



ELEMENTARY SCHOOL  
**STUDENT HANDBOOK**

2017/2018  
American School of Kosova



# American School of Kosova

Educating the leaders of tomorrow. For a better future.

ELEMENTARY SCHOOL STUDENT HANDBOOK 2017-2018

Grades K2-5

THIS HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Sports and Youth Center,  
Luan Haradinaj Str., n.n,  
10000 Prishtina, KOSOVA  
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<http://www.askosova.org>

## MISSION

To educate the leaders of tomorrow, for a better future.

## VISION

To be one of the leading schools in Europe by providing each student with a quality education in a safe and supportive environment in which a variety of learning experiences challenge all students to achieve self-discipline, self-motivation and excellence in learning.

## VALUES

- Strives to “Do the Right Thing” (Integrity)
  - Looks at Problems from Different Angles (Innovative)
  - Challenges student to develop essential skills (Quality Education)
  - Seeks “Win-Win” solutions (Empowerment)
  - Advocates for students’ overall well-being (Safe, Caring and Nurturing Environment)
  - Recognizes the importance of personalized communication (Customer Service)
  - Cooperates with parent to enrich learning experiences (Parental Participation)
  - Encourages a growth mindset (Lifelong Learning)
  - Welcomes different cultural perspectives (Diversity)
-

## Elementary School Principal Message

Dear Students and Parents,

I am thrilled to be joining the ASK Elementary learning community this year!! It is an honor to join such a warm and dedicated professional staff and families that clearly share the common goals and values outlined in our Mission and Vision.

As we work together, we will need some common language and procedures to guide us through our daily school routines. This will help us all focus on THE BIG STUFF—the learning journey, the wonderment of discovery and the special feelings we have when we experience these with our friends and teachers in a happy and stress-free environment.

This agenda is a tool that will help us keep organized and grounded in purposeful routines at school and at home. We will learn to effectively use the planner to note our homework, important messages and events. The handbook section clearly outlines school procedures, rules and expectations. We know that if all members of our community respect these, our school will run fairly and effectively for all.

Our agenda also has resources devoted to our students' personal growth. At ASK, we know a special secret about succeeding at school . . .

*If we try our best to be helpful and kind in our learning group, we will always succeed.*

This important part of our agenda will help us and others feel valued as members of our learning community. We will learn to understand and celebrate our differences. We'll also learn that the learning process along with reflection and feedback is more important than just a grade on a test.

So let's get started, ASK Elementary! There's an amazing year of fun and learning ahead of us!

Sincerely,

Aimee Meditz  
ASK Elementary Principal

**ASK Student Services at the Education Center**

Aimee Meditz - Elementary Principal  
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Jeta Jusufi Xhelili - Elementary School Coordinator  
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Jetmir Haziri - Dean of Students  
[jetmirh@askosova.org](mailto:jetmirh@askosova.org)

Toska Begolli - Counselor  
[toskab@askosova.org](mailto:toskab@askosova.org)

## PROGRAM

### Agenda

At the beginning of the school year, each student will be issued an agenda that is appropriate to their grade level. Proper use of this agenda supports the student in being a successful part of the academic community. Each student is expected to record all of their homework, projects and test dates in their agenda. The pages at the back of the agenda are used for the Character Education program.

### Extra Help

Teachers are available most days, after school from 2:45-4:00, to assist students who have trouble understanding the lesson. Wednesdays, teachers will be involved in different school related meetings, and thus will not be available on that day. Teachers are encouraged to provide extra help for students, at least two days a week. Generally, these days are Tuesdays and Thursday. Students are encouraged to seek additional help from a teacher.

### Library

At the Ed. Center, the library is divided in two parts one is dedicated to grades K-4 through 2nd, and the other to grade 3-5. Students will go to the library every week and are expected to have personal reading material to read every night. The libraries will provide a selection of reading materials for all reading levels. Libraries are open every day when school is in session, from 8:00-4:00 (08:00-16:00).

Care and return of books or other materials checked out from the library, becomes the responsibility of the student. If the student takes a book from the library, he/she takes full responsibility for that book. Replacement cost for lost or damaged books, plus a processing fee, will be charged to the student

## DISCIPLINE POLICY

The discipline policy of the American School of Kosova was developed with the knowledge that each student is unique. There are a variety of consequences and/or discipline actions that will occur when students have difficulty meeting the school expectations. When a student makes a poor choice, the behavior is dealt with on an individual basis, in a fair and consistent manner.

