

DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
**Osan American High School**  
UNIT # 2037  
APO AP 96278-2037



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
**Osan American High School**  
Unit 2037  
APO AP 96278-2037



1 August 2012

Telephone Numbers

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031-661-9096 (Off Base Access) 0503-3 and last 6 digits of your DSN number  
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From USA 01 1-82-31-661-9121  
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SCHOOL HOMEPAGE ADDRESS: [www.osan-hs.pac.dodea.edu](http://www.osan-hs.pac.dodea.edu)  
School Secure Website: <http://extranet.oahs.pac.dodea.edu>

Key Personnel

Principal	Morgan Nugent	784-9094
Assistant Principal	Jesus Calderon	784-9096
Counselor (Grade 9-10)		784 -1491
Counselor (Grades 11-12)	Laura Votipka	784-9097
Registrar	Chong Cha Kim	784-9098
Attendance Clerk	Susan Kinmon	784-9098
Secretary	Renee Petree	784-9098
School Nurse	HyoEun Elliot	784-9117
Supply	Mr. Han	784-9110
Athletic Director	Linda Concepcion	784-9199
Transportation Office	Mr. Graves/Ms. An	784-7250



Dear Parents and Students,

On behalf of the faculty and staff, I would like to welcome you to Osan American High School. We want to ensure that your child has a successful school year and is prepared for the challenges of tomorrow. In order to ensure your child's success, we must have active participation from you and your child. We must have an engaging classroom with rigorous instruction taking place that will prepare your children for this global market. You must have a caring and knowledgeable administrative staff that will push your children to reach their fullest potential. At Osan American High School, this is what we will strive for everyday.

If you are new to our school, I would like to encourage you to become actively involved in our school by joining our PTSO, becoming an AVID tutor, or calling me and setting up a time where we can talk to see what you could do to assist us in our school meet your child's needs. For those of you who are returning, I trust that you will continue to support the school through your ongoing participation in programs, special activities, and frequent communications.

The purpose of this handbook is to provide information regarding school policies and procedures and to point out ways in which you and our staff can work together to ensure that your child is successful here at our school. Please take time to familiarize yourself with this handbook with your child. It is important that we are all communicating the same expectations. Osan American High School has a tradition of excellence, a tradition that I pledge to do all in my power to continue. We will continue to move towards a goal of **"Striving For Excellence"**. We look forward to working with you and your child to make this a great school year. Together, we can help all students meet the DoDEA Community Strategic Plan Goal of ensuring **Highest Student Achievement**.

Sincerely,  
Morgan Nugent  
Principal



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**COMMUNITY STRATEGIC PLAN**

As we begin the new school year, the Department of Defense Education Activity will continue to implement a Community Strategic Plan (CSP). This plan contains the strategic direction for DoDEA for the years 2006-2011, and updates the focus we began in 2001 with the first strategic plan.

The process used to develop this five-year plan included representation from DoDEA constituencies around the globe. This leadership team of parents, military leaders, and educators used a process characterized by intensity, focus, democracy, and consensus. They reviewed and reevaluated the existing plan and research. The revised plan was reviewed by the Dependents Education Council (DEC), consisting of senior military members from commands worldwide. The final document includes a vision, mission, guiding principles, four goals, outcomes, measures, and milestones.

Most importantly, the plan provides a road map for Osan American High School as we address accreditation issues and work toward improving instruction and student achievement. We are committed to regularly informing staff, parents, and community leaders about the plan. More importantly, we will renew our efforts to seek the involvement of our employees, parents, and commanders at all levels in the school improvement process. The process at the grassroots level helps us use assessment data to identify areas in that we should focus on to increase student achievement.

Please notice our CSP posters highlighting our vision, mission, and guiding principles displayed throughout the school. You can find additional details about the revised CSP on the DoDEA website at: <http://www.dodea.edu/csp/>. I welcome your active interest, support, and involvement as we initiate this new plan. As parents and educators, we share a mutual obligation to ensure success and make a difference for every child in our military community.

Morgan Nugent  
Principal

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**SECTION I: INTRODUCTION**

## A Historical Perspective

Osan Air Base opened its runways to the Americans in 1952. For over five decades, the Air Force has been assigned here with the mission to deter the threat of North Korean aggression.

High school students from Osan Air Base and Camp Humphreys traveled by bus to the US Army Yongsan, South Post, to attend Seoul American High School. The students were on the buses three to four hours each day at a cost of approximately \$60,000.00 annually. With the increase of accompanied tours for the military and DoD civilian personnel came the growth in the population of school age dependents. The increasing highway hazards and congestion, coupled with the overcrowded conditions at Seoul High School, prompted Command to identify student options. Several options were considered to include creating a dormitory at Yongsan, commuting by train, or providing military helicopter transportation for 83 students.

On 5 October 1992, Colonel Michael F. Thuss, Assistant Chief of Staff, Engineering, presented a Point Paper to identify problems, issues, and options to reduce the three-hour commute. Out of this paper came the recommendation that the Air Force coordinate with the ROK Ministry of Education to build an American high school at Osan Air Base.

On 16 October 1992, Mr. Ted Lee Moore, Assistant Principal, Osan Elementary Middle School, submitted a request for the construction of Osan American High School.

On 8 January 1993, LTC Antonio P. Nofuente, Deputy Director of Civil Engineering, Pacific Air Force, authorized the design and construction of Osan American High School that could be opened for school year 95/96. His recommendation stated, "This is a command interest project ... Go full court press' and let's get it done." The notice to proceed with construction was issued 16 December 1993. The contract amount was 12,689,733 dollars. The site selected meant the relocation of Popeyes, the preschool, and the community football field.

In August 1995, under the leadership of Mr. James Szoka, Principal, and Dr. Suzanne O'Shea, Assistant Principal, Osan American High School enrolled students grades 7-12 from the Osan Air Base and Camp Humphreys military communities.

In August 2009, 7<sup>th</sup> and 8<sup>th</sup> graders from the high school along with 6<sup>th</sup> graders from the elementary school joined to start Osan Middle School.

## **DoDEA's Mission, Vision, Guiding Principles**

## **Mission**

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

## **Vision**

Communities investing in success for ALL students!

## **Guiding Principles**

- **S**uccess for All Students
- **T**rust and respect for others
- **U**ncompromising advocacy for students
- **D**evelopment of lifelong learners
- **E**qual access to quality, rigorous education
- **N**ew and motivating challenges to inspire excellence
- **T**eaching with high expectations
- **S**afe and stable learning environment.

## **Osan American High School Vision Statement**

### **Vision Statement**

Osan American High School strives for a community where:

- Students, families, staff, and community work in close partnership.
- Teachers emphasize commitment, responsibility, and high level skills necessary to empower students to succeed in a global society.
- Students display good character and are actively engaged in continuous learning.

### **Goal 1 (Synthesizing and Evaluating Texts)**

By June 2014, all students will increase performance on targeted critical reading skills using instructional interventions implemented in all curricular areas as measured by the TerraNova 3<sup>rd</sup> Edition Reading Subtest and other system-wide and school based assessments.

### **Goal 2 (Writing)**

By June 2013, all students will increase performance on targeted writing skills using instructional interventions implemented in all curricular areas as measured by the TerraNova 3 Language Arts Subtest and other system-wide and school based assessments.

## **SECTION II: STANDARDS**

## School Accreditation

Osan American High School is a federal activity, funded by the Department of Defense, and accredited by the NCA CASI, which is part of the unified organization AdvancED whose focus is to help member schools continually improve student performance and school conditions. Their accreditation standards and process are based on ongoing self-assessment against quality standards, rigorous on-site evaluation, and continuous improvement. The AdvancED accreditation standards serve as the foundation for the accreditation process. Osan High School is dedicated to adherence to the high standards demanded by DODEA and AdvancED. Diplomas and credits earned at Osan American High are fully recognized and transferable.

