



# American Overseas School of Rome

American Overseas School of Rome

## ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK

**Pre-K – Grade 5**

**School Year  
2020-2021**

**Head of School: Dr. Kristen DiMatteo  
Elementary School Principal: Ms. Amanda Knight**

Via Cassia 811  
00189 Rome, Italy  
[www.aosr.org](http://www.aosr.org)

## Welcome to the 2020-2021 school year!

The beginning of school always comes with much excitement and anticipation of the infinite possibilities the future holds. Our Mission Statement, our Beliefs and our Profile of a Graduate clearly outline the scope and the purpose of an AOSR education. In the elementary school, we have identified five core values that reflect the aims of the school-wide guiding statements, and are also particularly important for our young learners. This guide provides an overview of the elementary school's expectations and standards. Naturally, there are nuances that are not in print; however, the spirit of accountability and partnership, in the quest to provide an exemplary education for each student, is clear.

Whether you are new to the school or a returning family, please carefully read the entire Elementary School Handbook with your student. This is important to do together as it reminds all of us of our personal responsibilities.

The entire school community looks forward to an outstanding school year and a close relationship with every family and student.

Sincerely,

The AOSR Administrative Team

Dr. Kristen DiMatteo, Head of School

Ms. Amanda Knight, Elementary School Principal

Mr. Justin Walsh, Secondary School Principal

*The American Overseas School of Rome is a pre-kindergarten through Grade 12 (ages 3-19) institute of learning fully accredited by the Middle States Association of Colleges and Schools. In addition, we are the first international school to be awarded MSA's prestigious International Credential.*

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## I. OUR MISSION, OUR BELIEFS & HISTORY

### MISSION

AOSR offers the best of an American-International education in a **supportive** learning environment. We **inspire** a **diverse** student body to **courageously** meet the demands of a changing world through an **engaging** and **creative** curriculum.

### AOSR Belief Statements

#### Respect:

We believe that the dignity and worth of each person in our community must be honored. Guided by honesty and integrity, we build respect, acceptance and appreciation of ourselves and others.

#### Collaboration:

We believe that working together stimulates learning; nurtures interpersonal relationships; develops effective communication skills; fosters independent thinking and self-awareness; builds community; and results in better outcomes, ideas, and solutions.

#### Responsibility:

We believe that responsibility contributes to self-direction and the opportunities that education provides; it guides students to an understanding of their role in our community and to the compassionate service needed to be productive world citizens.

#### Community:

We believe that the relationships formed through the positive and productive interactions among AOSR's parents, students, and staff are an invaluable asset in educating our students.

#### Learning:

We believe that inquiry, risk-taking, and reflection are at the heart of a rich learning environment; we adapt to the individual needs of our students and nurture their personal and academic growth.

#### Trust:

We believe that trust is promoted through the honest and free exchange of ideas and opinions and is strengthened through communication, compromise and understanding.

### Profile of a Graduate

#### **Succeed Academically**

Education provides us with an unparalleled opportunity to envision and put into action both who we desire to be and how we will contribute to our communities. A solid academic foundation is critical to self and society. Academic skills and knowledge empower us to observe, reflect, question, and understand the world around us, and to find joy in the process.

*I succeed academically when:*

1. I know the foundational concepts of my disciplinary subjects of study.
2. I can transfer my knowledge and skills and make meaningful contributions to the real world.
3. I set high expectations for myself and work hard to continuously develop my potential.

4. I use my academic skills across all disciplines to make connections and derive meaning from my learning.
5. I am curious and have a passion for learning.

### **Communicate Skillfully**

Effective communication skills ensure that we are able to actively listen to and reflect upon ideas of others while sharing our own ideas and beliefs. We display flexibility and skill in our choice of media and tailor it to the intended audience.

*I communicate skillfully when:*

1. I listen for understanding.
2. I articulate information for different purposes (inform, instruct, motivate, persuade, etc.).
3. I convey my ideas effectively and adapt to different audiences when using oral, written, and nonverbal communication.
4. I use technology appropriately.

### **Collaborate Purposefully**

Collaboration with people of different skills, backgrounds, perspectives, and ages is essential. Purposeful collaboration enables us to accomplish shared goals while developing an understanding of effective group dynamics. Together, we make better decisions, accomplish more, and develop fulfilling relationships.

*I collaborate purposefully when:*

1. I listen and respond with an open mind to different ideas.
2. I value the role and contributions of each group member and build on the team's work to achieve a common goal.
3. I know when to advocate for my ideas and when to integrate the opinions and views of others in my responses.

### **Think Critically**

Critical thinking allows us to filter and prioritize an unprecedented volume of information to solve problems, make well-informed decisions, and develop enduring understanding to better ourselves and our community.

*I think critically when:*

1. I identify key issues and gather essential information.
2. I evaluate strategies and consider multiple solutions.
3. I use various types of reasoning and logic to analyze and synthesize information and make connections.
4. I reflect on the learning experience, question and apply what I have learned to extend my thinking.

### **Cultivate Creativity**

Creativity is essential to flexibility, innovation, and expression in every part of our lives. By cultivating creativity, we are better able to develop multi-faceted, meaningful responses and solutions that enrich individual and group well-being.

*I cultivate creativity when:*

1. I generate new ideas through a wide range of techniques such as brainstorming, considering multiple perspectives and possibilities.
2. I refine and evaluate my own ideas in order to improve them.
3. I act on creative ideas to make a tangible and useful contribution.

### **Live as Ethical Citizens**

Ethical citizens positively impact their community by modelling respect, trust and integrity, which are the behaviors that contribute to creating a healthy community.

*I live as an ethical citizen when:*

1. I reflect upon the choices that I make understanding their impact on others in my community.
2. I model our school Beliefs/Values and replicate those as a global compassionate citizen.

### **Be Globally Minded**

By understanding and embracing differences, we become increasingly globally minded thus we are better equipped to understand the world around us. We can navigate challenges and be positive change agents for the communities in which we reside.

*I am globally minded when:*

1. I seek to understand the point of view of others even when it may not be one that I share.
2. I reflect upon different cultures to strengthen my understanding of self and how I connect to the global community.
3. I am responsible for interpreting the complexity of our world and how it influences my relationships and actions.

### **Demonstrate Resilience and Balance**

The ability to confront adversity and determine our proper course of action provides endless opportunities for growth. It is essential to prioritize commitments as well as monitor the time and energy needed to achieve our goals.

*I demonstrate resilience and balance when:*

1. I identify and persevere towards reaching my goals.
2. I see setbacks as an opportunity to grow.
3. I balance my physical, emotional and academic needs to lead a fulfilling life.

## **ELEMENTARY SCHOOL CORE VALUES**

Each of our guiding statements (mission, beliefs, and profile of a graduate) is important, and the school community keeps these aims at the forefront when making decisions and planning for learning. Faculty members purposefully weave opportunities for learning, reflection, and growth in these areas throughout the day. To provide focus and a set of ideals that would be manageable for our elementary aged students to really know and understand, the faculty has identified five core values that reflect the school-wide mission and beliefs. These core values are:

- Integrity
- Kindness
- Perseverance
- Respect
- Responsibility

## **WHO WE ARE**

The American Overseas School of Rome is a vibrant, open-minded, and caring community of families, faculty and staff from the United States, Italy and more than fifty countries across the globe. AOSR is proud of its rich Italian heritage and many languages and cultures. We educate our students in PreKindergarten through Grade 12 to continue their studies wherever their travels lead them. Our students are well-prepared to gain admission to universities in the United States, United Kingdom, Italy, and beyond.

*Approved by the AOSR Board of Trustees (June 2013)*

## **HOW WE CAME TO BE: A SHORT HISTORY OF AOSR**

For the first half of its existence the school was called the Overseas School of Rome. There actually was an OSR before 1947, but not the same school that was incorporated in that year. It was a little US Army school bearing the same title, located near Ponte Milvio that started in September, 1946. We are greatly indebted to them for both starting the idea of our school and for their help when the school had to move at the end of its first year.

When news came that the allied troops were being moved to Trieste, five American and five British mothers (some from the original Ponte Milvio school) got together and decided to form a school that would be nondenominational and international and would combine the best of the British and American systems. This original group of mothers is responsible for the organization of the official corporation that became our school.

Next they had to find a place for the school. They were able to get both the British and American Ambassadors to become patrons of the school. They in turn convinced the Torlonia family to rent the palazzetto of Villa Torlonia on Via Nomentana as our first home. The school opened its doors to the public on October 16, 1947, with a grand total of 60 students.

In 1952 the school moved from its original site to the current location on Via Cassia. Enrollment continued to rise steadily, reflecting the increased numbers of parents assigned to embassies, consulates, and the United Nations, or living in Rome as scholars, artists, journalists, and professionals.