Violent incidents will not be tolerated within the school environment. Violent incidents include:

- Physical assault
- Verbal assault
- Uttering threats
- Damage to property
- Possession of/assault with a weapon
- Sexual assault
- Criminal harassment
- Extortion
- Mischief

The possession of weapons or replicas of any kind, including knives and guns, is not permitted on school property and may result in expulsion from the American School of Kosova.

## Levels of Intervention

The purpose of all levels of intervention is to allow teachers to teach and students to learn. Successful interventions help avoid power struggles, encourage students to follow the rules, and help develop positive teacher-student relationships resulting in a positive learning environment.

<b>BEHAVIORS</b>	<b>CONSEQUENCES</b>
<p><b>Level: Minor - Teacher is encouraged to deal with these behaviors</b></p> <ul style="list-style-type: none"> <li>• Chewing gum or candy</li> <li>• Eating in class without permission</li> <li>• Wearing a hat in school</li> <li>• Throwing objects</li> <li>• Late for class</li> <li>• Students in the hall or lockers when they should not be leaving class without permission</li> <li>• Not following the 'Dress Code'</li> </ul>	<p><b>Teacher uses his or her professional discretion</b></p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Warning by a teacher or supervisor</li> <li>• Loss of student privileges</li> <li>• Repeated misconduct- parent/ guardian is notified</li> <li>• Administration is notified of repeated incidences</li> <li>• Parent/ teacher conference</li> </ul>
<p><b>Level: Serious - Teacher sends student to the administration</b></p> <ul style="list-style-type: none"> <li>• Being disruptive in class</li> <li>• Swearing/improper language</li> <li>• Pushing with injury</li> <li>• Skipping class</li> <li>• Opposition to authority</li> <li>• Theft and/ or vandalism</li> <li>• Violation of dress code</li> <li>• Intimidation of another student or person</li> <li>• Harassment: physical, verbal, sexual and/or racial</li> <li>• Disrespectful to a teacher, adult, or guest</li> <li>• Cheating</li> </ul>	<p><b>Principal/Teacher use his/her professional discretion</b></p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Referral to the office followed by an "incident report"</li> <li>• Student completes, "reflection paper"</li> <li>• Parent is notified</li> <li>• Loss of student privileges</li> <li>• 1-3 day suspension</li> <li>• Cost of repair</li> </ul>

<b>Level: Grave - Teacher sends the student to the administration</b>	<b>Principal uses his/her professional discretion</b>
<ul style="list-style-type: none"> <li>• Consistently interfering with the rights of others to learn</li> <li>• Fighting with injury</li> <li>• Leaving school property without permission</li> <li>• Persistent opposition to authority</li> <li>• Theft and/or vandalism</li> <li>• Possession of tobacco, alcohol, drugs or weapons</li> <li>• Tampering with the fire alarm</li> <li>• Bullying</li> <li>• Repeated harassment: physical, verbal, sexual, and/ or racial</li> <li>• Repeated cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Student completes reflection paper</li> <li>• Parent is notified</li> <li>• Loss of student privileges</li> <li>• Loss of student privileges</li> <li>• 2-5 day suspension (days may increase depending on severity of the behavior)</li> <li>• Cost of repair</li> <li>• Police intervention</li> <li>• Expulsion from ASK</li> </ul>

## Curriculum

The American School of Kosova follows standards from the AERO International Standards which are in alignment with the “Common Core” standards. The curricula used at ASK are based on standards and outcomes that define the skills, knowledge, attitudes, and behaviors that students need to demonstrate in each content area. The curricula are reviewed annually, by the principal and Heads of Departments, so that all grades K2-12, will be in alignment. In addition, the Middle School English teacher acts as a part-time curriculum coach and oversee more directly how the Curriculum is being implemented. She/he makes recommendations to the principals about training that should be offered and coaches teachers in integration, differentiation, use of a variety of assessments, project management, and classroom management techniques.

## Classroom Program

The goal for all ASK students, is to exhibit the qualities of:

- Literacy-Employing critical and reflective thinking in listening, reading, speaking, writing viewing, and representing with clarity and precision;
- An Inquiring Mind- demonstrating curiosity, asking questions, motivated to understand, engaged in learning, independent self-directed thinkers;
- Applying Skills and Knowledge- in both structured and student driven opportunities;
- Positive Character- respectful, responsible, and involved in improving the world around them.