## Curriculum Standards

A great deal of time and effort is devoted to scheduling courses for each student. Based upon student needs, the schedule is built and the faculty assigned individual teaching responsibilities. The counselor, in consultation with the student and sponsor, develops the most appropriate program of study within the existing curriculum. It is necessary that students take courses offered at their current grade level. Variations of this plan must be requested by the student's parents, recommended by the counselor, and approved by the administration.

## Graduation Requirements

To qualify for a DODEA diploma, seniors must earn a minimum of 26 units of credit. Credits earned are either REQUIRED or ELECTIVE. A required credit is a course that a student must complete for graduation. An elective credit is chosen by the student, after consultation with the counselor, in order to meet future educational and vocational needs. It should be emphasized that these are minimum requirements.

Students may graduate when they have met the graduation requirements that are scheduled over a four-year period. Graduation requirements are found in DSR 2000.1, "High School Graduation Requirements," August 27, 1997. Diplomas are issued at an official graduation ceremony.

## Honor Diploma Criteria

A student must earn passing course grades and take the requisite exams in a minimum of four (4) Advanced Placement Courses. A student must obtain a cumulative grade point average of 3.8 or higher calculated from student grades attained at the end of the semester of the graduating year based on DoDEA's grade point average calculation.

DoDEA will accept the official credits and grades of transfer students. Courses interrupted by transfer may be continued if, in the judgment of the Principal, the time lost in transfer did not negatively impact on the student's chances for successful completion. Students enrolling during their senior year may graduate by meeting the requirements of their previous school if, through no fault of their own, they cannot meet the DoDEA graduation requirements.

Students are expected to complete 8 semesters of high school in preparing for graduation. Upon application, students may be considered for early graduation after completing all graduation requirements.

Application for early graduation, with parental approval, must be submitted in writing to the Principal prior to course selection. Grade 12 students who desire to graduate at the end of the first semester must submit an application within two weeks of Fall registration. The **official** graduation ceremony takes place at the end of the second semester.

Handicapped students as defined by DoD Instruction 1342.12, may qualify for graduation by either: 1) satisfying the requirements stated above; 2) meeting the objectives for graduation in their Individual Education Program (IEP); or 3) earning Carnegie units.

## Grade Classification

Secondary grade-level status will be determined by the number of credits earned.

Grade 9 – Freshmen – Students must have completed grade 8 and have been promoted to grade 9; or have enrolled in grade 9, but have not earned six credits.

Grade 10 -- Sophomores -- Students who have earned at least six credits.

Grade 11 – Juniors – Students who have earned a minimum of 12 credits. It is required that the student be able to meet all graduation conditions and requirements, with normal scheduling for the junior and senior years.

Grade 12- Seniors - Students who have at least 18 credits; however, the Principal may make exceptions. Students are to comply with all the graduation conditions and requirements, with optimum scheduling, by the conclusion of the school year.

**Required Courses**

<b>DoDEA Graduation Requirements</b>	
<b>Required Courses</b>	<b>Units</b>
<b>English Language Arts 9, 10, 11, 12</b> (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
<b>Social Studies</b> (1 credit of U.S. History, 1 credit of either World Regions or World History, and 1/2 credit in U.S. Government required.)	3
<b>Mathematics</b> (Algebra I and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.)	3
<b>Science</b> (Biology is required and either a Chemistry or Physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)	3
<b>Foreign Language</b> ( A total of 2 credits in the same foreign language is required.)	2
<b>Professional Technical Studies</b> (1/2 credit must be in a computer technology.)	2
<b>Physical Education</b>	1 1/2
<b>Fine Arts</b> (Courses used to meet this credit must relate to: Visual Arts, Music, Theater, Dance, and/or humanities.)	1
<b>Health Education</b>	1/2
<b>Sub-total for Required Courses</b>	20
<b>Sub-total for Elective Courses</b>	6
<b>TOTAL CREDITS</b>	<b>26</b>

The Guidance Counselor will assist in determining specific requirements.

**Advanced Placement**

Juniors and seniors are offered college level Advanced Placement courses. It is required that, prior to enrolling in an AP course, the student and the sponsor fully understand the course requirements and demands. As a college level course, the AP class is designed to challenge and stretch the participants' skills; therefore, teacher recommendation is important. AP courses are weighted grade courses. AP exams are administered during fourth quarter.

**College Credit**

Seniors have the option of enrolling in University courses during the school day for college credit. They must have a "B" average at the end of their junior year and a letter from the principal confirming their academic status.

**Grading System**

The following letter grades will be used to evaluate a student's achievement:

Letter	Percentage Range	Grade Point Value	Weighted
A	90-100	4	5
B	80-89	3	4
C	70-79	2	3
D	60-69	1	2
F	0-59	0	0
E	Effort*		
I	Incomplete – reverts to an “F” after two weeks if work is not completed		
P	Credit but no point value (Must be approved before school year begins)		

Grade Speed Parent Portal:  
<http://dodea.gradespeed.net>

**Weighted Grades**

Courses offered in grades 9-12 that have been designated as Advanced Placement will be weighted (see values above) only if the student takes the AP exam at the end of the school year. Weighted grade point averages (GPA) are recorded on report cards and transcripts. Grades are weighted at the end of the school year for students that complete their End-of-Year AP exam. When calculating grade point averages for Scholar Recognition, class rank and graduation honors; DoDDS does not recognize plus or minus grades. For example, "B", "B+" or "B-" all reflect the value of 3 unit points.

### **Progress Reports**

Progress reports are issued to all students. These reports are usually mailed to the sponsor during the fifth week of the grading period; however, they may be given at any time.

### **Semester Exams**

The semester exam schedules will be published.

### **Report Cards**

Report cards are issued each quarter. Conferences will be held after the first and during the third grading periods. For the second and fourth grading periods, report cards will be given to the students and mailed home. Questions concerning grades should be directed to the teacher of that class. Copies of computer-generated report cards may be:

- placed in the student file
- given to the student
- mailed to the sponsor

### **Testing Programs**

A number of national standardized tests will be administered. They are of special significance for students seeking financial aid through scholarships and loans. Information describing these tests is available in the guidance office. College Board tests are administered annually. OAHs is a test site for the Scholastic Aptitude Test (SAT). See the senior counselor for applications and scheduled dates.

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualification test (PSAT/NMSQT) is a shorter version of the SAT and is given in October. It enables students to predict the scores on the SAT, to compare and estimate their ability to succeed in college, and to experience a test similar to the SAT, ACT AND ASVAB.

### **DoDEA System-Wide Testing**

Each year DoDEA assesses students on standardized achievement tests. Scores are shared with parents and posted to the student's file.

### **Student Records**

The school maintains records for all enrolled students. Permanent copies of secondary transcripts are retained at the school for four years following graduation or withdrawal from OAHs. At the end of the fourth year, transcripts are forwarded to the Regional Executive Services Division. After five years transcripts may be requested through:

Educational Testing Service  
P.O. Box 6605 Princeton  
New Jersey 08541.

There is a nominal fee for each copy requested from this agency.

### **Acceleration Policy**

The conditions and procedures for acceleration to complete courses are:

1. The sponsor must present PCS orders or a written request (if orders are not yet available) to the registrar at least 30 calendar days prior to departure date.
2. Semester credit is earned if there are fewer than 20 days left in the semester before the departure date.
3. The withdrawal date from school is TWO days prior to the departure date.
4. All completed accelerated work must be turned into the individual teachers no later than five school days prior to withdrawal from school.

### **Seminar**

Seminar is one period every other day that students may use to gain assistance from teachers, attend school assemblies (without detracting from academic time), or participate in other school activities.