The Board of Trustees accepted the challenge and opportunity of rising enrollment by constructing a new high-school building with eight classrooms in 1956, and in 1958 an auditorium and cafeteria were completed to replace the temporary structure that had been built.

That same year, the United States government expressed its recognition of the school's educational program, and the importance of the mutual respect and collaboration generated by the exchange of ideas and experiences among members of the multinational student body and faculty, by making a grant to the school. The new elementary school was constructed, additional high school classrooms completed, and the gymnasium built.

In 1965 the elementary school extension was completed, as well as the leveling of the field, and the school took on its present day appearance. The Hillside Theater was added in the early 70s. While enrollment peaked at over 800 students in the late 60s and early 70s, in recent years it has stabilized

around 630 students. The change to the current name of American Overseas School of Rome was adopted in the late 70s.

In recent years the implementation of a school-wide renovation plan was started to improve the general school physical plant and to meet the current Italian and European Union security and safety norms.

Our school kitchen and dining hall were completely refurbished; the back deck, stairway and seating at the Hillside Theatre are new, the high school façade and windows were replaced, new lockers installed and science laboratories refurbished and updated; the gymnasium roof, floor, windows and bleachers were overhauled, as well as all classroom interiors.

AOSR is now a WiFi campus with a design lab and more than 500 desktops, laptops and iPads at the disposal of students and faculty members.

## II. GETTING STARTED

### General Information

AOSR provides three Student and Parent Handbooks containing information pertinent to the three sections of school: Elementary, Middle and High School. Along with these handbooks are the Program of Studies booklets for the middle and high schools to help in the selection of classes for your children. Please refer to the AOSR website for a variety of resources.

The school realizes the importance of communication and building strong relationships with the AOSR Community. Through weekly parent communication made available on the ES Community site, regular parent coffees (virtual or on campus), as well as frequent email updates, we make it a priority to keep you abreast of events taking place on and off campus. In addition, please plan to attend the **Parent and Teacher Conferences** following the first and third quarters where you can discuss your child's progress one-on-one with teachers (and your child). **These dates are Friday, November 6, 2020 and Friday, March 19, 2021.** In addition, teachers will communicate with parents via email and/or the telephone at any time when they want to update you with your child's progress or contact you with a concern. Reminders will be sent via email throughout the school year regarding special class events, field trips, activities related to the curriculum, school functions, etc.

Student success is directly related to student mindset and this can be enhanced by parental support and cooperation. Teachers are dedicated to helping your son or daughter attain his or her full potential, and they are the best resources to go to when you have any questions regarding student progress or classroom procedure. If you cannot resolve the issue with the teacher, please make an appointment to meet with the principal if you have further questions. Please refer to the "AOSR Contact Guide" section below for more specific information.

**PLEASE inform the school by contacting the Registrar at [registrar@aosr.org](mailto:registrar@aosr.org) when you have any change in address, email or telephone number so there are no delays in communicating with you.**

## HELPFUL CONTACTS

## **AOSR CONTACT GUIDE - WHO DO YOU CONTACT?**

The following plan is based on the understanding that whenever a question, issue or problem arises, the solution is to first go to the source. In any situation, it is best to go to the person directly concerned in order to ensure that you:

- Gain first-hand information
- Get the complete story
- Achieve a quick response
- Support the concept of open sharing of information as an aid to learning

In general, if it involves day-to-day education, classroom activities, relationships or requirements you should first contact your child's **teacher**, either personally or in writing (e-mail).

The following issues should be addressed directly to the student's teacher:

### **TEACHER**

- Curriculum information
- Class materials
- Home learning
- Student behavior
- Project or research requirements
- Student progress
- Classroom and school relationships
- Questions about general day-to-day routines and expectations
- Teaching or classroom procedures
- Missing items
- Field learning trips
- Enrichment activities

### **SCHOOL COUNSELOR Dr. Simona Reichmann**

- Social relationships
- Social conflicts
- Anxieties/worries related to school, academic performance, test taking
- Behavioral factors affecting school performance

### **ATHLETIC DIRECTOR Mr. Daniel Zacaroli**

- Sports competitions
- Coaching
- Team trips
- Team issues

After communicating with the appropriate personnel and if more information is required or the situation is unable to be resolved, you may wish to make an appointment with a Principal or Coordinator.

### **PRINCIPAL/COORDINATOR Elementary School Principal, Ms. Amanda Knight, Secondary School Principal, Mr. Justin Walsh; Middle School Coordinator, Ms. Sarah Ellyson; AP/IB Coordinator, Ms. Belinda Fiochi**

In addition to the above, you may wish to consult the Principal/Coordinator directly on matters of:

- Broad issues involving school-related policies
- Communication and information relating to a specific division of school and its operation
- Student report cards
- Scheduling

- School trips
- Issues related directly to the responsibilities of the particular Principal or Coordinator.

After communicating with the appropriate personnel and if more information is required or the situation is unresolved, you may wish to make an appointment with the **Head of School**. In addition to the above, you may wish to consult the Head of School directly on matters of:

**HEAD OF SCHOOL Dr. Kristen DiMatteo**

- School-wide issues such as security and application of school policies
- General concerns

**ADMISSIONS Ms. Sabine Neumann**

**HEALTH Ms. Maria Giovanna Osso**

- Student health matters

**BUS COORDINATION Mr. Valerio Aureli**

**CAFETERIA Dott.ssa Elisa Bruno, Director of Finance and Human Resources.**

**BILLINGS/FINANCIAL AID Mr. Billy Hashihundu**

Matters relating to finances should be addressed to the **Director of Operations**.

**DIRECTOR OF OPERATIONS Dott.ssa Elisa Bruno**

- School buildings and facilities (including maintenance, safety & security)
- Accounts and finances
- Cafeteria

If more information is required or the situation is unable to be resolved you may wish to approach the **Head of School**, with the knowledge of the Director of Operations.

In summary, as depicted below, there are two main points of contact. We trust that in following this contact guide you will receive timely and appropriate attention to your questions and concerns, and that the resultant open communication will assist in ensuring that ours is an effective, efficient and friendly learning community.



**IMPORTANT PHONE NUMBERS**

To reach a specific area of AOSR dial **06.334.38** followed by the extension:

AOSR Main Office	300
Head of School	331

Elementary School Principal	395	Cell: (39) 331.606.5409
Secondary School Principal	326	Cell: (39) 320.661.0440
Bus Coordinator	372	Cell: (39) 338.141.8668
Director of Operations	338	Cell: (39) 333.823.9214
ES Secretary	395	

### III. ACADEMIC INFORMATION & EXPECTATIONS

#### PRE-KINDERGARTEN AND ELEMENTARY SCHOOL CLASS PLACEMENT

Final decisions about class placement are made by the Elementary Principal. We work diligently to create balanced classes at each grade level based on a variety of factors. We do recognize that parent input may be helpful when placing a student in a classroom for the next year, but there are many academic and social factors that are considered in making this decision. If you feel there is something crucial for us to know in terms of placement, please put this in writing directly to the Principal. **This communication is due no later than Friday, May 28, 2021.** Any guarantee regarding placement with specific teachers or with specific students is impossible. Please do not make these types of requests. Please do not discuss a teacher request with your child. This could result in a disappointing first day of school. This is an unnecessary situation, since virtually every student should succeed with our talented teachers. Placement of students takes into account the success of each and every child in a nurturing, caring learning environment.

#### RE-ENROLLMENT

Grades are just one of many factors considered in the re-enrollment process. A pattern of low grades, poor work habits, poor conduct, frequent absences, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing. We continually monitor the development of each student. If we feel that a student would benefit from another year to grow or a change in placement, we will discuss it with you as soon as possible.

#### WITHDRAWALS

If you plan to withdraw to attend another school anytime during the school year, please notify the Principal's Office as soon as possible so the paperwork may be completed for you. The office needs at least 48 hours' notice to have all records available for you. In addition, every student leaving the school by transfer or at the end of the school year must complete a **Student Check-Out Form** before school records and transcripts can be released. This form may be obtained from the Elementary School Office. It requires students to secure signatures from all of their teachers, the librarian, and the principal. All school debts must be paid in full, including cafeteria debts.

#### INSTRUCTIONAL MATERIALS LOAN

Instructional materials, such as books for home reading, may be loaned to students on a regular basis. These are to be returned as instructed by the teacher. Fines or replacement costs will be assessed if books are damaged or lost. Students losing a book during the school year will pay for its replacement before being issued a second book. If the lost book is found, the replacement cost will be reimbursed to the student.