<b>Subject</b>	<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>	<b>GRADE 5</b>
Language Arts	X	X	X	X	X
Mathematics	X	X	X	X	X
Science	X	X	X	X	X
Social Studies	X	X	X	X	X
Albanian	X	X	X	X	X
Physical Ed.	X	X	X	X	X
Visual Arts	X	X	X	X	X
Art/ Graphic Arts	X	X	X	X	X

### Assessment and Evaluation

Assessment is an on- going process aimed at understanding and improving student learning. In the classroom there are three types of assessment: diagnostic, formative, and summative.

- Diagnostic Assessment- measures prior knowledge, identifies strengths and weaknesses and provides information for appropriate programming.
- Formative Assessment- provides on-going feedback to students about their progress, encourages students to build on their strengths and remedy their weaknesses, and provides the basis of communication among students, parents and teachers (4)
- Summative Assessment- provides data by which a grade is assigned that reflects the most consistent and most recent level of achievement.
- Evaluation is a judgment made about the assessments of student learning, based on established criteria.

### Report Cards-Reporting the Achievement of Learning

Report Cards are issued two times a year: in February and June. This is a picture of how the student is demonstrating understanding of the skills and knowledge outlined in the curriculum expectations. In addition, Homeroom teachers will issue, every seven (7) weeks, a report on each student that will show their achievement of the expectations and learning skills.

### Achievement of Expectations

This developmental scale identifies how often a child is demonstrating the learning expectations. The focus of the assessment is to encourage each child to seek ways to demonstrate learning more consistently.

<b>Achievement of Expectations</b>		
<b>ESL/ASL</b>	No Grade (sem. 1) receiving additional support of English/Albanian proficiency	
<b>Letter grade</b>	<b>%</b>	<b>Raw Score &amp; Explanation</b>
A+	97-100	<b>Excellent;</b> Demonstrates required knowledge and skills.
A	93-96	<b>Excellent;</b> Demonstrates required knowledge and skills.
A-	90-92	<b>Excellent;</b> Demonstrates required knowledge and skills.
B+	87-89	<b>Very Good;</b> Demonstrates required knowledge and skills.
B	83-86	<b>Very Good;</b> Demonstrates required knowledge and skills.
B-	80-82	<b>Very Good;</b> Demonstrates required knowledge and skills.
C+	77-79	<b>Average;</b> Demonstrates required knowledge and skills.
C	73-76	<b>Average;</b> Demonstrates required knowledge and skills.
D+	67.69	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
D	63.66	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
D-	60-62	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
F	59 >	Demonstrates some of the required knowledge and skills in limited ways. Below standards.

The grading scale in the Nursery and Kindergarten Levels is based on a letter system. Each child is assessed on the development of the required skills.

<b>DEVELOPMENTAL SCALE</b>
<b>C</b> = Consistently and independently demonstrated
<b>O</b> = Often demonstrated
<b>S</b> = Sometimes demonstrated; emerging
<b>R</b> = Rarely or never demonstrated, requires further development

### Homework

Homework is an essential part of learning. It is the opportunity to review and practice what they have learned during the day. It is expected that students read a minimum of 20 minutes each night; either with a parent, sibling, or alone. In addition, they may have other tasks to do to prepare for the following day.

**HOMEWORK ROLES AND RESPONSIBILITIES:**

<b>TEACHERS</b>	<b>PARENTS</b>	<b>STUDENTS</b>
<ul style="list-style-type: none"> <li>• Assign work that is relevant and purposeful.</li> <li>• Assign work that is relevant and purposeful.</li> <li>• Ensure the students have the skills and understanding to do the work</li> <li>• Set timelines that are reasonable and take into account other homework, as well as the scheduling requirements of home life.</li> <li>• Teach students how to set up and maintain their student agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a quiet place and designated time to do homework.</li> <li>• Show an interest in their child’s academic progress.</li> <li>• Monitor the student agenda.</li> <li>• Ensure homework is completed and packed in their child’s school bag ready to be turned in to the teacher.</li> <li>• Respond to teacher communications, when requested, and/or initiate communication, as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the assigned work to the best of their ability.</li> <li>• Meet deadlines for homework completion.</li> <li>• Develop a homework routine.</li> <li>• Take home needed materials and bring back what is required.</li> <li>• Ask for clarification or assistance from the teacher as required.</li> <li>• Let parents know what is happening at school.</li> <li>• Maintain the student agenda.</li> <li>• Do not take class time (school) to complete homework.</li> </ul>

