, and years of school attended. Adjustments and final placements are the responsibility of the principal.
4. Active duty military dependents and DoD Civilians with sponsorship are eligible for tuition free enrollment. No student can be enrolled on a tuition-free basis without a copy of the sponsor's orders that lists the name of the child. In the event the child is not listed by name on the orders, a "Confirmation of Dependent Status" must be presented and verified by a personnel officer.
5. Prior school records are needed to verify grade placement and grade level history. Please present, at the minimum, the latest report card when enrolling. If not available, a temporary placement will be made until the report card is provided.

Re-Registration

School registration is an annual requirement by DoD Regulation to determine continued eligibility for school enrollment. Accurate and complete school enrollments assist principals and DSOs in projecting appropriate resources to support the coming school year. It is a critical activity for schools since funding and staffing authorizations are based on enrollment and enrollment projections. Registration for Naples Elementary School has been scheduled for April 16-23, 2004

This process is very important for three reasons.

1. Our staffing and budgets are driven by enrollments.
2. When families reregister returning students early, schools can plan to budget resources needed to support the education program.
3. Early enrollments allow us to determine the available space we have to help support contractors and other "space available" families who contribute to the military mission.

Registration holds a seat for your child in the class we are establishing for the coming school year. When we can accurately project the numbers of students who will be attending schools, we can adequately staff schools with the appropriate number of teachers.

Release of Students from Class

Students will be released only to a parent/guardian or the person who has been stated on the registration form as the emergency contact. When picking up a student during the school day, parents/guardians/emergency contacts are required to report to the school office. The office staff will contact the classroom teacher and request that the student be sent to the office.

Report Cards/Progress Reports (as governed by DoDEA 1005.1)

Parents will be kept informed of the pupil's progress and achievement through report cards and by conferences. Report cards represent the formal report of a student's progress. Cards are marked quarterly. The first marking period report will be given at a parent-teacher scheduled conference, in November. You will receive a conference date and time. 3rd quarter marking period will also have scheduled conferences. Report cards will be distributed prior to the conference, however. You may also schedule a Parent/Teacher conference any other time you desire. Please contact the teacher(s) for an appointment.

Note: If a student is not performing at the standard of a subject, the teacher will notify the parents in written format at mid-term, so that all can partner on an plan to improve grades before the term ends.

Grades K-3 - The Progress Report is developmental in nature and, as such, encompasses a wide range of skill levels. Students will move through a continuum of skills at his/her own rate. For example, some students may acquire a skill in Kindergarten while other students may not acquire that same skill until first grade.

In Kindergarten through 3rd grade, the following codes are used:

CD - *Consistently Displayed* - This student Consistently displays skill in this area.

P - *Developing/Progressing* - This student is Progressing or Developing the skill in this area.

N - *Not Yet Evident* - This student needs More Developmental Growth in this area.

X - *Not Addressed* - This area has not been addressed at this time.

Grades 4-6 - The following marking codes will be used in the major subject areas of Language Arts, Reading, Math, Social Studies, Science, and Health:

A	Excellent	100-90%
B.	Very Good	89-80%
C	Good	79-70%
D	Minimal	69-60%
F	Failing	59% and below

("+" And "-" may also be used)

The Life Skills, Social Development, Special Subjects, and all sub-content areas will be marked with:

P	Participates
"+"	Shows Strength
"?"	More Effort Needed

School Advisory Committee (S.A.C.) and Installation Advisory Committee (I.A.C)

It is the policy of the Department of Defense Dependents Schools to encourage professional employee and family participation in the formation and operation of advisory committees. The SAC and IAC serve as forums in which questions or concerns raised by parents or teachers are discussed.

The function of the SAC is to make recommendations and advise the principal on (1) school policies concerning students and parents, student activities, and administrative procedures affecting students; (2) instructional program and educational resources within the school; (3) allocation of resources within the school to achieve educational goals; (4) pupil personnel services (health, special education, testing, evaluation, counseling, and extracurricular activities); (5) student standards of conduct and discipline; and (6) policies or standards of the dependents' education system.

Issues brought to the attention of the IAC may include (1) quality, availability, maintenance, safety, security, and comfort of the physical school environment; (2) transportation of students; (3) school meal program; (4) medical services; (5) administrative and logistical support services provided by the installation commander and applicable service command, and (6) policies and standards of the installation command and military services related to the above.

Neither the SAC nor the IAC addresses matters pertaining to personnel policies or practices, compensation of school staff grievances of school employees or internal management of DODDS or their programs. If you have a question or concern about your child's curriculum or environment give one of your representatives a call.

Special Education Placement For In-Coming Students

Naples Elementary School provides a full range of educational programs for children with learning disabilities. Medically related services are available through the Educational & Developmental Intervention Services (EDIS). When you register to attend the school, it is very important to provide the administrative office with all special and/or confidential documents from previous schools. By providing this information to the office, we will ensure prompt placement for your child(ren). For a Non DoDDS IEP, an IEP review meeting will be held within 15 school days of receipt of the IEP. In some cases, further educational assessments may be necessary, in order to comply with DoDDS eligibility requirements and determine which services are necessary. A DoDDS IEP will be implemented as written and reviewed by the annual review date.

Student Records

The school office keeps cumulative records of each student's progress. Parents may review their child's cumulative file at any time with the assistance of a counselor or an administrator.