## SECTION III: STUDENT RIGHTS AND STANDARDS

Osan American High School's behavior codes are in **accordance with DODEA Regulation 2051.1 Department of Defense Education Activity Disciplinary Rules and Procedures, dated April 4, 2008**. The management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military and school communities; that consists of teaching and reinforcing positive student attitudes and behaviors... Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. These expectations apply to student conduct during school activities:

- while on school property
- while en route between school and home or any school activity
- while on vehicles owned by the Government or contracted
- during the lunch period on a school day on or off campus
- during all school-sponsored events/activities that affect the mission or operation of the school or district including study trips, sporting events, assemblies, and evening school-related activities. (see **DoDEA Reg 2051.1 for entire guide**)

### Student Rights

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their views and listen to and evaluate the opinions of others. Mutual respect between staff and students is basic to this concept.

### Dress Code

The standards for acceptable dress and grooming are neatness and cleanliness. Students are not to be attired in clothing that compromises safety or modesty, or that is disruptive to the educational process. A student will not be permitted to attend classes if his/her appearance does not meet the standards listed below. Parents will be notified by the administration to bring a change of clothing for the student.

Students' attire standards include:

- No bare feet, bare midriffs, short shorts, short skirts (knee and 5 inches from the floor), halter-tops, deep scoop-neck shirts, tank tops, see-through sheer blouses, spaghetti straps, tight, revealing, or sagging pants.
- No unsanitary clothing.
- No clothing with cigarette, beer, alcohol, or drug statements or advertisements contains language or symbols oriented toward violence, sex, drugs, or any prohibited substance.
- For safety concerns, students may be asked to remove excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them.
- No dark glasses in school unless medically prescribed in writing.
- No headgear inside the building such as hats, caps, hoods, bandanas, sweatbands, headphones, etc. will be confiscated, sent to the office and the parents must come and pick-up from the secretary in the main office. The exception is that hairbands are allowed only, but they are not to be more than ¼ inch with no writing and must be stretch elastic.
- All clothing, including shoes must be appropriate for the activity.

*School administrators have the authority to make decisions about the appropriateness of all school attire.*

### School Standards

Students will display respect towards all members of the school community by:

- refraining from acts of violence or potential endangerment
- refraining from harassment of a sexual, racial, or religious nature
- respectfully complying with staff members' directions

Students will display respect toward school facilities and property. The abuse, misuse, destruction, or theft of personal property will not be tolerated. Students will take a responsible part in their learning by attending class regularly, being punctual, bringing supplies, and participating in class. Students will not bring items that are disruptive to the educational climate. Acts of dishonesty (i.e. lying, cheating, plagiarism, and stealing) will not be tolerated. They are subject to disciplinary action.

### Electronic Devices

Personal music devices are authorized before and after school (outside the building) and lunchtime (cafeteria and outside). Cell phones are not authorized in the school (only outside). Classroom use of music devices must

be authorized by the teacher. At no time should a cell phone be used during class time. Unauthorized electronic devices will be confiscated.

### **“Zero Tolerance” Policy**

DoDDS-Korea and Osan American High School have a policy of "**Zero Tolerance**" of weapons and drugs on school property. It is absolutely essential that all students are aware our schools are to be free from weapons or anything that might resemble a weapon, even a toy.

Government regulations are very specific concerning the identification, control, and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as serious misconduct.

To ensure the safety of DoDDS Pacific students and staff, any incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

Military law enforcement procedures at a minimum will result in:

- a. Confiscation of the item.
- b. An investigation of the incident to include interviews with all involved individuals.
- c. A review of the case for intent. If it is determined that the intent of the incident is unlawful, the item will be held by authorities for appropriate disposition. Disposition may include the destruction of the item.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions which may be taken by the authorities range from counseling to the suspension of base privileges to removal employees and their family members as well as military family members are subject to these actions. For incidents involving DoDDS students and occurring on activities, appropriate student disciplinary action will be taken, which may result in expulsion from school.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.

Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at school or at a school activity are inherently dangerous and require a recommendation for expulsion.

The use, possession, sale, or purchase of marijuana, alcohol, or any substance defined by law as a drug, unless specifically prescribed by a doctor for personal use, is prohibited. Students violating this policy will have their parents notified and will be suspended.

Students possessing or using tobacco products within the campus grounds will be suspended.

Additionally, Osan American High School's position is that any student who strikes a teacher or administrator or verbally threatens a teacher with physical harm will be subject to expulsion.

### **Criminal Actions**

Assault, arson, vandalism, theft, possession or distribution of drugs and possession of a weapon will result in the school filing an official complaint with the military police. The student will be suspended pending a decision by the Community Commander. A Disciplinary Committee will be convened to address expulsion.

### **DoDEA Regulation 2051.1**

#### **Disciplinary Rules and Procedures**

#### **E3. ENCLOSURE 3**

#### ***GROUNDS FOR DISCIPLINARY ACTIONS***

E3.1. General. This enclosure describes student conduct warranting disciplinary action or consequence and provides guidance as to the seriousness of offenses. However, this Regulation does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct that may result in disciplinary consequence and is intended to alert principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. Disciplinary sanctions may be imposed for student conduct:

E3.1.1. While on school property.

E3.1.2. While en route between school and home or any school activity.

E3.1.3. While on vehicles owned by the Government or contracted by DoDEA schools for the transport of students.

E3.1.4. During the lunch period on a school day, whether on or off campus.

E3.1.5. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the

school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

E3.1.6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions. For out-of-school actions that involve First Amendment rights, there must be substantial disruption to the school.

E3.2. School Bus Discipline. Rules of student behavior and disciplinary procedures prescribed in enclosure 8 that are applicable to students en route by DoD-sponsored school buses between home and school and/or school-sponsored events and activities. The school has the discretion to process disciplinary actions for school bus infractions solely within the context of procedures prescribed in enclosure 8, or as a part of school discipline generally. Disciplinary action that might affect a student's special education program must be processed under the disciplinary procedures for students with disabilities. (See enclosure 6)

E3.3. Additional Guidance at the School/District Level. In addition to this guidance, individual schools; school districts; or directorates may promulgate student policies/manuals that implement the procedures of this Regulation subject to prior coordination in accordance with subparagraph 5.2.8. of this Regulation.

E3.4. Discipline for Minor or First Offenses. A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others through the use of written or oral reprimands or notice to the sponsor/parent/guardian, time out, teacher/student conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language; disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. Nothing in this paragraph precludes the imposition of more serious disciplinary actions when a student engages in repeated or multiple acts of misconduct and the teacher or principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe

consequence than contemplated by this paragraph. Grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

E3.5. Grounds for Removal. A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

E3.5.1. Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h)(3) of 18 U.S.C. (reference (k)).

E3.5.2. Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.

E3.5.3. Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.

E3.5A. Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut.

E3.5.5. Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. A mandatory expulsion recommendation is required for a second offense.

E3.5.6. Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.

E3.5.7. Robbing or extorting, or attempting robbery or extortion.

E3.5.8. Damaging or vandalizing school, U.S. Government, contractor, or private property.

E3.5.9. Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.

E3.5.10. Committing any lewd, indecent, or obscene act; or engaging in habitual profanity or vulgarity.

E3.5.11. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also

includes: lying to and/or making false statements to school personnel, violation of the school honor code, and/or the violation of other rules and guidance established for an orderly educational atmosphere.

E3.5.12. Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).

E3.5.13. Gambling in any form.

E3.5.14. Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.

E3.5.15. Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

E3.5.16. Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerrys; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.

E3.5.17. Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, bum, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).

E3.5.18. Forging, cheating, or plagiarizing the work of others.

E3.5.19. Possessing or using fireworks or other explosive devices.

E3.5.20. Violating attendance regulations or policies (i.e., truancy).  
18 DoDEA Regulation 2051.1

E3.S.2I. Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.

E3.S.22. Violating any law, rule, regulation, or policy of the military installation or the school.

E3.S.23. Failing to report or otherwise be complicit in the above-described acts.

E3.6. Notice to Law Enforcement Authorities. The principal of the school shall notify the Installation Commander, or his or her designee for law enforcement or legal affairs, of any acts that may violate local laws or any situations that may pose a threat to the safety or security of the installation.

E3.7. Confiscation of Property. Authorized school officials may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by this Regulation, or good order and discipline. Unless possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of disciplinary action.