<b>Homework may include:</b>	<b>Gr.1</b>	<b>Gr.2</b>	<b>Gr.3</b>	<b>Gr.4</b>	<b>Gr.5</b>
Pleasurable reading	✓	✓	✓	✓	✓
Practice of reading, writing and/or math skills	✓	✓	✓	✓	✓
Collection of materials and resources	✓	✓	✓	✓	✓
Completing classroom assignments	✓	✓	✓	✓	✓
Maintenance of agenda	✓	✓	✓	✓	✓
Major projects	✓	✓	✓	✓	✓
Preparation of oral presentations		✓	✓	✓	✓
Reviewing work/preparing study notes/studying		✓	✓	✓	✓

## COMMUNICATION-HOME AND SCHOOL

### Parent/Teacher Conferences

Parent/Teacher conferences are scheduled twice a year, in November and in March. A form will be attached to the student's report card, indicating the date and time of the interview. Parents are requested to confirm their attendance. In addition to the scheduled parent/teacher conferences, every seven (7) weeks, all homeroom teachers will post comments on all students on PowerSchool. These comments are designed to keep parents informed as to the progress of their child. If, at any time, a parent wishes to meet with a teacher to discuss student progress or other issue, they are advised to call the Office Assistant at the Ed. Center, and request a time to meet with the teacher(s). 038 412 288

### Teacher Newsletters

Each teacher in the Elementary Level, will produce a weekly newsletter for the parents, that will be issued on Fridays. This newsletter is designed to inform parents of what is happening in the class, up-coming events, important dates, a monthly menu for breakfast and lunch, as well as class room news.

### Telephone Calls to Teacher

Parent/Teacher communication is always encouraged and is an important part of the Elementary School. If a parent wishes to talk with a teacher, they are requested to call the Office Assistant at the Ed. Center to make an appointment. Phone calls during school hours will not be transferred to the teacher unless it is an emergency. Ed. Center phone number: 038 412 288

### Website

The school website contains regularly updated materials dealing with all aspects of student and school life. Check regularly for current news and coming events. [www.askosva.org](http://www.askosva.org)

## SCHOOL EVENTS

### Extra-Curricular Activities

Through the year, after school activities will be offered to all students. These "classes" are meant to enhance student learning and to offer students a different way to explore areas that are generally not covered during a normal school day. All students are encouraged to participate. After school program classes will be held at the main campus. Students taking part in these activities will be transported to the main campus. And those students who are part of the transport program, will be transported home after the classes. A calendar of events for the year is posted at the beginning of the school year.

## Field Trips

Field trips are a valued part of the enriching experiences for all of our students. They are organized both as an integral part of the academic program, and to afford students an opportunity to visit locations they would not normally go to. For all field trips, a letter will be sent home, information will be published in teacher newsletters, and they will be noted in the child's agenda. All field trip announcements will include: how they are integrated with the program, what the intended activity is and the requirements for the student. All students must have a parent authorization sheet, signed by the parent (guardian) prior to going on the field trip.

## Parent Events

At various times, throughout the year, parents will be invited to special events linked to their child's program. These events include: Germia Night, Open House, Concerts, and our Parent's Café.

## After School Program

An after school program of classes and activities, to promote the emotional, academic and self-image growth of each child, is currently being put together. This program will take place on the main campus on a daily basis. Once it has been determined what activities and classes will be offered, a letter will go home for parent to discuss with their child and determine what is best for him/her.

# SCHOOL DAY

**The School day runs from 8:00-2:30**

## Attendance

In order that all students experience the best possible academic growth and success, regular attendance is important. It is also important that every student arrive at school on time and prepared for that day's lessons. If a child will be late or absent, parents are requested to inform the teacher or call the Elementary School Coordinator Ms. Jeta Jusufi Xhelili at: 038 412 288 [jetaj@askosova.org](mailto:jetaj@askosova.org)

## Dress Code

A school uniform, for all students throughout the school, is currently being readied. All students will be required to wear this uniform to school every day. Each child at the Ed. Center, should bring a pair of "indoor" shoes that will be worn when the child is inside the school. Children will be allowed extra time to change their shoes when it is time to go out for PE or recess.