## CURRICULUM

The curriculum in the elementary school encompasses the whole range of opportunities and interactions that are available to a child. It is a living curriculum that evolves with and for the children, and that consistently reflects the mission, beliefs, and profile of a graduate statements. Coherent learning progressions identified in PreK-Grade 12 curricular standards (largely outlined by American Education Reaches Out-AERO) provide the foundation for AOSR's teaching and learning at all grade levels. Teachers apply research based instructional practices to create learning experiences that facilitate student progression toward, and success in, the college-level work offered in our high school division.

Differentiated instruction which values the variety of learning styles and ability levels found in a classroom setting is of paramount importance at AOSR. This differentiated approach provides appropriately challenging learning experiences for all students.

### ***Preschool***

The preschool program at AOSR is inspired by the world-renowned Reggio Emilia approach. Teachers are partners in the children's learning. By observing and listening to children, teachers nurture and guide them in their explorations. Short and long-term, inquiry based projects allow the curriculum to emerge as the children explore their interests.

### ***Elementary School***

The elementary program is developed to enrich and preserve the natural sense of wonder and curiosity that flourishes in childhood. Teachers create a supportive environment in child-centered classrooms that celebrate the individuality of each child. Through a balanced, standards-based curriculum, teachers challenge the intellect, nurture social-emotional growth, and promote healthy physical development in all children. Beyond teaching content and skills, learning is presented in authentic contexts that create opportunities for inquiry and for students to apply knowledge so that they are able to make sense of new information and the ever-changing world around them.

More detailed information can be found on the AOSR website at [www.aosr.org](http://www.aosr.org) under "Academics", "Elementary School" and "Program of Studies".

## CONFERENCES

We know that strong parent-school partnerships positively impact student learning. Your student's attitude toward school, teachers, and his/her accomplishments will be enhanced by your positive cooperation and support. The teachers have a genuine interest in the progress and well-being of every student and are dedicated to helping each one attain his/her full potential. Should you have any questions regarding your student's progress or a classroom procedure, they should be directed to the teachers. Parent-teacher conferences are welcomed and encouraged. Teachers or parents may request conferences throughout the school year. The conference dates for both elementary and secondary schools this year are:

**Friday November 6, 2020**

**Friday, March 19, 2021**

At any other time, conferences for Elementary School students should be scheduled with a note, email or phone call to the classroom teacher. If you would like to meet with more than one of the teachers, please call the Elementary School office to schedule the conference. **Please do not expect teachers to hold unscheduled conferences at the beginning or end of the day or to interrupt their classes to discuss your student.** If you wish a teacher to telephone you, please

leave a message in the Elementary School Office indicating the times you will be available to receive a return call. You may also request an appointment through email to the teacher.

## **ASSESSMENT**

AOSR recognizes that assessment plays an integral role in a meaningful teaching and learning process. We believe that the overall goal of assessment is to ensure the success and continual growth of our students. In the elementary school, assessment is ongoing and includes evidence from a variety of sources that provides information about learning progress against our standards and benchmarks. It informs students as they set goals for future growth and guides instruction for teachers. The focus of assessment is always on student learning. Formal assessment data is available to parents and to receiving schools upon transfer.

## **HOME LEARNING**

Our philosophy towards homework and home learning opportunities is grounded in the following:

- **We value family time and we recognize the importance of unstructured playtime for the developing mind.** Research supports the value of play in the development of all areas of growth, including creativity, communication, fine and gross motor skills, problem-solving, and social/emotional intelligence. This list is not exhaustive, yet powerfully illustrates the value of childhood play in the development of valuable life skills.
- **We know that reading will support your child's success and enrich your child's life.** Again, there is extensive research indicating that reading has the single greatest impact on student achievement. Reading (and listening to others read to in any language) contributes to vocabulary development, adds to our knowledge base, and supports students in reading comprehension and verbal fluency across disciplines. Even adding 10 minutes per day outside of school can significantly increase word exposure and vocabulary. This will help children to be more successful in all academic areas.
- Finally, extensive reviews of research studies related to the correlation between homework and achievement suggest that, “for elementary age students, the effect of homework on achievement is trivial, if it exists at all” (Kappan Magazine, Vol. 94 No.1, September 2012).

We are ever mindful of this research, and we encourage families to include opportunities for both reading for pleasure and unstructured play outside of school. If home learning is assigned, outside of reading, teachers are very intentional about its value and purpose: review and reinforcement, learning extension, or independent learning opportunity with choice. Each teacher will detail the home learning expectations at the beginning of the year. It is the students' responsibility to ensure that home learning materials are brought back and forth to school each day.

## **REPORT CARDS**

Written reports of student progress are issued every January and June. Students are evaluated using the appropriate marking scales for each particular grade/age level. Teachers provide written comments to share information regarding each child's strengths, areas for growth, and next steps in their learning.

## **PROMOTIONS**

At the end of Grade 5, students promoted to Middle School will participate in a Grade 5 Moving Up Ceremony. Certificates will be awarded to all students moving on to Middle School.

## **HOW PARENTS CAN HELP**

## **AT HOME:**

- Celebrate reading in your home. Try to make time to read to your child, listen to your child read, and/or “drop everything and read” as a family.
- Please insist on an appropriate bedtime. Be consistent in making certain that your child has nine to ten hours of sleep per night.
- Promote your child’s acceptance of academic responsibilities by giving him/her responsibilities at home.
- Promote independence and autonomy in your child by encouraging him/her to try things first on his/her own.
- Help your child organize school items at night by having a special place at home where all library books, school bags, and home learning materials can be placed for return to school in the morning.

## **THE SCHOOL:**

- Notify the School immediately of any change of address or telephone numbers. Please update your emergency information as often as changes are necessitated. **Your AOSR e-mail address is very important for our communication with you.** Please make sure to activate your AOSR email address.
- Expect and encourage perseverance and academic independence on the part of your child. Encourage him/her to ask his/her teacher for help, when needed.
- Do not permit your child to bring money, jewelry or articles of value to school. This also includes items such as key chains attached to their book bags. We cannot be responsible for loss, damage, or theft of personal items including electronic devices. No toys are allowed in school unless it has been approved by the teacher. Do not allow toy guns or weapons of any kind at school.
- When your child must bring money to school (i.e., for a field trip), seal it in an envelope marked with his/her name, teacher, purpose, and the amount enclosed.
- Mark all clothing items with your child’s name.
- Notify the teacher or school counselor of changes or concerns within the home so that we can provide support and encouragement in the school environment.
- If a child is late or needs to be picked up early, please be sure to receive a pass from the Elementary School Main Office before entering the classroom or leaving the classroom.
- Please be an involved parent in your child’s community; attend parent sessions, such as those scheduled on the AOSR calendar and participate as fully as possible in school events.

## **IV. ATTENDANCE**

### **ATTENDANCE/TARDY POLICY**

Unnecessary or frequent absences from school place a significant burden on a student’s learning. Teacher comments and instruction, class discussions, group activities, cooperative learning environments, language practice, science experiments and the like are not retrievable opportunities. It is imperative that students learn not only the content of each unit’s work but the value of committing to their education in the most attentive way possible. Please help your children appreciate the importance of being in attendance at all times except for emergencies. A school calendar is made available to families months prior to the beginning of each school year. The faculty and administration request that you confine any and all trips that would interfere with your child’s attendance to those of an emergency nature or of absolute necessity.

- **Parents are expected to do everything possible to arrange medical and dental appointments for students after school.** When this is not possible, parents are to sign a

note to excuse the student, which should be given to the teacher on the day of the appointment.

- **Whenever a student is leaving campus, the parent must communicate with the Elementary School secretary. Security will communicate with the elementary school office when the parent has arrived to sign his/her child out. Students must get an exit slip to bring to the security gate upon exit. Students must also sign in upon return.** Excessive absences or tardiness can affect your child's academic performance and will be taken into account when considering your child's re-enrollment. The school has the right to terminate the attendance of any student for any reason whatsoever, including the failure of the parents to pay part or all of their financial obligations for the student's attendance and/or tardy records.
- **Parents must sign their children in at the Security Gate when they are late for school.** Please do not take your child directly to the classroom. **Parents are reminded that tardiness is not only disruptive to the child's day, but also to the day's beginning for the entire class.**
- If there is a change in your child's regular dismissal plans please send an email to [buschanges@aosr.org](mailto:buschanges@aosr.org). Emails sent to this address will be received by the Bus Coordinator, as well as the Elementary School and Middle School/High School secretaries.
- We therefore ask that for any changes regarding AM/PM pick-up or drop-off of students, *parents inform the school in writing by emailing [buschanges@aosr.org](mailto:buschanges@aosr.org) by no later than 14:00 the day prior for morning changes and by 10:00am the day of, for afternoon changes, specifying the student/s last and first name, grade and classroom teacher.* The parent who emails the request will receive an automatic response confirming that the email has been received by the school.
- Please remember that students who are signed up for the one-way bus service will incur an additional fee of € 10.00 per student per trip for additional bus use.
- In the case of a planned absence from school that would fall into the two categories of emergency nature or of absolute necessity, please inform the Elementary School Main Office in writing at least five academic days prior to the absence. In this way, teachers will be able to provide your child with assignments to be completed in his or her absence. Every attempt needs to be made to avoid an interruption in the learning process.
- **Parents should call the school at 06.33438.395 or email the ES Secretary at [esoffice@aosr.org](mailto:esoffice@aosr.org) to communicate with us that their child is ill and not attending that day.** This is to help us provide increased security in caring for your children.