#### **Recommended Consequences\***

Consequences may differ depending on severity of infraction

#### **Tardy Policy and Procedures**

If a student reports to class without an excuse written by the secretary, an administrator, or a teacher, then the late entry into class will be recorded as TARDY. Tardiness to class is unacceptable because it interrupts and is disruptive to the education process.

Cumulative for the Quarter:

- **1<sup>st</sup> TARDY**= student warning
- **2<sup>nd</sup> TARDY**= parent notification (Secretary)
- **3<sup>rd</sup> TARDY**= 1 hour detention
- **4<sup>th</sup> TARDY**= 2 hour detention
- **5<sup>th</sup> TARDY**= 2 hour work detail
- **6<sup>th</sup> TARDY**= 4 hour work detail (Saturday) Parent will accompany the student to school and the student will clean the parking garage building 234 from 8-12pm.
- **7<sup>th</sup> TARDY**= EXCESSIVE TARDIES- Suspension

## Truancy Policy and Procedures

Truancy is the failure to attend a scheduled class or classes without proper notification from parents or guardians and is in violation of DoDDS attendance policy. Truancies are unexcused absences and will result in a “0” for all work missed, or due, during the truancy period. The OAHS truant policy is:

Truancy #1- Parent contact and school work detail for 85 minutes for each period or portion of a period truant at anytime during the school day.

Truancy #2- Parent contact, school work detail, parent-student-administrator conference.

Truancy #3 or more- Suspension (progressive), referred to counseling, and command notification.

## OSAN AMERICAN HIGH SCHOOL CONSEQUENCES FOR BEHAVIOR INFRACTIONS

Effective 27 August 2012

Infraction:	Consequences:		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Alcohol Possession/Use	5 Day Suspension and ASAC Referral	10 Day Suspension and Expulsion Hearing	
Physical Assault towards a Staff Member	10 Day Suspension and Expulsion Hearing / 51 <sup>st</sup> Security Force Notification		
Computer Abuse or Crime	Restricted Use / Possible Forfeiture of Use	2 week suspension	Semester loss
Destruction of Property	5 days/Restitution/51 <sup>st</sup> SFS notified	10 days/ Restitution/ 51 <sup>st</sup> SFS notified	
Disruptive Behavior	Detention/parent notified	Detention/work detail	1 Day Suspension
Dress Code Violations	Warning / Correction of Dress Parent called	Correction of Dress Parent called/ detention	1 Day Suspension
Drug Possession/Sale/Use	10 Day Suspension / Expulsion Hearing and 51 <sup>st</sup> SFS Notification		
False Fire Alarm	5 Day Suspension and 51 <sup>st</sup> CES/CEF Referral for safety training/referral to 51 <sup>st</sup> SFS	10 Day Suspension, Expulsion Hearing 51 <sup>st</sup> SFS Referral	
Fighting	5 Day Suspension (unplanned) double Suspension (premeditated)	9 Day Suspension	10 Day Suspension and Expulsion Hearing
Cheating/Plagiarizing	Parent notified by teacher, zero for the assignment or test. Information will be put into ASPEN	Parent notified by administration, zero for the assignment or test and student is suspended for one day.	Parent notified by administration, zero for the assignment or test and student is suspended for two days. Suspensions are cumulative.
Contributing to fights	1 Day Suspension	3 Day Suspension	5 Day Suspension
Forgery	1 Day Suspension	2 Day Suspension	3 Day Suspension
Inherently Dangerous Items (Weapons) additional penalties are listed in the DODEA Zero Tolerance policy grid.	10 Day Suspension / Expulsion Hearing / 51 <sup>st</sup> Security Force Notification		
Defiance of Authority	Detention	Work detail 85 minutes	1 Day Suspension
Physical Assault towards a student	5 Day Suspension and Expulsion Hearing / 51 <sup>st</sup> Security Force Notification		
Prohibited Items: Toys / MP3 Players / etc.	Confiscate by teacher / Turn in to Office / Parent Retrieval	Detention / Parent Conference	1 Day Suspension
Profanity / Vulgarity towards student	Detention	Work detail	1 Day Suspension
Public Display of Affection (beyond holding hands)	Counseling/Parent notification	Parent notification/ Detention	Parent notification/ work detail and then suspension
Sexual Assault	10 Day Suspension and Expulsion Hearing		
Sexually Offensive Behavior	3 Day Suspension and Counseling Referral	5 Day Suspension and Counseling Referral	10 Day Suspension and Command Notification
Sexual Harassment / Peer Abuse	5 Day Suspension and Counseling Referral	10 Day Suspension and Expulsion Hearing	
Stareplay	Detention	Work detail	1 Day Suspension
Smoking / Possession of Tobacco Products	3 Day Suspension and Referral to ASAC	4 Day Suspension and Referral to ASAC	5 Day Suspension and Referral to ASAC

## Cheating and Plagiarizing

Cheating and plagiarizing are not acceptable. Cheating and plagiarizing include, but are not limited to, the following:

- Copying and pasting information from a book, magazine, encyclopedia CD-ROM, or the internet without giving credit to the resource.
- Sharing information or answers for a quiz or test with the students who will take the assessment at a later time or date.
- Copying another person's homework, notebook, or assignment.
- Providing homework, notebooks, or assignments to others who hand in such work as their own.
- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.

Students who cheat or plagiarize will not receive credit on that examination, project, or homework assignment, and parents will be notified by the teacher. Future infractions can result in a suspension.

## **SECTION IV: ATTENDANCE**

### Attendance Policy

Attendance at school is a significant predictor of learning and academic success. DoDEA Regulation 2095.01 is the attendance policy that the school must comply with. This policy is based on the foundational principle that regular student attendance promotes higher levels of student achievement and readiness for life beyond school. This new policy mandates school attendance, requires 180 instructional days per academic year, but recognizes the reality of unavoidable absences such as illness and emergency situations. This policy also aligns with the Interstate Compact on Educational Opportunity for Military Children standard that requires school systems to respect the unique needs of military families when considering requests for excused absences.

Key components of the attendance policy include:

<b>**Theft/Possession of Stolen Items</b>	3 Day Suspension / Restitution / Counseling / 51 <sup>st</sup> SFS Notification/ Restricted from being in the school after 3:30pm	5 Day Suspension / Restitution / Counseling / 51 <sup>st</sup> SFS Notification/ Restricted from being in the school after 3:30pm	10 Day Suspension / Restitution / Counseling / 51 <sup>st</sup> SFS Notification/ Expulsion hearing
<b>Verbal Assault towards a Staff Member Profanity/Vulgarity</b>	3 Day Suspension	5 Day Suspension/Referral/ consider alternate placement	10 Day Suspension
<b>Threat of Physical Violence to a Student</b>	1 Day Suspension Notify 51 <sup>st</sup> SFS	3 Day Suspension	5 Day Suspension
<b>**Threat of Physical Violence to a Staff Member</b>	5 Day Suspension and Counseling	10 Day Suspension and 51 <sup>st</sup> SFS Notification Expulsion Hearing	
<b>Truancy / Failure to Sign-out / Leaving Campus</b>	Work detail 85 minutes for each period truant/parent notified	Work detail 85 minutes for each period truant/ parent notified/Referral MFLC	1 Day Suspension/ parent conference (progressive)
<b>Use of cell phones, music and game devices in the school building</b>	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it. Detention	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it. Detention	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it. In school suspension
<b>Vandalism</b>	3 Day Suspension / Restitution / Clean Up and 51 <sup>st</sup> SFS Notification	5 Day Suspension / Restitution / Clean Up and 51 <sup>st</sup> SFS Notification	10 Day Suspension/ Restitution / Clean Up / 51 <sup>st</sup> SFS Notification and Expulsion Hearing

### **This List Is Not All-Inclusive.**

**All consequences will be determined on a case-by-case basis. Mitigating circumstances will be taken into account when determining final discipline.**

\* Students with multiple infractions will be dealt with more harshly with consequences of additional days, etc.