## Telephones

Phones are not allowed in the Elementary School, at any time. At the beginning of each day, all children will be requested to place their phones in a box, which will then be locked away. Phones will be returned at the end of each day. Parents must understand that the school will not be held accountable for lost or damaged phones.

## Meals/Recess Break

There are two meals served each day, breakfast and lunch. At lunch, when all the children at a table are done eating, they will be allowed outside for recess (depending on the weather). The amount of time for this recess period will be determined by the amount of time it takes for each child to finish eating. Teachers will be assigned duties both inside the cafeteria and outside during recess. A menu will be provided for these meals in the teacher's newsletters. If a parent would like to help set a healthy menu, we encourage him/her to join in planning the menus during Parent Cafes.

## Emergency Procedure

Ed. Center has a policy in place in case of Fire, severe weather, earthquakes and other events. During emergencies, we ask that parents do not try to contact the school, so that lines can be kept open to communicate with the authorities. All information about the nature of the emergency will be sent to parents as quickly as time allows.

## Fire Drill

Fire drill procedures will be introduced to the students at the beginning of the school year, during which time, teachers and students will walk through the entire procedure. During the year, the fire drill will be practiced at various times to make sure that all systems are in place and working.

## School Closure

If it becomes necessary to close schools, for any reason (e.g. severe weather), announcements are usually carried on local TV and radio stations. The school will send an email to parents/legal guardians (as time permits) or call by telephone.

## School Fees

All parents are expected to pay their school fees by the deadlines stipulated in their contracts. If fees have not been paid by the deadline date, students will not be permitted into the classroom.

## Security

The Ed. Center facility has 24 hour security.

## Visitors

All visitors are to check in with the guard at the front of the school. Visitor passes will be issued and visitors are expected to wear the pass at all times when they are on campus. In keeping with our Safe and Orderly School initiative, students are discouraged from bringing guests to school. In order to bring a guest, the parent of the host student must contact the Elementary School Coordinator Ms. Jeta Jusufi Xhelili at: 038 412 288 [jetaj@askosova.org](mailto:jetaj@askosova.org) and receive permission at least 24 hours in advance of the visit. No visitors will be admitted to any classroom without written permission of the Principal. There are two (2) visitor days planned for next year, and they are indicated on the school calendar.

## EDUCATION CENTER POLICIES

### Absences:

While we know that it is often difficult and time consuming having a sick child at home, we ask that parents send an email telling us that a child is away from school. This helps us keep account of all the children at Ed. Center. If a child has a temperature, or is feeling sick, he/she should be kept home. If a child is at school, he/she will be expected to participate in the entire school day, and all the activities of that day. If a child gets sick, or is hurt at school our nurse will administer first aid/care and parents will be informed by telephone.

### Arrival and Dismissal:

We have implemented a system in which the vans will bring the children directly to the Ed. Center, once they are picked up. We feel that this will save us a good amount of time at the beginning of the day. However, the big school bus will still pick up children from the Main Campus and bring them to the Ed. Center. If a parent brings a child to school, he/she should arrive at Ed. Center by 8:00 A.M. Students will be dismissed from the Ed. Center at 2:30 (14:30). Some will be transported to the Main Campus on the big school bus. Those students who are taking part in after school activities will board the big school bus, as these activities are scheduled on the Main Campus. Parent who pick up child(ren) at the end to the school day, are kindly advised not to park inside the school grounds, as the vans will be picking up other children at this time.

### Birthdays:

Each child's Birthday is special, and we invite parents to celebrate this day with their child's class. There are a few ways in which we can make this special time easier to celebrate with the class.

- A.** Parents should remind us a day or two in advance of a child's birthday. The teacher will then discuss with the parent the best time for the classroom celebration.
- B.** If a parent wishes to bring in treats to share with the class, these should not be homemade items, as some of the children might have allergies.

### Clothes:

Each child should bring a change of clothing in case of accidents or bad weather. These spare clothes will be kept either in the cubbies provided for the lower grades, or in backpacks for the upper grades. All clothing should have the child's name written somewhere on the inside. This will help us identify lost items and return them to the appropriate child. It is important that children is dressed appropriately for the weather. Shorts are not allowed, and hats and gloves are appropriate for the colder weather. All children should bring a pair of inside shoes that they can leave at school. These can be slippers or something that they will not wear outside. As the children go out for PE or for recess, they will be allowed time to change their shoes. We ask that all outdoor shoes have closed toes so children can feel safe at PE or recess.