**Physical Education Excuses:** Students who must be excused from PE for a period of one to three days for health reasons must bring a note from their parent or physician. If students must be excused from PE for more than three days, a note from their physician must be given to his/her classroom teacher.

## **EXTENDED UNEXCUSED ABSENCES**

We strongly encourage you to plan family vacations when school is not in session. Vacations taken during regularly scheduled school days are considered unexcused and *must receive approval from the principal*. We believe that there is no substitute for a student's interaction with the teacher and participation in class activities. In reality there is no "making up" for loss of this dynamic experience. As a result, parents are expected to avoid all unexcused absences.

**The faculty is not obligated to provide make-up work for students who are absent from class for reasons other than illness or permission of the principal.**

If a family emergency, doctor appointment or dentist appointment requires a student to leave campus during the school day, parents must notify the office. Children are to be picked up at the office by a certified adult.

### **MAKE-UP WORK DURING EXCUSED ABSENCE (GRADES K – 5)**

If your child is ill and you wish to pick up work or have it sent with another student, please make this request before 10:00 a.m. This will afford the homeroom teacher time to collect the necessary books and materials and send them to the Elementary School Office by the end of the day.

## **V. STUDENT LIFE**

### **STUDENT RIGHTS**

All students at the American Overseas School of Rome have the right to:

- be treated with respect;
- be provided with an educational program and atmosphere conducive to successful academic achievement and personal growth;
- be given clear and timely information on all rules and regulations affecting you;
- express views on educational policies and school regulations;
- consult with teachers, counselors, administrators and other school personnel;
- present concerns to school authorities and receive prompt replies;
- make decisions regarding their personal lives and behavior in accordance with school rules.

### **STUDENT INFORMATION UPDATE**

It is essential for the school to have your home, mobile and emergency telephone numbers and your current address so that your family may be notified immediately in case of an accident, illness or other emergency. Please provide this information and notify the Registrar at [registrar@aosr.org](mailto:registrar@aosr.org) as soon as possible when this information changes.

### **PARENT AND STUDENT ID CARDS**

At the beginning of every school year, each family will receive a **Parent ID card**. This card is used to help us provide a secure facility. Parents must have this card with them when entering or visiting the school grounds. Please visit our offices should you have questions regarding this card. Students in grades 4 and 5 have an additional ID card that they will be given to be scanned each time they purchase a food item, so please make sure that there is money in your child's account as cash is not tendered at the lunchroom registers.

### **CLASSROOM AND CAMPUS ENVIRONMENT**

Students are encouraged to contribute to the appearance of their school by discarding trash in the appropriate containers and by avoiding graffiti and vandalism. Additionally, students will be charged for any damage to school property.

### **CLOSED CAMPUS**

Students will be required to remain on the school grounds for the entire school day. Exceptions may be granted to individual students with written permission to meet appointments. Any student who leaves the school grounds without permission, for any reason, will be considered truant and will be subject to disciplinary action.

**REMINDER:** School hours are 09:00 – 15:30. Students must leave the school campus at 15:30 unless they are in a supervised after-school activity. No student may remain on campus unattended following class dismissal time.

### SCHOOL VISITORS

To maintain an optimal learning environment and to minimize the disruption to the instructional setting, visitors must receive permission from the Principal prior to any classroom visit. Students not registered at AOSR may not attend classes without prior permission in writing from the Principal. **A student visitor to AOSR is allowed to visit for one full day with the prior approval of the principal. No more than one student is permitted to visit a classroom at one time.** All visit requests need to be made at least 1 week in advance.

### DROP OFF/PICK UP PROCEDURES

Parents who drop off their child via car must enter the parking lot through the north gate (in front of Via Sesto Miglio) and exit through the south gate. Please do not drop off your child before 8:30 AM. There is no supervision before 8:30 AM.

In accordance with our safety and security protocol, the school gates are closed to all vehicles from 15:00 to 15:40 to allow for students to board buses. If driving to pick up your child, please arrange to arrive after the buses leave at 15:40. After all school buses have departed, the gates will re-open and parents may enter the parking lot with their cars to pick up their children.

Parents who have come to walk their children home may enter through the pedestrian gate at any time. Parents and their children must not walk between moving buses and cars and must use the crossing areas as indicated by the white lines.

Parents picking up elementary school students must pick up their child at the designated pick up areas at 15:20 (Pre-K-Grade 2) and 15:25 (Grades 3-5). Students will be supervised in these areas until 15:40, when the buses depart. After that time, children will be taken to the sidewalk area (where buses typically pick up) to wait for parents. *Please be prompt in picking up your child and be sure to sign your child out with the staff member on duty.* This is particularly important this year.

**NO STUDENTS ARE PERMITTED TO REMAIN ON CAMPUS AFTER 15:40 unless involved with an AOSR After School Activity. Parents not picking up their child/ren in a timely manner will be contacted by the principal.**

When students are exhibiting our core values during arrival and dismissal, they:

- Say “Hello” and “Goodbye”
- Walk directly to their destination
- Are responsible for their belongings
- Follow directions
- Remain in their designated area

### STUDENT PICK-UP DURING SCHOOL HOURS

Extreme care is exercised at all times when releasing students from school before the end of the school day. Parents/designee must sign students out through the Elementary School Secretary and meet their child at the parking lot. Only those individuals designated by the family will be permitted to leave the school property with a student. **The pass must be turned into the guard**

**at the gate to leave campus. All students must be picked up by an adult who may be asked to show photo identification.**

## **FOOD SERVICE**

Elementary School students are accompanied to the cafeteria by their teachers and they sit in assigned seats. Lunch is complimentary for students from Pre-K to Grade 3. The students are served at their respective tables by lunchroom staff. The monthly menu is posted on the website. Students in Grades 4 and 5 may purchase the school lunch that will be served to them in their assigned seating area, or they may bring a packed lunch from home. Water is available for all students.

Cash is not tendered at the cafeteria registers during lunch periods. Students purchase lunches by means of a “lunch account”. Students have their school ID card scanned each time they purchase the school lunch. Each student receives a receipt with his/her name on it, and the credit balance remaining. **Please make sure that there is money in your child’s account.**

Money is put in the student’s account at the beginning of the school year (usually around €500). If the card needs to be recharged with money during the school year, families can do so via an electronic transfer.

## **CAFETERIA EXPECTATIONS**

When students demonstrate the elementary school core values in the cafeteria, they:

- Enter and exit respectfully
- Are polite and friendly to everyone
- Use good table manners
- Speak with an inside voice
- Ask an adult before getting up from the table
- Focus on eating

## **FUNDRAISING/SCHOOL REPRESENTATION**

All activities involving fundraising by student groups must be approved by the school administration. No individual student or student group may represent AOSR without prior school authorization. Additionally, the school’s name may not be used to advertise groups or activities without the expressed consent of the school’s administration.

## **STUDENT ACTIVITIES**

AOSR has always had groups of students involved in activities outside of the classroom. Whether your interests include quietly concentrating over a chess board or providing community service to your school community, there are a variety of student activities for you.

It is important, though, to balance schoolwork with whatever outside activities are selected. Remember, it is not the number of activities, but the quality of participation that counts. AOSR views participation in after-school activities as an extension of the regular school day. Therefore, school regulations and rules apply in all situations.

A number of excellent after school courses are offered to Elementary School students. The current ASA catalog will detail the days, costs, and time schedule for your consideration. A complete list of the offerings is presented mid-September for the first ASA session which runs from October until late January and the second semester offerings presented in January to begin February and run until May. Please read the After School Activity (ASA) guide for further details.

## **CONFLICT MANAGEMENT PROGRAM**

The AOSR Conflict Management Program supports our “Profile of a Graduate” by teaching important life skills such as teamwork, effective communication, problem solving and conflict resolution. Each year, all students in Grade 5 participate in Conflict Management training and then have the option to become Conflict Managers during recess. Your child’s involvement supports the mission and beliefs of the American Overseas School of Rome and our emphasis on values of respect, responsibility, integrity, and kindness.