\*\* Students will be automatically excluded from the team or other school sponsored activities due to infractions with 2 stars by them.

- A requirement for students to complete an educational plan consistent with regularly planned school work during absences.
- Increased communication with parents about the effect of absences on academic performance.
- Extended absences for family vacations should be minimized; a Notification of Absence Form must be completed and submitted to the School Attendance clerk five school days in advance of the absence. If approved, the student will require an educational monitoring plan that provides a comparable experience to what they would receive in class content, rigor, and expectations. This will require a great deal of effort on the part of the teacher, student, and parent to plan before leaving and complete while absent.
- Referral of students with 5 days of absences to the Student Support team and with 7 days of absences per semester (excused or unexcused) to the sponsor's base command element for appropriate intervention and support.
- Loss of academic credit if a student accumulates 7 cumulative absences; this may impact grade level placement as well.
- Curricular and non-curricular activities will be coded as "present school sponsored curricular/non-curricular activity. Far East events and interscholastic sports are thus not counted as "excused or unexcused absences" and do not factor into the 5 and 7 day attendance triggers described above.
- Daily record-keeping, review, and analysis.

Excused absences are those resulting from illness, medical/dental appointments, athletic or extracurricular activities, or family emergencies. Absences that do not fit into one of these categories or seem inconsistent with educational goals will be considered unexcused. Parents are asked to assist the school in enforcing its attendance policy by not excusing children for inappropriate reasons.

Unexcused absences fit several categories. The first are brief absences resulting from late arrival to any class during the school day. This type of absence is considered a "tardy." Students are considered tardy even when:

- Missing a bus, or a ride, or arriving late due to the fault of the sponsor.
- Being delayed by SPs at any gate upon arriving.
- Students are allowed two unexcused tardies per academic quarter before disciplinary consequences occur.

The second and more serious unexcused absence is missing a day or days of school, or a failure to come to school on time or improperly leave the school without being signed out by a parent. The following examples are considered unexcused absences:

- Modeling, commercial movie making, or personal money making ventures.
- Seeing friends or relatives off at the air terminal.
- Family trips not coordinated with the school.
- Babysitting
- Oversleeping.

When a student is absent for a full school day or a partial school day, parents must provide a note to the school registrar excusing the absence. An email is also acceptable.

The note or email is mandatory; if an absence is unexcused by a parent students will face disciplinary action for truancy and will not be allowed to make up missed work. The note or email for absences must include the following information:

- Student name
- Date and time of absence
- Reason for absence
- Parent/guardian signature
- Parent/guardian phone number

The DoDDS educational program is organized on the premise that all students will attend school/class regularly and punctually. Adherence to the policy is the responsibility of **sponsors** and **students**. Sponsors will be periodically informed of excessive and/or unexcused student absences. Sponsors are encouraged to contact the school for information regarding their student's attendance. Students are expected to be in their seat and prepared to work when the tardy bell rings.

### Excused Absence

An **excused absence** is one in which the student will be given make-up privileges and credit. Excused absences will be granted for the following:

- Illness
- Medical, dental, or legal appointments which cannot be arranged other than school time
- Family emergency (severe illness or death)
- School sponsored activities such as athletic contests, music and drama programs, and study trips

- Travel when accompanied by parents or school personnel

### **Procedure**

A note is required from the student's sponsor following any absence, with the exception of school-sponsored activities. The note is to include the student's name, date of absence, sponsor's name, and telephone number (home or office), reason for the absence and the sponsor's signature. Students must submit a note to the attendance office upon their return to school. Otherwise, the absence remains **unexcused**, and students **will not** be granted make-up privileges for classes missed. **A telephone call does NOT substitute for a written note.**

### **Pre-Arranged Absences and Work**

The sponsor will provide documentation for any pre-arranged absence. The pre-arranged absence form must be completed and signed by the student's teachers and sponsor. It is the student's responsibility to get assignments prior to departure and to turn in the completed work upon return.

### **Make-up Work**

For an excused absence, the student is responsible for obtaining and completing make-up work. For every day of an excused absence a student has one day to complete make-up missed work. This includes all activities and athletics.

### **Unexcused Absences**

An unexcused absence denies the student the right to make-up work for credit. The following will be considered unexcused:

- Oversleeping
- Missing the bus
- Loss of school bus, and/or base/post privileges
- Babysitting
- Non-school sponsored activities
- Other unauthorized absences

### **Tardy Policy**

All students are expected to be in class prepared to work when the bell rings. Students arriving after the attendances have been submitted must provide a note. An unexcused tardy or absence denies the student the right to make up the missed work for credit.

Consequences are stated on page 22.

### **Truancy Policy and Procedures**

Truancy is the failure to attend a scheduled class or classes without proper notification from parents or guardians and is in violation of DoDDS attendance policy. Truancies are unexcused absences and will result in a "0" for all work missed, or due, during the truancy period. The OAHs truant policy is:

Truancy #1- Parent contact and school work detail for 85 minutes for each period or portion of a period truant at anytime during the school day.

Truancy #2- Parent contact, school work detail, parent-student-administrator conference.

Truancy #3 or more- Suspension (progressive), referred to counseling, and command notification.

## **SECTION V: STUDENT SERVICES**

### **Counseling**

Guidance and counseling services are available to every student. These services include: assistance in initial course selection; assistance with educational and vocational planning; interpretation of test scores; study help; help with home, school, and/or social concerns; advice on colleges and universities; assistance in preparing applications for advanced schooling and financial aid; advice on credits required for graduation.

### **Child Find**

Child Find is the Department of Defense Dependents Schools' effort to locate children, ages birth through twenty- one, who have handicapping conditions, and who need individual and appropriate special education. Once they have been identified, the information can be used to meet their special education needs and to determine priorities for services. If you feel your child may qualify for a special education program, or if you know of a student who may qualify and has not yet been identified, please contact the school.

### **Modified Instructional Program (MIP)**

The Modified Instructional Program is designed to meet the unique needs of students who may not meet the eligibility requirements for an Individualized Education Program (IEP), who may be no longer eligible for an IEP but who may need additional support in the general education classroom, or who

demonstrates behaviors that impact upon their educational performance. If determined appropriate, parents and the involved teacher(s) will place the student on a MIP for the subject area[s] or class[es] of concern. The beginning and ending period is generally one grading period, after which time a meeting will be held to decide to extend or terminate the MIP.

### **Case Study Committee (CSC)**

The CSC is composed of a counselor, a special education teacher, a speech and language specialist, a classroom teacher, an administrator, the student's sponsor, and other staff as required.

Following a referral to the CSC, there will be a conference between parents and teachers. If the consensus of this meeting is that the student appears to have a learning problem, then a permission-to-test form is signed.

Testing will be done by the appropriate specialists to determine whether the student is eligible for Special Education and related services. The student's records, teacher observations, and testing results are discussed. The committee, with the help of the parents, will discuss an appropriate program to meet the student's needs.

### **MFLC**

Military and Family Life consultant program is available for our families. Due to the unique challenges faced by military families, particularly during this time of war, the Department of Defense is providing professional licensed consulting staff to provide non-medical counseling services to Service members and their families, children, and staff of Osan American High School. They are here for short-term problem resolution such as school adjustment issues, deployment and reunion adjustments, and parent-child communications.

### **ASACS**

Adolescent Substance Abuse Counseling Services is a highly-confidential, voluntary counseling service for at-risk teens. Services provided include individual, group, and family counseling. ASACS can help teens dealing with many types of problems, including rebelliousness, anger management, fighting with friends/family, "attitude" problems, risk of not graduating, transition issues, such as not "fitting in", as well as experimentation with alcohol and other drugs. ASACS provides counseling services for all OAHs students, who are struggling with these and other teen issues.

ASACS also provides prevention services based on the needs of the school. Prevention services include classroom presentations, transition groups, and special skills-building groups. ASACS services are free for all ID card holders and their dependents. Referrals to ASACS can be made by parents, teachers, administration, peers, and students themselves.