Study Trips

Study trips are used to broaden a student's knowledge of the Italian Host Nation culture and language and to expand the classroom learning experiences. They are part of our curriculum and funded by DoDDS. Teachers will send home information about the study trip planned. The weekly school newsletters will also include monthly study trip information. Parents are encouraged to act as chaperones or accompany children on study trips, as the teacher sees a need. Parents may be asked to accompany their child if discipline is a concern. The safety of all children and the image we present to the Italian community is taken into consideration. Children are expected to attend study trips.

Siblings are not permitted to join the study trips. Students are not permitted to go on study trips with family members or friends in another classroom. Parents are not permitted to follow the bus in their POV in order to attend the trip for any reason.

Visiting Pets

Per DODEA Directive, pets are not allowed in the school for any reason.

Visitors

As a Force Protection Security Measure precaution and to minimize class disruptions, we require visitors to report first to the main office before going to any classroom or other part of the school. All visitors are required to sign in at the main office and to obtain a visitor's pass. Proper ID may be required at any time, without prior notice (RAMS)

Parents are always welcome and encouraged to visit classrooms, the cafeteria and the playground. We do ask that parents notify the teacher a day or so in advance to arrange a mutually agreed upon time for a class visit. An unscheduled visit in the classroom may needlessly interrupt a lesson, project or examination.

Volunteers

Throughout the year, we are always seeking help from parent and community member volunteers who are willing to work in the media center, health center, classrooms, cafeteria, playground and classroom. There is no limit to the number of volunteers who can be of service and there is no limit to the services they can provide.

If you are interested in volunteering at NES, please contact the NES main office, any PTA Board Member or the Schools' Officer.

Some Things To Remember When Volunteering:

- Please help us model a neat and clean appearance. Dress appropriately for the school setting and task.
- As a volunteer you will be a part of the staff. All students will treat you with respect and you shall treat students with the same respect.
- Smoking is not allowed in our building or in the presence of students. The designated areas are in your car, in the parking lot, or in the kitchen area outside by the wall.
- Loss of temper and use of inappropriate language is not acceptable on school grounds.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.
- As a volunteer staff member you are expected to maintain a high level of confidentiality regarding school matters. Volunteers must refrain from talking about teachers to students.
- Please fulfill commitments and be on time. If you can't come, please call the secretary, 629-4037, and leave a message.
- A preliminary meeting with the classroom teacher and volunteer must be conducted regarding duties to be performed and times, so as to make helping less disruptive to instruction.
- In extreme problems with discipline, volunteers should bring this to the attention of an available staff member or administrator. DoDDS policy is NO corporal punishment.
- Volunteer staff members should be supportive of goals and objectives of the school and promote safety among all students.

Withdrawals and Transfers

PCS Moves - Upon receiving final notification of your departure, please inform the school office personnel **at least five (5) school days prior** to your actual departure with a copy of your new orders.

Withdrawal from DODDS – If you make the decision to withdraw from Naples Elementary School and attend another school in the area, or implement a home school program, please submit written notification to school office personnel **at least five (5) school days prior** to the intended withdrawal date.

This notification is needed to prepare your child's report card and other school records. Current school regulations prohibit promotion of a student prior to twenty (20) school days from the last day of instruction. Consequently, when it is necessary to withdraw a student prior to this date, it is recommended that the student be re-enrolled in another school. If this is not possible, a statement can be written on the student's report card indicating either satisfactory or unsatisfactory progress and recommending grade placement for the next school year.

Parents **MUST** pick up the student record from the office *on the last day of attendance (or after)*. The sponsor/spouse must sign for records. It is DoDDS policy that copies of student records are hand-carried. Additional copies can be mailed directly to the receiving school on receipt of a signed parent request. It is a requirement to clear all debts (payment for lost books, library fines, lunch-tickets) before the last day of school attendance.

Naples Elementary School Supply List for SY 2007-2008

SUPPLIES	Kind	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
1 Beach Towel (for rest time)	X						
Paint Shirt	X	X	X	X	X	X	X
Gym Shoes	X	X	X	X	X	X	X
2 - Pocket folder		X	2X		X	X	2X
3-Ring binder (Not Trapper Keeper!)						X	X
Dividers for binder						10X	10X
Spiral Notebook					X	X	X
Backpack or Book Bag	X	X	X	X	X	X	X
<i>Bags with wheels are discouraged. However, should you purchase them, please secure straps when not in use, they cause a safety concern.</i>							
Crayons	1 box (48)	1 box (48)	1 box (24)	1 box	1 box	1 box	1 box
Colored Pencils	1 box	1 box	1 box	1 box	1 box	1 box	1 box
Composition tablet		2X	2X				
Crayola Markers (fat)	X	X	X	X			
Crayola Markers/thin					X	X	X
Elmer's Glue, Large Bottle		X	2X	X	X		
Erasermate Pens							1pkg.
Round End Scissors	X	X	X	X	X	X	X
Glue Stick	5X	6X	3X	X	X	X	X
Gym Shoes for PE Days	X	X	X	X	X	X	X
Highlighter (1 pkg)				X	X	X	X
Loose leaf paper /wide rule				1 pkg.	1pkg.	X	X
Copy/Printer Paper (ream of 500 at least 20lb weight)	X	X	X	X	X	X	X
Pencil Box			X	X	X	X	X
Zipper Pencil Case						X	X
Pencils #2	24	24	24	24	24	X	X
Pencil top erasers	X	X	X	X	X	X	X
Rubber Eraser	X			X	X		
Red Pens					X	2X	2X
Spiral Notebook (Single Subject)			2X			5X	5X
Tissues, full size box	X	X	X	X	X	X	X
Water color paints	X			X			

.Locks for lockers are not required, but are highly recommended if used by the student.