## **PARTIES AND SOCIAL EVENTS**

### **Pre-K/Elementary School**

Students’ birthdays may be celebrated at school with a simple treat for the class in accordance with the classroom teacher’s guidelines. Please consult with your child’s teacher about the appropriate time and type of snack to be sent in. **It is our policy that no invitations to parties are handed out at school unless all the boys and/or girls in a homeroom are to be invited.** Likewise, anything to be brought for a party (sleeping bag, gift, etc.) is not to be brought into the classroom, but should be left before school in the Elementary School main office. To do otherwise causes some students unhappiness and hurt feelings. For like reasons, holiday gifts may not be exchanged between students on campus. The exception to this is a gift exchange, which is arranged as part of a classroom holiday party. Parents should not have balloons or flowers delivered to the classrooms as these items may become disruptive to the instructional setting.

In addition, birthday parties or other end-of-year celebrations departing from AOSR and using AOSR bus transportation after school are not permitted. Parents may not organize outside vendors (i.e., bus companies) to enter the AOSR parking lot with the intention of providing transportation to a party. **These celebrations must be organized off campus for safety and supervision reasons.**

## **VI. STUDENT BEHAVIOR EXPECTATIONS**

### **INTRODUCTION TO BEHAVIOR AND PERFORMANCE EXPECTATIONS**

Young children are in the process of learning appropriate behaviors. Within our whole child approach to education, we believe that social and emotional development is an important part of our program, and that it is important that we weave explicit instruction into our beliefs and values to support children’s growth in this area. We will take the time to work with students, individually and as a class, to develop an understanding of appropriate behavior. When necessary, we will follow through with consequences for inappropriate behavior.

### **GENERAL GUIDELINES FOR STUDENT BEHAVIOR**

The American Overseas School of Rome is a community of students and teachers dedicated to learning. Furthermore, we believe that this process should take place in a safe and caring environment where teachers can teach and students can learn.

A supportive learning environment is developed within a community dedicated to respectful and responsible behavior. For such an environment to exist, it is necessary that students clearly understand what is expected of them and that teachers be involved in reinforcing student behaviors that demonstrate, above all, respect and consideration for the rights of others.

Each classroom will begin the school year with discussions about what agreements they will need in order to learn in a safe, comfortable environment for all. The students and teacher will create these classroom agreements together. These agreements, along with the core values, will provide guidelines and expectations for student behavior during the school year.

We are proud of our students and recognize that they will make every attempt to conduct themselves in an appropriate manner. With this in mind, the following broad set of expectations has been developed for all AOSR students.

- **Show respect for people and property.**
- **Participate actively in learning.**
- **Have a positive attitude.**
- **Be responsible and honest.**
- **Use appropriate language.**
- **Promote school spirit and unity.**

Every effort will be made by all staff to help students understand expectations, and every attempt will be made to balance fairness with consistency.

## **BEHAVIOR STANDARDS**

We believe that children feel most secure in an environment where boundaries of acceptable behavior are clearly established. Each teacher accepts the responsibility for explaining guidelines of behavior to students and for maintaining them. Good discipline is positive rather than negative in nature, and teachers promote a positive attitude toward good citizenship by working to help each child develop self-discipline and self-respect. However, when a child's actions are contrary to his welfare or that of others, disciplinary measures must follow. Most routine disciplinary matters will be handled by the classroom teacher. Depending on the severity of the situation or if unsatisfactory behavior persists, a teacher may use his/her professional discretion to involve the principal.

## **CONSEQUENCES AND DISCIPLINARY PROCEDURES**

When a student does not adhere to school or classroom rules, the following two-pronged approach will be taken:

Step 1. The student(s) involved in the incident will speak with the principal or to evaluate his/her behavior. A major goal is to encourage the student to reflect on his/her behavior to determine why it is inappropriate.

Step 2. Often, the principal will invite the student(s) to problem solve with the school counselor. The most significant aspect of this step consists in helping the student to identify specific ways to change inappropriate behavior into successful behavior. By involving the school counselor, students will be given an opportunity to take responsibility for their part in the situation, identify better choices, and re-enter the community.

At this point, parents will be notified so that they can work with the teacher to bring about the desired changes in behavior and/or attitude. The principal and school counselor will follow up at a designated time with the teacher to assess the progress.

Repeated infractions of the rules, serious violations such as cheating, lying, stealing, bullying, or behavior which is deemed offensive or detrimental to the American Overseas School of Rome community, may result in probation, suspension, or dismissal. Any decision involving suspension or dismissal is brought before the Head of School for final determination. Any course of action

resulting in probation, suspension, or dismissal is followed by a letter to the parents and other school personnel directly involved.

The purpose of our approach to discipline is to give the most support possible to our students as they work to develop the self-discipline necessary to become respectful and responsible citizens of the school community. We continually strive to affirm the development of self-respect, deep appreciation for the diversity of our population, and empathy for the rights and needs of others. However, if the child is not responsive and continues to manifest behaviors that threaten individuals or the security and harmony of the school community, action will be taken to ensure the safety of others and to ensure that the values of the community are upheld.

### **PRE-K-GRADE 5 ELEMENTARY SCHOOL EXPECTATIONS**

- Respect the school, its property, and the property of others.
- Be good representatives of AOSR. The way you conduct yourself reflects not only upon your school but also upon your own maturity, values, and judgment.
- Show courtesy and respect toward your teachers, classmates, and other school personnel.
- Use acceptable language at all times.
- Practice self-control and accept responsibility for your own behavior whether or not a teacher is present.
- Chewing gum or having it in your possession is not permitted.
- Obey all playground rules.
- Show courtesy by being quiet in the hallways and by moving to one side to allow another class or individuals to pass.
- Walk in the school corridors, avoiding the area at each door. Running is not permitted on walkways, in grassy areas between hallways or common walking areas.
- Exhibit appropriate table manners and behavior in the cafeteria.
- Bringing items such as radios, video games, toys, playing/trading cards, skateboards, weapons, or dangerous items to school is not permitted.
- Selling items on campus without permission from the Principal is not permitted.
- Students are to be in all scheduled classes on time unless they have a late slip or a pass from the nurse.
- When reporting to a special activity, the student should return to the office if no teacher is present.
- Students may not go anywhere on campus without the permission of their teacher.
- Students are not to bring valuables to school. The school will not be responsible for lost or stolen property.
- Obey the bus driver's and the school rules of safety and conduct when riding the school bus.

### **PLAYGROUND EXPECTATIONS**

I can ask permission to get a drink of water or use the bathroom  
I can line up quickly and quietly when the whistle is blown  
I can keep my hands and feet to myself and make good choices  
I can use the equipment appropriately  
I can problem solve and seek help from an adult

### **MORNING RECESS**

Students leave their bag outside their classroom and go to their assigned supervision area.

Grade K – Grade 1: Play area near Pre-K

Grades 2 – 5: Blacktop behind Villa and tennis courts/field

## DRESS CODE

AOSR believes there is a direct correlation between the quality of appearance and a sound educational program. Thus, students are expected to come to school dressed and groomed appropriately. The key to proper appearance is **MODESTY** and **NEATNESS**. Students arriving at school inappropriately dressed will not be permitted to attend class until appropriate clothing is obtained. This may result in the student having to return home for more appropriate attire. The classes missed during this time will be considered unexcused absences.

- Hats (this includes baseball caps) may not be worn inside school buildings at any time: this includes hallways, classroom settings, offices, cafeteria, etc.
- Clothing that advertises alcohol, drugs, or smoking of any kind, may not be worn at school.
- Clothing that is printed with slogans or allusions that contain obscenities or biases of a racial, sexual or political nature may not be worn at school.
- Pants must cover undergarments. Tops that expose the midriff are not permitted. Tops that are low cut in the front are not permitted. “Spaghetti straps”, strapless and backless tops are not permitted. Skirts are to be no shorter than mid-thigh (about where one’s hands fall to one’s sides) and shorts must have an inseam of no less than 8cm (4 inches).
- Extremes in appearance in either, including but not limited to, dress, and hairstyle, will not be allowed. The administration at AOSR will monitor and define “extreme.”

## ASSEMBLY BEHAVIOR

- Students are to maintain polite and considerate behavior at all times.
- Students are not to make inappropriate noises during assemblies.
- Students are expected to direct their attention to the events on the stage and to show respect for performers.

## FIELD TRIP POLICY

Any student participating in a school sponsored field trip must have written permission from his/her parents or guardian before the event. Students must obtain a field trip permission form from the teacher/sponsor in charge of the field trip and return the completed form to the teacher/sponsor at least three days before the event.