### **Health Services & Concerns**

The school nurse provides health education services. The health program deals with preventive medicine and includes prevention of disease and the early detection and correction of potential health problems. Programs for vision, hearing, scoliosis, immunizations, dental, and general physical conditions such as height, weight, blood pressure, are on going.

### **First Aid/Emergency Care**

The school nurse renders first aid in emergency situations and institutes necessary immediate nursing procedures for the student who becomes ill at school. Parents or emergency contacts will be notified to assume the responsibility for the student if he/she needs to go home or to a medical facility. In the event a parent cannot be located, an ambulance may be summoned to the school to transport the student to the hospital. **Please be certain that telephone numbers on file in the school office are up-to-date.** The order of contact is home phone, duty phone, emergency contact, then sponsor's supervisor or commander. A Power of Attorney is expected to be on **file** in the health office.

### **Medication Policy**

DoDEA Regulations require that all medications are kept in the School Nurse's office. The medication must be in the original prescription bottle with the student's name, name of medication, and complete directions for administration. There must be a signed medication consent form signed by the doctor and the parent. Three times a day medications are encouraged to be given at home, before school, after school, and at bedtime. Even if the prescription says to take with food, it does not require that it needs be taken at meal times.

The only exception to the rule about all medication being kept in the nurse's office is in the case of students who need to carry emergency medication such as asthma inhalers. A form is still required, signed by the doctor, parents, and student to permit the student to carry the medication. Without this document, a student found carrying or using medication will be found in violation of the rules regarding medications. This is for the safety of all students.

The health office does NOT stock a supply of over the counter medications such as eye drops, Tylenol, Icy Hot or other such medications to give to students. If your student needs such medications, they must be supplied and documented the same way as prescription medications.

### **Immunizations**

DoD Directive 1342.6/ DoDEA Instruction 6205.1 states that all students must meet immunization requirements PRIOR to enrollment in DoDEA schools. The immunizations required that are not required in many non-DoDEA schools are Hepatitis A and the Tb skin test. Hepatitis A is a two dose vaccine with dose #2 given 6 months after the first dose. When students enroll in middle/high school they should be current on all immunizations including their 11 year Tdap and Meningitis vaccines. If you have a student that has come from another country and does not have the basic immunizations, or if you have no immunization documents, you will be required to either begin the immunizations or reimmunize your student in order to enroll. If you have questions about the completeness of your student's immunization status, please check with the immunization clinic before the start of the school year to prevent any delay in the enrollment process.

**Fever:** We recommend that every family have a thermometer on hand to determine if your child has a fever when they are not feeling well. Most children do not begin having an elevated temperature until about 10:00 in the morning. If your child had a fever of over 100°, they should stay home until the temperature remains normal for 24 hours without the help medication. This helps prevent exposing others to whatever was making your child ill as well as protecting your child from contacting other organisms while their body is trying to become healthy.

**Vomiting:** This is usually dependant on what has made the child ill. If your child has vomited at home or is being sent home due to vomiting, they should remain at home until they are able to eat a normal meal with no problem. This means something more solid than soup or juice or porridge.

**Upper Respiratory Infection (cold):** Sometimes a child feels really bad the first two days of a cold. If they are constantly having to blow their nose or coughing frequently, they should stay home and rest. Drink a lot of water and juice. You can use over the counter medications to relieve the symptoms. Try not to select a medication that has ingredients for problems that are not present. Most children can return to school after a couple of days. Normally there is not a fever present with a cold. Encourage your child to drink a lot of fluids and wash their hands frequently.

**Allergies:** Most people know when their allergy season or triggers occur but that may be different if you are new to Korea. Be prepared for allergy season by having prescription medication on hand or having allergy medication. Preferably you will get a non-drowsy medication so your student can still function in school. You can now get over the counter allergy eye drops for those who are troubled by eye allergies. Remember that a medication permit is required for them to be at school.

**Pink Eye/Red Eye:** A child with conjunctivitis is contagious and needs to see a medical provider. It is usually only found in one eye as opposed to an allergy that affects both eyes. Rubbing allergy eyes with unclean hands can also lead to pink eye. If there is a lot of thick discharge from the eye or it is "stuck together" when waking-up, the eye should be checked by a doctor for antibiotic treatment. Ask your medical provider how long you will be considered contagious and need to stay home. Girls need to discard eye makeup that may be contaminated. Mascara should be changed every four months as a preventative measure since the dark, moist environment is a perfect growth medium for organisms.

**Coughs:** Coughs can linger for a long time after an illness. Cough drops are not effective and are not given out at school. The best relief comes from drinking a lot of water to soothe the throat and to thin mucus. Please send a water bottle to school with your child when they continually have to cough. You can use over the counter cough suppressants at home.

**Influenza (Flu):** Flu usually is a sudden occurrence that gives no advanced warning symptoms. There is a fever as well as muscle aches and pains. There often is a significant headache along with it as well. The most important thing to do is to STAY HOME! Don't go out among other people to share it. The best prevention is getting the flu shot every year. The next best prevention is frequent hand washing. Preventing the usual strains of flu is an important step in preventing an Avian Influenza (Bird Flu) Epidemic. The concern is that someone with the usual influenza illness would be infected with the Avian Influenza and there would be a multiplication of a whole new virus.

**Methicillin Resistant Staph Aureus: (MRSA)** is a skin infection that is extremely dangerous. It comes from an organism that is common to us all. There are a number of varieties that are resistant to most antibiotics and can be fatal. The best prevention is strong personal hygiene, especially after sports practice and games. Everyone should thoroughly shower after a practice or game that involves being in physical contact with other students. If a person should develop a cut or pimple that spreads, seek medical attention. This has become a big problem since the increased use of antibiotic soap and ointments. The best treatment for minor injuries is cleansing with plain soap and water. If there is no infection, do not use an antibiotic ointment as a preventative. Besides people developing allergies to the antibiotic, organisms are becoming resistant (No longer working) to them.

**Permission to be Excused from Activities**

A doctor's note is required when a student needs to be excused from physical activities for more than one day. Students must dress out and participate in their PE classes. To be excused from participating in PE for one day, a student must bring a written note from his/her sponsor. The note must state the reason the student is unable to fully participate.

### **Information Center**

The Information Center has computers, CD-ROM's, books, tapes, videocassettes, and magazines. Internet access is available. Students using the Internet **must** have a permission form on file with the Information Specialist.

The center is open before and after school and during a portion of the lunch period (hours will be posted). Food, drink, gum, portable electronic music devices, and personal computer disks are **NOT** permitted at any time. Unless accompanied by the teacher, students will be admitted during class time **only** with a pass issued by a teacher.

Books are checked out to students for two weeks and may be renewed. Overdue notices will be sent out after two weeks. Students having overdue items will have checkout privileges suspended until items are returned or purchased. Restitution must be made for all lost materials. AV materials may be used only in the Information Center.

## **SECTION VI: ACTIVITIES**

### **Scholastic Recognition**

The purpose of this program is to encourage students to focus on their academic achievement. High school students can earn special privileges by maintaining grade point averages above 3.0 or raising their GPA by 0.5 during a grading period. Assemblies will be held to recognize student achievements and reward successes.

There are two sets of stars on the Renaissance Card. The first set is for early dismissal for lunch (5 minutes early) and the second set is for homework passes. A Gold Card has 5 Lunch Passes and 3 Homework Passes. A Silver Card has 4 Lunch Passes and 2 Homework Passes. A Blue Card has 3 Lunch Passes and 1 Homework Pass. A White Card has 4 Lunch Passes and 1 Homework Pass.

### **High School Scholar Recognition (Renaissance) Card Qualifiers**

- Gold Card: 4.0 Quarter GPA, no disciplinary referrals to include excessive tardies
- Silver Card: 3.5 to 3.99 Quarter GPA, no disciplinary referrals to include excessive tardies
- Blue Card: 3.0 to 3.49 Quarter GPA, no disciplinary referrals to include no excessive tardies, no grades below a "C"
- White Card: Raised GPA 0.5, or recommended by faculty or administration as an industrious worker or exceptional citizen
- Administrative discipline during the quarter may result in the rescinding of card privileges.