### Communications:

Each week, teachers in all grades will produce a Newsletter that will go home on Fridays. This newsletter is to keep parents informed about what is happening in a child's class. It is also used to inform parents about important school events, notices about upcoming field trips, the school menu, and to keep parents updated on items that are on the school calendar. Teachers will be available via email, which will be posted in the agenda that each child receives at the opening of the school year. Please feel free to contact the teacher with any concerns or questions.

Every seven (7) weeks, homeroom teachers will post comments about a child's progress on Power School <https://ps.askosova.org/public/home.html> . Parents should make sure to have access to this site. In addition, we have two scheduled parent conferences during the school year. These are designed to provide an opportunity to meet with a child's teachers and discuss progress made during the year. Each year, we begin with an "open house" where parents are invited to meet the teachers and tour the school. This event is held at the very beginning of the school year.

### Discipline:

There are certain things that cannot be condoned at this school. We have a zero tolerance policy when this involved hitting others or saying bad words. In these instances, the school will immediately call home and address the issue with the parent. We have instituted a Character Education Program for each class at the beginning of each school day. This program will explore such issues as Bullying and Respect, along with many other topics. We hope that each child will take these lessons seriously and that parents will encourage their children to maintain their best behavior while at school. Character Education topics can be found in the student agenda.

### Field trips:

Along with Sports Days, there will be at least one field trip scheduled for each month. If a parent does not wish to have a child go on a field trip, we ask that the child be kept at home, as teachers will be supervising the field trip and unavailable. Parents will be informed at least one week in advance of these trips and where we are scheduled to go. Each child will need a parent signed permission slip to be able to attend these trips. If a parent wishes to accompany a class on any of these trips, please let us know. We welcome parents' participation.

### Food: breakfast and lunch:

Each child is served both Breakfast and Lunch each day. However, if a child does not eat what is served, we encourage parents to send a HEALTHY lunch from home. We ask that parents do not include snack items in these lunches or allow a child to bring snack foods to school. We are attempting to provide a healthy menu for each meal and ask that parents review the menu each day to determine if the food selected for that day suits their child's needs. We do not allow children to eat chips, candy or cola in the morning and generally discourage these items at all times.

### Nap Time:

Children in classes N2-3, K-4 and K-5, are encouraged to take a nap each day. Nap times are set and will be posted in the Newsletters that go home each week. We realize that each child will not necessarily nap, but we do ask them to rest quietly. If a child has a favorite pillow or blanket that offers them comfort, they may bring that item with them to nap time.

### Photographs:

From time to time, we like to take pictures of our students as they are involved in different activities. The photographs might be posted around the classroom and in the newsletters. All photos are for school use only and will not be published in any other form. If a parent feels that it is not proper for us to use photos of his/her child in this manner, we request that the parent inform the school.

### Routines:

Upon arrival at the school, each child is expected to participate in all school activities. Parents are requested to inform us before the start of the school day if for some reason a child is not able to participate in physical activities. Written notification will assist in this. Our daily routine includes recess after each lunch. All children will be asked to go outside during this time, depending on the extremity of the weather, and all children will be encouraged to take part in recess.

### Toys:

There is no room at school for toys. Children should not bring them to school, as this could cause problems with sharing. If toys are brought to school, they will be collected and held in the office until a parent picks them up.

### Vacations:

If a parent is traveling out of town and knows the dates that a child will not be in school, we ask that the parent notify us in advance so that work can be prepared to keep his/her child up to date with the class. We ask that the parent fill out the green permission form available from Ms. Jeta Jusufi Xhelili [jetaj@askosova.org](mailto:jetaj@askosova.org)

We are trying our very best to provide each child with the very best educational experience they can get, in the safest environment that we can provide. We encourage parents to help us to this end. We are open to suggestions for improvement in any aspect of our school, and we look forward to parents sharing them with us.



# American School of Kosova

Educating the leaders of tomorrow. For a better future.

STUDENT AND PARENT

HANDBOOK AGREEMENT

Student: I have read completely and understand the rules and procedures described in this handbook, and agree to abide by all school policies and expectations.

Parent: I understand the rules and procedures described in this handbook and agree to support my child and the school in ensuring that these expectations are met.

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Parent Name/ Signature

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Student Name/ Signature

We welcome any feedback or suggestion you might have. You can use the following space or email us.



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