Students participating in field trips represent the school. As such, their behavior when on a trip must be exemplary. Participation is a privilege, and students who have a history of behavior issues at school, may not be allowed to go on field trips, or may need to be supervised by a parent while on the trip. School rules apply as well as school bus regulations. Students must remain with the group at all times. Parents of any student who fails to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student. For overnight, extracurricular field trips, parents must execute the School’s Waiver and Release Form. Parents who choose not to execute the form have the option of keeping their student home for the period of the trip.

## BULLYING AND HARASSMENT POLICY

Students are entitled to receive their education free from humiliation, oppression and abuse. Bullying and harassment have far-reaching implications for everyone in the school community, both directly and indirectly. The word harassment includes, but is not limited to, slurs, jokes, threats, displays of bigotry, and any other verbal, graphic, or offensive conduct relating to age, race, religion, color, sex, sexual orientation, national origin, citizenship or disability. This type of conduct can impact learning, damage the atmosphere of a class and even the climate of the school.

AOSR is dedicated to fostering an environment which promotes kindness, embraces differences between individuals, and displays respect for all including, but not limited to, gender, age, culture, race, religion and sexual orientation. Therefore, bullying, teasing, taunting, ridiculing or threatening conduct among students will not be permitted.

In a manner and style matching their developmental level we take an active role with all of our students to build an understanding about what harassment and bullying is, develop an awareness that it does hurt and teach small actions that we all can take to ensure that all at AOSR are treated with kindness and respect.

All AOSR students, faculty and staff have the responsibility for keeping the school environment free from harassment and bullying. Incidents of harassment or bullying behavior must be reported to school personnel (e.g., the student's teacher, principal, school coordinator or school counselor) immediately. The school administration's designee will then promptly investigate the situation and give each child involved due process. Any student found to have violated this policy will be subject to disciplinary action. Students will receive consequences that provide the clear message that harassment and bullying are unacceptable but also provide support for them to learn the skills and acquire the insights that they are lacking.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

### **ELEMENTARY**

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

We are respectful and ethical digital citizens. Our use of equipment and electronic communication in and out of the classroom adheres to AOSR's mission, rules, and Technology Use Policy.

Cell phone FAQs	Yes	Limited	No
Can bring devices including cell phone to school? Must remain off and in backpack.	X		
Can use during breaks and lunch?			X
Can use in class or library?			X
Field Trips and Special Events? With teacher or organizer permission only.			X

Students are permitted to bring cell phones to school; however, they must be turned off during the school day and kept in their backpack. If a student is using a cell phone in class, during lunchtime or has it with him/her and it is turned on, teachers will confiscate the cell phone and turn it in to the Principal. The cell phone will be returned to the student at the end of the day.

If a student needs to make a phone call during the school day, he/she should ask to use a school phone. Similarly, parents who need to contact their students should do so by calling the Elementary School Main Office.

It is **NOT** recommended that students bring expensive portable electronic devices to school due to the possibility of loss or theft.

#### **INSTANT MESSAGING, E-MAIL, AND SOCIAL NETWORKING**

Social Media has age limitations and students should not create accounts unless they meet age restrictions and have parental permission.

As responsible community members, we follow laws, school rules, and AOSR usage policies. We keep all communication

respectful and we let our teacher and or parents know when we see or hear things that make us feel uncomfortable or unsafe.

AOSR strives to keep our community safe and respectful in and outside school time and may investigate and assign consequences for inappropriate behavior even if or when an incident happens outside the school.

## **TOBACCO, ALCOHOL AND OTHER DRUGS**

**AOSR is a SMOKE-FREE campus.** The school recognizes the health hazards associated with smoking and tobacco use. **Thus, smoking and the use of smokeless tobacco by students and adults are prohibited on campus and buses, at school sponsored activities, and in the immediate area of the school (including right outside the gates).** Students who are found smoking on or near the campus or on school buses will receive an in-school suspension. Repeated failure to comply with this policy may result in expulsion.

AOSR reaffirms the prohibition of the consumption of alcohol on campus by students.

**Any student within the school, on a school sponsored trip, or at a school function who possesses, sells, or uses any narcotic, stimulant, depressant, or hallucinogenic drug will be recommended for expulsion from the school. In addition, any student who is suspected of substance abuse will be referred to the Counseling Office and/or Principal. The school administration reserves the right to request a drug test if needed. In the event that this occurs, a parent conference will be held prior to the testing.**

## **THEFT**

Students are reminded not to leave anything of value unattended in classrooms, lockers, or study areas. Students should avoid bringing valuables to school. **The school will not assume responsibility for any valuables lost or stolen.** However, AOSR will not tolerate theft. Students who are involved in stealing will be subject to suspension and/or expulsion. Please be reminded that the school's security cameras are on at all times, 24 hours/day.

## **VII. DISCIPLINE**

### **PROCEDURES FOR ADDRESSING INAPPROPRIATE BEHAVIOR**

To assure effective reinforcement of positive student attitude, behavior and responsibility, parent and school cooperation is essential. Parents are expected to provide support in matters of discipline and should consider a call from the school serious. Usually, teacher or administrator contact will be made only after several attempts to correct the inappropriate conduct have been unsuccessful. When an infraction occurs, the problem will be discussed with the student by the teacher, guidance counselor and/or the division head in a positive atmosphere that enables the student to explain his/her view of the situation. Whenever possible, the discussion will be held in private. An effort will be made to counsel the student as to alternative strategies/behaviors that could have been used in a specific situation. If unsatisfactory behavior continues, the student is taken to the office for appropriate corrective action. Parents may be notified with a disciplinary letter, which must be signed and returned to the office.

**Repeated infractions** of the rules resulting in additional Discipline Notices, serious violations such as cheating, lying, stealing and using inappropriate language, or behavior which is disrespectful, offensive, violent or detrimental to the School community may result in appropriate consequences, social probation, suspension, or expulsion. Any such decision will be brought before the Principal and Head of School for final determination.

## **PROBATION**

### **Academic Warning**

A student may be placed on academic warning for failing to meet minimum academic standards.

A student who is on academic warning for one semester will be reviewed for re-enrollment for the following school year. School authorities will meet with the student and his/her parents to determine possible reasons for the lack of academic progress and to make recommendations to the student and his/her teachers on a plan for improvement.

### **Social Probation**

Students involved in major rules infractions or consistently in violation of school rules and regulations may be placed on social probation. Students and parents will be informed in writing and through conferences of the terms and reasons for the probation. Students failing to show the necessary improvements may be recommended for expulsion from AOSR.

## **SUSPENSION AND EXPULSION**

Suspension and expulsion are considered to be legitimate responses to behaviors which fall outside school norms. Both suspension and expulsion will be used after other disciplinary methods have been tried, except in the following cases:

1. Students who violate the policy on alcohol use will be suspended.
2. Students who violate the drug policy will normally be expelled.
3. Students who use a weapon against another student will normally be expelled.

When a student is expelled, he/she will be suspended while a written recommendation for expulsion is prepared and presented to the Head of School.

## **VIII. COMMUNICATION**

### **ONGOING COMMUNICATION**

AOSR communicates with parents through the use of printed and emailed school notices, the School's web page, scheduled conferences between school personnel and parents, parent coffees and question/answer forums at PTO meetings.

The Board of Trustees recognizes the need for proper communication between and among students, parents, teachers, administration and the Board. The following general procedures are recommended to achieve this objective:

1. When the problem concerns your son or daughter and his/her work in school, the best person to see is the classroom teacher. An appointment to see a teacher may be made by calling the Principal's Office. Problems of a personal nature or questions about a student's program, her/his overall potential and progress may also be discussed with the school counselor.
2. Problems that cannot be resolved through a conference with the teacher, counselor, or area coordinators and questions of a more general nature concerning the operation of the school may be discussed with the Principal. Appointments may be made by calling the Principal's Office.
3. Problems that have not been resolved after conferences with the teacher and Principal may be taken to the Head of School, who will also be happy to discuss any questions relating to the school's operation and policies. An appointment may be made by calling the Head of School Secretary.

4. The Head of School is the executive officer of the Board of Trustees and is responsible for the organization, operation and administration of the total school program. Therefore, he provides the channel of communication between the Board and the public. Questions about school policy should be directed to the Head of School for reply or action. Individual members of the Board do not involve themselves directly in administrative matters involving students, teachers and school administrators.
5. Requests for changes in school policy and appeals of decisions made by the Head of School may be addressed to the Board. All communications to the Board should be in writing and should be addressed to the Chairman, Board of Trustees. Only the Board of Trustees, acting as a whole, in a regular or special meeting will make decisions about school policy.

## **GENERAL COMMUNICATION POINTS**

1. Students should make their classroom teacher their first point of contact.
2. Parents are encouraged to make maximum use of resources such as the Student and Parent Handbook, Parent Information meetings, and PTO meetings in order to be well informed on school matters.
3. We encourage open dialogue between parents and teachers. Since teachers have busy schedules, we ask that you make an appointment through the division secretary to meet with your child's teacher rather than arriving without an appointment and finding the teacher has prior commitments.