### **National Honor Society**

Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student at Osan American High School. The National Honor Society recognizes students for outstanding SCHOLARSHIP, LEADERSHIP, and SERVICE. Membership in the society indicates that the student has attained and is demonstrating, as well as promoting, all of these qualities, and the student is exerting an effort to improve conditions in the school and community.

National Honor Society's nomination and induction process occurs once a year, twice if warranted by student population. The invitation/induction period will occur at the end of the first semester and/or at the end of the third quarter.

Osan American High School's NHS Chapter has strict membership criteria. In order to be considered a candidate, the student must (1) be a sophomore, junior, or senior during the next enrollment year. Freshman candidates can be considered after completing one semester; (2) have been enrolled at Osan American High school for at least one semester; (3) have a minimum cumulative GPA of 3.5; (4) be within the top 20 percent of their class, and (5) student participation eligibility will also be based upon conduct, community service, leadership, and character. Any candidate who has been suspended or involved in illegal activities will not be considered. Selection for membership is by a faculty review of applicants and is based on outstanding scholarship, character, leadership, and service.

### **Student Activities**

Students are encouraged to participate in activities beyond the classroom. A wide variety of special programs are offered as a privilege to enhance student experiences and broaden their views. Extra curricular students are

our ambassadors for Osan American High School and must honor the code of conduct.

### **SUBJECT: KOREA DISTRICT ACTIVITIES POLICY**

**PROGRAM:** It is a privilege and an honor to represent one's school. Members of the Korea District athletic programs and activities will be expected to assume greater responsibilities than non-participants, to act as ladies and gentlemen at all times, and to set good examples for all students. A well-balanced activities program is an integral part of any high school.

**ACTIVITIES COUNCIL:** It is the function of this Council to review breaches of the Activities Code of Conduct and to advise the principal on action to be taken.

The members of the Activities Council include:

1. Three sponsors not to include the sponsors in that particular activity
2. Assistant Principal (observer)
3. Athletic/Activities of Director (facilitator/recorder)
4. One teacher
5. One parent not involved in the issue at hand

The student involved in the incident (along with his/her parent) will be notified of the Activities Council meeting. Additionally, both parent and student will be invited to the Council meeting so that the student can present his/her side of the incidents. The appearance at this meeting is optional. Additionally, the student may also invite any advocate of his/her choice, i.e. coach, friend, etc. in order to speak on behalf of the student.

It is the responsibility of the Athletic/Activities Director to present, in an unbiased and fair manner, any information regarding the incident to the Activities Council at the meeting. The student, parent, and any other advocates will then have a chance to speak. Upon completion of their presentation, the student and parent will leave so that the Council can weigh all information and make a recommendation to the principal.

The Activities Council will present in writing its recommendation to the principal for a final decision, i.e. to uphold or to not uphold the Council's recommendation. The principal will notify the parent and student of the final decision of the school. Appeals may be made to the Korea District Superintendent's Office (K-DSO).

**APPLICABILITY:** This policy applies to the following:

All athletic and sports teams  
All competitions, presentations and /or performances (Far East, KAIAC and otherwise)  
Student Government Association  
JROTC Drill Team and Color Guard

**ELIGIBILITY:** For eligibility in the activity programs at Korea District, the following conditions apply:

The student must:

1. Have an Athletic Code on file at school signed by the student and his/her parent or guardian 5 days prior to the first event or contest.
2. For sports, have a current physical examination form on file in the school for the athletic activities. No student will be permitted to try out, practice, or compete until the student shows proof of a physical and files it with the coach and the Athletic Director. Physicals are valid for one calendar year.
3. Academic Eligibility for all:
  - a. Maintain eligibility and proper behavior; academic eligibility and behavior will be monitored weekly. Students must maintain a minimum 2.0 GPA with no more than one F. The cumulative average will begin anew every quarter and run for the current quarter only.
  - b. The school will complete the grade check by 1600 hours every Tuesday of the week that activities programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible for Wednesday 0800 hours through the following Wednesday 0800 hours.
  - c. A student declared ineligible will be allowed to practice but will not be authorized to participate, be in school uniform at the scheduled event, or travel with the group to any away event until regaining eligibility.
  - d. A student participant identified as ineligible for three consecutive weeks following receipt of intervention assistance may be dropped from the activity.
5. Emergency Medical Authorization: Each student's parents/ sponsors shall complete the Medical Power of Attorney per season, giving permission for treatment when the parents are not available. Each sponsor will have this form available at all events.

### **GENERAL PROCEDURES FOR ATHLETICS:**

1. Seniors will not participate in junior varsity competition unless the principal or designee has granted a waiver.
2. League practice and checking out of equipment will not take place prior to the beginning date designated by KAIAC or DoDDS for each season.
3. Individual dual participation is disallowed in all league sports, and a student may not forgo an extra-curricular sport commitment in lieu of a non-curricular activity. For instance, a student/athlete may not attend a modeling appointment instead of attending a game.
4. The student/athlete may, however, participate in a non-school sport as long as that activity does not in any way interfere with the school sport or event in which he/she has made a commitment. This will be at the coach's discretion.
5. Each parent or sponsor shall read these policies and certify that he/she understands the athletic eligibility rules and policies of Korea District. The coach will be responsible for this signed document.
6. Insurance: Students who are not I.D. cardholders must show proof of private insurance. Any injuries and subsequent medical care resulting from their child's participation in any aspect of interscholastic activities is the sole responsibility of the parents.
7. The coach will determine the amount and type of individual participation necessary to letter, and inform the participants at the beginning of the seasons.
8. The student/athlete must be in regular attendance at all practices. Exceptions to this rule are only those made through prior arrangement with the coach of that sport or activity. Every player is expected to attend every practice session on days he/she is in attendance at school. Students who do not attend school for any part of the day for any reason, including health, will not be allowed to participate in any extra-curricular school activities on that date, including practice session, unless PRIOR NOTIFICATION was made through the school office, i.e. a medical appointment. A note from the physician must be provided to the office after the absence.
9. Injuries: All injuries, minor or major, will be reported to the coach immediately. The coach will complete DS Form 4801 and will make referral to the proper medical authority. Copies are provided to the school nurse, administration, and the Athletic Director.

**CODES OF CONDUCT:** Because of the honor and responsibility bestowed on the participants, the following detailed descriptions of expectations are in order:

1. All students who participate in activities are required to maintain, at all times, a standard of conduct that reflects the standards of Korea District.
2. All participants shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in activities affords. Any conduct that results in dishonor to the students, their activity, or the school will not be tolerated. Substantiated acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, fighting, truancy, or violations of the law tarnish the reputation of everyone associated with the activity program and will result in immediate dismissal. Specifically, the following behaviors are not acceptable:
  - a. Truancy
  - b. The possession or use of drugs, alcohol, or tobacco products
  - c. Sexual misconduct
  - d. Abusive or vulgar language
  - e. Unauthorized absence from designated locations
  - f. Presence at unauthorized or off-limit establishments
  - g. Theft, vandalism, or misuse of equipment or facilities
  - h. Travel in non-approved vehicles without sponsor permission
  - i. Violation of all base (post, camp) regulations to include curfews

Other negative behaviors not specifically mentioned will be dealt with accordingly.

Failure to uphold expected standards of behavior may result in suspension from the activity and /or early return home of the participant at his/her expense.

3. All participants will adhere to the rules and regulations concerning student behaviors. If a participant receives a suspension from school, to include ISS and Direct Escort, he/she will not participate in that activity for the duration of the suspension. In other words, the student will not participate in that activity until the morning he or she is reinstated. If behavior problems, and thus suspensions, continue, the Activities Council will convene to determine the student's future participation in that activity.