## **WHAT TO DO IF A STUDENT HAS A PROBLEM**

AOSR prides itself on the positive relationships it has between faculty, administration, students and parents. However, as in all relationships, problems will sometimes arise. Students with problems in specific classes should consider the following:

1. If you feel you can, talk with your teacher and tell him/her exactly what your problem is and what you think you can do to help resolve it. Your teachers want to know how you feel and want to resolve problems.
2. If you are uncomfortable talking with your teacher, make an appointment to talk to the school counselor. They will help to clarify things between you and your teacher.
3. It is also a good idea to involve your parents. Your parents are welcome and encouraged to come to the school to meet with your teachers. Please ask them to call the Principal's Office to make an appointment prior to arriving at school.
4. If you have spoken to the person with whom you are having a problem, as well as a counselor, and the problem still is not resolved, then the Principal will become involved to ensure that school policies and procedures are being followed.

## **COMPLAINTS AND GRIEVANCES**

Decisions made by AOSR personnel which students believe to be unfair or which seem to contradict policies or regulations of the school may be appealed to the Principal. However, in the interest of the safe and orderly management of AOSR, the school expects students to obey directions first and ask questions later. While AOSR wishes to emphasize our students' development in self-discipline and intelligent decision making, it must be clear to students that the school is not a one-person, one-vote democracy. Persons in charge of the school have special responsibilities that can be carried out only if their authority is recognized, respected, and supported by all.

This does not mean that students who feel they have been treated unfairly have no recourse. Most complaints and grievances can and should be settled at the level where they occur whether between a student and teacher or other AOSR employee with the assistance of the Counselor or the Principal. Student complaints will be dealt with courteously and promptly by AOSR personnel.

## **IX. SUPPORT SERVICES & MORE ELEMENTARY SCHOOL LIBRARY**

Library hours:  
**TO BE ANNOUNCED**

The ES Library seeks to implement, enrich and support our educational program through access to resources and development of curriculum; and to improve reading and research skills through collaboration and traditional library education practices. Parents and students are highly encouraged to use the library. Every class, from preschool through fifth grade, has opportunities to check out books for home use. Students must return their library books on time. The AOSR elementary library has a collection of approximately 10,000 volumes which is continually being updated and expanded. Our rich collection includes print and digital materials that celebrate the diversity of our community and challenges students to engage in the global community. The collection consists of picture books, I-can-read level books, beginning chapter books, children's fiction/non-fiction, fairy tales, graphic novels, poetry, biographies, and professional development literature. We also offer a variety of books in Spanish, Italian, French, Hebrew, Chinese, German, Russian and Korean.

**Eating and drinking are not allowed in the library, and since it is a quiet area for reading and studying, loud talking and socializing are discouraged.** Individual students who need to use library materials may come to the library during designated times, and before or after school.

### **Lost or Damaged Books:**

Books may be checked out for a period of two weeks. **No more than three books may be checked out at one time.** Patrons may choose to renew their materials for an additional two weeks or more. **If a book(s) are not returned by the end of the school year, the family will be charged a fee of € 20 for each lost book.**

## **STUDENT SERVICES/AUXILIARY SERVICES**

Students are referred to the Elementary School Student Study Team (SST) when appropriate in order to review and find potential solutions for any learning, behavioral or social concerns. The team consists of the principal, teachers, counselor, and any other educators as appropriate regarding individual students. Parents will be notified when a referral is made, and team recommendations and plans will be shared with them. Parents may be invited to join an SST meeting as determined by the team.

## **SCHOOL COUNSELOR**

The School Counselor takes into consideration the special needs of our students, and will provide classroom instruction at all grade levels in social and emotional learning. In addition to learning about universal values such as respect, responsibility, caring, fairness, trustworthiness and citizenship, children are also taught skills and strategies that will help them:

- Recognize and manage emotions, particularly emotions such as anxiety and anger;
- Develop empathy and the ability to recognize the feelings of others;

- Make friends and be a good friend to others;
- Identify negative thinking patterns and replace them with more realistic and constructive ways of thinking;
- Solve interpersonal problems and conflicts effectively, without aggressive behavior;
- Set realistic goals and approach them with a sense of optimism, and;
- Make responsible decisions for their health and well-being.

## **BUS SERVICE AND REGULATIONS**

Transportation to and from school is available to all AOSR students. It is expected that students maintain appropriate and safe behavior at all times when riding school buses. If a student uses the school service, he/she must be prompt as the bus cannot wait for individuals. It is suggested that the student arrive at the bus stop a few minutes before its scheduled arrival time.

The following is a list of bus regulations. If these regulations are not followed, the bus driver/monitor will report the offense to the appropriate administrator. Parents will be notified of the offending behavior and students may be suspended from riding the bus; at first, temporarily, and if necessary, permanently.

1. Students must follow the directions of the bus driver/bus supervisor in a respectful manner.
2. Students are to use established pick-up points only.
3. Students are required to remain in their seats.
4. Students must not put their arms, hands, or heads out of the windows.
5. Students may talk but should do so quietly. Loud talking, swearing, rough play or fighting will not be tolerated.
6. Students are not allowed to eat, drink, or chew gum on the bus.
7. Smoking is not allowed at any time.
8. Riders are permitted to get off the bus only at their assigned stops. Exceptions to this require obtaining written permission from the principal.
9. Riders are requested to refrain from any action that may distract the driver. This includes gestures, making loud noise, the use of radios or tape players, and inviting attention from pedestrians and motorists. If the bus driver is distracted by students' behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus.
10. Students are required to wear seat belts on buses that have them.

Late bus service is available for students regularly signed up for after school activities with limited stops only. Parents need to check availability first with the Bus Coordinator. Students taking the late bus at 17:15 must be on time for bus departure.

Students who are not regularly scheduled bus riders must submit a written request from their parents sent or delivered to the Bus Coordinator, Valerio Aureli, if intending to ride the bus with a friend. This is permitted only if there is appropriate space on the bus. There is a fee of €10 per trip for this service. The fee needs to be paid to Susan Ellis, Cashier, in advance of the trip.

## **ANIMALS ON CAMPUS**

For safety and cleanliness, family pets are **not** allowed on campus.

## **LOST AND FOUND**

Lost and found school materials will be sent to the appropriate teacher to be reclaimed. The "lost and found" area is located in front of the ES office. Please place lost clothing items in one of

these areas. All other lost items, including electronics, should be turned in or claimed in the Principal's Office. Students should report lost or stolen items immediately to the Principal's Office. Unclaimed items will be donated to charity at the end of each semester. **AOSR is not responsible for loss or theft of personal belonging on campus.**

## **FEES AND FINES**

Before issuance of final report cards, transcripts, or diplomas, all student charges, fees, and fines must be paid. All library books and equipment must be returned to the proper authority. All school debts must be paid in full, including cafeteria debts.

## **X. HEALTH SERVICES**

### **SCHOOL NURSE**

The role of the School Nurse is to ensure that students are in optimal health to achieve academic success. The responsibilities of the School Nurse are to promote good health practices, provide first aid for minor injuries or emergencies, monitor illnesses and provide health counseling and information as needed. Students who are sick and unable to function in the classroom will be evaluated by the School Nurse and sent home if too ill to stay in school. Parents will be called and expected to pick up their child in a timely manner. If a parent can't be reached, the emergency contact, as designated on the **Annual Health Form** by the parent will be contacted and arrangements made for the student.

#### **Please note the following guidelines:**

1. Students must have a **pass** to go to the health office which they can obtain from their teacher.
2. **A doctor's note is required from the parent or guardian if a student is to be excused from physical education.** For any health related reason a **written note from a physician is also required to resume normal activities. Please contact the nurse for additional information.**
3. If a student has an elevated temperature above ~100.4 F or 38.0C, has a generalized rash indicative of a communicable disease, has vomited more than once, or has diarrhea, he/she will be sent home.
4. A student returning from an absence due to an infection or contagious disease i.e. strep throat, scarlet fever, pneumonia, impetigo skin infection, pink eye etc. is required to have a doctor's note.
5. Parents are asked to provide the school a note from the doctor for any child who misses 5 or more consecutive days of school due to illness. This certificate must be turned into the principal's office on the first day that the student returns to school.  
All other absences require a note from the parent upon the child's return to school.
6. If an illness or emergency arises serious enough for further medical attention, parents will be notified to pick up their child. Depending on the severity of the situation, the student may be immediately transported to the closest hospital by school personnel or ambulance while the school contacts the parents to make them aware of the situation.
7. Students with significant health needs may need special arrangements for overnight trips. If there is a reasonable expectation of a need for overnight monitoring or interventions, if the student may have needs that might take them away from the trip itinerary, or if a lack of

immediate intervention may have serious health consequences, the nurse may require a parent or personal attendant to accompany the student on overnight field trips. Please see the school nurse well in advance of any trips to make appropriate plans.

## MEDICATION AT SCHOOL

All medication (nonprescription and prescription) must be kept in the Health Office and be accompanied by a “Medication Authorization Form” signed by the student’s parent. This form is provided on the school website under “Student Life - School Nurse” and indicates the name of the medication and the reason for taking it, the dosage and time it should be given, and authorization for the School Nurse to administer it to the student during the school day. Remember that any medication sent in must be in its original container and clearly marked with the student’s name. Parents will be notified to pick up any medication that is left at the end of the school year. Medication that a student takes frequently such as for migraine headaches, seasonal allergies, severe menstrual cramps, etc., should be provided by the parents for their student’s needs to insure that the student receives his/her appropriate medication in a timely fashion. The Health Office has a very **limited** supply of over-the-counter medication for an occasional common headache, fever or stomach ache that is only given with parental permission. In the event that a student needs to carry his/her medication for any reason, such as an inhaler for asthma or an epi-pen for allergic reactions, please consult with the school nurse so she is aware.

## IMMUNIZATIONS AND ANNUAL HEALTH INFORMATION

A photocopy of your child’s **immunization records** must be attached to the Enrollment documents. The vaccination records must be provided to the Admission Office in order to proceed with the student's enrollment procedure. An **annual physical exam** is mandatory for participation in after school activities or sports.

By law, the health office is required to have a copy of current immunization records that follow the Italian immunization schedule. Please consult with your physician to ensure that your child is up-to-date with his/her immunizations and to be aware of other recommended vaccines such as Meningitis and HPV. The Meningitis vaccine is not required in Italy but is highly recommended for ages 11-12 with a booster dose at 16.

The following website is a valuable and regularly updated tool for checking on current mandatory vaccinations:

[http://www.salute.gov.it/imgs/C\\_17\\_pagineAree\\_4829\\_listaFile\\_itemName\\_0\\_file.pdf](http://www.salute.gov.it/imgs/C_17_pagineAree_4829_listaFile_itemName_0_file.pdf)

10 types of vaccines are currently mandatory in Italy:

- polio
- diphtheria
- pertussis
- tetanus
- hepatitis B
- haemophilus infuenzae b (Hib)
- measles
- mumps
- rubella
- varicella (for those born 2017 onward)

Parents are asked to fill out an **Annual Health Information Form** at the beginning of each school year for each of their students and to turn it into the area principal’s office. This will help

the School Nurse stay abreast of any health concerns and provide her with current emergency contact numbers which are important for the health and safety of your child while at school.

### **Pediculosis (Lice) Policy**

The management of head lice within the school setting has been changing over the last few years due to evidence based practice that states: 1) head lice should not disrupt the educational process as there is no contagious disease associated with it and 2) classroom wide screenings have not led to a reduction of the incidence of head lice in the school setting. If a teacher notices that a student is scratching their head a lot, they will be sent to the nurse who will evaluate for the presence of head lice and/or the presence of nits (eggs). If a child has lice, the parent will be notified and the student will go home at the end of the day, receive treatment that evening and return to school the next day. It is essential that the child be treated with the lice shampoo and nit-combing at home that evening, and a second re-treatment be done in 7-10 days to kill any newly hatched lice. Parents might consider treating siblings at the same time, particularly if they are in close contact. It is very important to also wash and treat bedding at home at the same time. For further inquiries regarding AOSR's lice policy, feel free to stop by the health office.

## **XI. EMERGENCY PROCEDURES**

### **EMERGENCY PROCEDURES**

Emergency evacuation drills and lockdown procedures are scheduled regularly. Classroom teachers will give students specific instructions. All staff members have copies of the latest version of the AOSR Emergency Procedures Handbook. Details of the procedures are not made available to parents or the public for reasons of security. A parent on campus at the time of a drill or actual emergency is required to follow all directions from school personnel.

#### **Intermittent Wailing Siren: Evacuation**

Immediately evacuate classrooms closely following the teacher's instructions. ES/MS/HS teachers will guide students to designated areas: MS and HS on the tennis courts and ES on the soccer field.

#### **Steady Tone Siren: Lockdown**

Immediately follow teachers instructions in accordance with lockdown procedures.

## **XII. TECHNOLOGY**

### **POLICY**

AOSR uses technology to support the school mission. This policy is intended to ensure we are all safe, responsible, and ethical digital citizens.

**Privacy and Safety** Personal information should not be shared without consent. Sharing student personal information requires parent/adult consent. Students should not share personal information (address, telephone numbers, etc) online. Users should never agree to meet someone they have met online without adult supervision and appropriate safety precautions.

**Bullying and Harassment** Users are not to send email, post to social media, distribute images or video or any other content that denigrates, insults, humiliates or shames anyone. Engaging in these behaviors is unethical and completely contrary to AOSR's mission and beliefs. Engaging in these

behaviors will result in consequences outlined in the student/faculty handbook.

**Usage** All technologies (including internet connectivity) are intended for educational and professional purposes and your use of them should reflect coursework, our mission, and specific projects. AOSR does not support the use of the school's bandwidth for personal entertainment or commercial use.

**Fair Use & Plagiarism** Users are expected to observe and respect copyright in all of their work. Only original work should be presented as a user's own, and all sources and collaborators (AOSR users or otherwise) must always be acknowledged and cited. Users are expected to demonstrate academic honesty and integrity at all times.

**Downloads** Users may not download files (music, video, images, documents) unless directly related to their work or classes. Users may not share files via torrent sites. Students may not download apps, updates or other software onto school devices unless specifically directed by a teacher or AOSR tech staff.

**E-mail** AOSR supplies users with email addresses (@aosr.org). Users should use these email accounts carefully, including avoiding downloading files (as above) and following [AOSR Email Guidelines](#). All communication should be respectful and safe. In most cases, AOSR accounts will be removed 60-90 days after a person leaves our community.

**Web** All sites and content accessed via school bandwidth and or equipment should be appropriate for a respectful and safe environment. Internet access at school may be monitored or blocked with that end in mind.

**Equipment** Users are expected to use computers, tablets, cameras and all other equipment carefully and responsibly. Equipment is loaned to users individually and users are responsible for its safe and timely return as well as any damage that may occur. This responsibility includes repair or replacement cost as needed.

**Personal Devices** Users assume all risk (including loss or theft) for personal devices used at school and are expected to follow the AOSR Technology Use Policy. Use of personal devices may be limited during certain courses, times, projects, or locations.

**Venues** Other expectations and guidelines may be in effect for particular locations, such as the classrooms, libraries, field trips, sports events, presentations, etc. Users are expected to follow these at all times and ask questions if they are uncertain.

**Taking Responsibility** Mistakes will be made. Users are expected to acknowledge their mistakes, report any problems or issues to staff and to make changes in their behavior and use of technology to meet these expectations. Openness, not secrecy, is the expectation.

**Consequences** AOSR endeavors to help users learn to use technology safely, responsibly, and ethically. We expect that users will act responsibly at all times both on and off campus. Users will ask for guidance if they are unsure about any aspect of acceptable use. Failure by users to observe the policies above will result in loss of privileges and/or other disciplinary actions outlined in the student/faculty handbooks. For further information, please refer to the [ES Technology Misuse Consequences](#) document.

### **XIII. ACCIDENT INSURANCE**

#### **ACCIDENT INSURANCE POLICY**

In the unlikely event that your child is injured during the school day (9.00 -15.30), after school (15.30-17.00) or during school and sport trips, AOSR's accident insurance policy, signed by the school with UNIPOL SAI insurance company, covers the following:

1. Hospitalization: € 50,00 per day
2. Plaster/Cast: € 20,00 per day (starting from the 8th day and for a maximum of 40 days)
3. Medical expenses (doctor's and surgeon's fees, diagnostic exams, medication, and hospitalization): up to a maximum of € 5.000,00 less € 50,00 deductible.
4. Dental treatment: up to € 1.000,00
5. Vision treatment: up to € 1.000,00
6. Purchase of lenses: up to € 250,00
7. Loss of school year because of extended absence due to injury, as specified above: up to € 2.000,00

In the event that your child is injured due to an accident, please submit all medical invoices paid by you as soon as possible, including the medical certificates that state the specific diagnosis and the injury.

All documentation provided by you will be sent to the insurance company. As soon as the reimbursement process is completed, SAI insurance company will notify you directly. appropriate clothing is obtained. This may result in the student having to return home for more appropriate attire. The classes missed during this time will be considered unexcused absences.