4. All students will conduct themselves in a satisfactory manner at all times. No student is dismissed early from the jurisdiction of the sponsor after any event unless the parent has specifically requested such a release in writing prior to the group's departure.
5. Proper Dress: It is mandatory that all members of the group be groomed and dressed in an appropriate manner especially when traveling as outlined in the Student Handbook.
6. For sports, any participant quitting a sport without the approval of the coach is not eligible to participate in the athletic program for the remainder of the sport season.
7. For all other activities, any participant quitting an activity without approval of the sponsor is not eligible to participate in any other activity for the duration of the activity at the discretion of all sponsors involved.

(Note: The sponsor will submit names of all students who violate the above rules.)

#### **LETTERS AND AWARDS:**

1. All letters and awards will be made in compliance with applicable regulations. (DoDEA Regulation 2740.01 – Interscholastic Athletic Program) Any student dropped from an activity for disciplinary reason or who quits an activity will not letter.
2. In regard to injuries and/or late arrivals, letters will be awarded at the sponsors' discretion.
3. Only students in grade 9-12 are eligible for a varsity letter.

#### **Memorandum to Parents, Players, and Coaches Osan American High School's Athletic Lettering Policy**

Osan American High School stresses the team concept in our athletic programs. The following requirements and rules must be met in order for players to attain a letter. \*

1. Unexcused absences, according to the team policy, will result in the loss of a letter.

2. If injured, players must attend practice and help in any way deemed useful (if physically able).
3. Players that are in attendance for the school day must inform the coach in person if they are going to be late or cannot attend practice.
4. All players must end the season in good standing.
5. Managers will be awarded letters using the same criteria as the players.
6. Even though there may be times during the season when there are few games scheduled, it is important that all team members attend practice unless excused by the coach. Remember, failure to attend practice will subject the player to be ineligible for a letter as well as possible removal from the team.
7. All players must return assigned uniforms and equipment, or provide equivalent reimbursement for lost items, prior to a letter being issued.

#### **Student Council**

Student council represents our students. They organize student activities and provide input on matters related to the student body. Participation provides opportunities to develop civic responsibilities and to practice social and political skills. Most officers and representatives are elected in the fall. Representatives are required to attend meetings to share the views of their classes. They are to uphold the standards established in the Student Council Constitution. They are expected to maintain a 2.5 GPA.

#### **Class Officers**

Class officers are elected in the fall and serve for the school year. They are expected to maintain a 2.5 GPA.

#### **Special Interest Organizations**

Special interest organizations are designed specifically to enrich and supplement academic programs. Typically teachers sponsor these organizations. These may include: AFJROTC Color Guard and Drill Teams, Drama, Environmental Club, Junior Science and Humanities Symposium, Model United Nations, Chess Club, Newspaper, special instrumental and vocal music groups, and Yearbook.

#### **Athletic Programs (Varsity and Junior Varsity)**

Fall - Cross Country (F/M), Tennis (F/M), Volleyball (F/M), Football, and Cheerleading

Winter - Basketball (F/M), Wrestling and cheerleading

Spring - Soccer (F/M), Baseball (M), and Softball (F), swimming M/F, Shooting and Drill, and track and field

For students from Camp Humphreys, there is an activity bus daily departing the school at 6:00 p.m.

Student participation in these activities is governed by DoDDS eligibility rules. Participation is limited to 8 semesters and student must be less than 19 as of 1 September. Students with two failing grades or less than a 2.0 during the weekly eligibility check will not be allowed to participate in travel or games during that week. Two or more failing grades over a consecutive three-week period may result in removal from the team.

Students participating in these activities are expected to follow all school rules and to attend all classes. Students absent the day of an activity or the Friday prior to a Saturday activity are not allowed to travel or compete.

Letter eligibility is determined by the individual coaches and approved by the administration.

### Dance Policy

For more details about dance standards, please contact the Assistant Principal.

Student Organizations that sponsor dances must comply with the following guidelines:

#### Prior to the Dance

- Requests forms for dances must be completed and submitted for administration approval 2 weeks prior to the dance.
- Tickets will be sold prior to the dance. Special consideration will be shown for students who were away for school related functions during the ticket sale.
- Dance hours are normally from 7 to 10 pm. Specialty dances, such as Homecoming, Prom, Military and Winter Ball may have longer hours depending on administration approval
- Approved student guest passes may be obtained from the administration prior to the dance
- The school sponsor is responsible for having the photographer escorted to and from the dance. This procedure will be determined before the event.

Dance sponsors and administration must approve all details of the dance. Students will be supervised as they prepare, conduct and clean up the dance. A parent leader may assist with the dance.

- Approved chaperones will monitor student behavior and report infractions to administration or the sponsor of the dance. A list of duties and procedures for chaperoning will be provided by the sponsor.

#### Dress Code at Dances

- The school dress code is in effect. For formal dances, spaghetti straps are permitted.

#### Behavior at the Dance

Students are expected to adhere to all normal school rules. The following items are expected to be followed. Failure to follow these additional guideline will result in removal of the student from the school dance and risk the chance of being unable to attend future school dances.

- Students must attend school the day of the dance; exceptions may be made by administration.
- Students are to be in good standing academically
- Students failing to follow DoDEA school attendance policies will be unable to attend.
- Student must be in good standing at school and are not currently suspended. Students who have had multiple disciplinary actions will not be allowed to attend.
- Students will require a permission slip from their parents with appropriate phone numbers to enter the dance.
- Students will sign in at the beginning of the dance and sign out at the end of the dance or any time before the end that the student chooses to leave. Once a student has left the dance, he/she may not return.
- Students under the influence of any mind-altering substance and will be subject to suspension or even expulsion if they do so.
- If a **student becomes ill during the dance or found to be out of compliance** with the rules, the parents will be called **immediately**. Parents will arrange for their student to leave the dance under their responsibility. Parents and teachers are not authorized to transport students without parent/sponsor permission.
- Student must maintain a respectful

#### Music at Dances

- Music with the following will not be permitted at school dances:

- Sexually explicit lyrics
- Lyrics advocating violence
- Lyrics with racial slurs/overtones
- Music videos will not be played at school dances; a lighting system would be more appropriate
- Parent/Advisor conference with the DJ 7-10 days prior to the dance to discuss music
- DJ will sign statement of compliance to play only music that doesn't offend the rules stated and failure to do so will equal lack of opportunity in the future.

## SECTION VII: MISCELLANEOUS

### School Buses

The Student Transportation Office (STO) is responsible for all school bus transportation matters. The STO is also responsible for handling bus discipline problems and bus riding suspensions. Parents/guardians are responsible for the conduct of their children on the buses and at the bus stops. Security Attendants (SA) ride each bus on a daily basis.

The Osan STO is located in building 492, room 303 and is open 7:30 – 4:00 daily except American holidays. The satellite STO at Camp Humphreys is located in building 535, room 108 and is open 7:30- 4:00 daily except American holidays. The phone number at Osan is 784-7545 and 753-3941 at Camp Humphreys.

The following rules should be observed:

- Students should be at stops five minutes before schedule departure
- Students will obey and be respectful to Security Attendant and Bus Driver
- Students will be respectful of themselves and others
- Students will remain seated while bus is in motion
- Students will sit in assigned seats if directed by STO or Security Attendant
- Keep noise to a minimum so the driver can concentrate on the traffic

### School Newsletter

*Cougars' Paws* is published throughout the year. It should be read carefully as it contains information about special events, school closures, half-days, and similar occurrences. Parents and students can also access the *Cougars' Paws* at <http://www.osan.hs.pac.odedodea.edu> or <http://extranet.oahs.pac.dodea.edu>

### Cougar Update

Weekly updates are electronically mailed to all families at the end of each week outlining upcoming events and important information. It is important that the school have a valid email address so information can be sent directly to you. Cougar Update can also be viewed at:

<http://www.osan.hs.pac.odedodea.edu>

### Parent Involvement

Parents are encouraged to participate in the education of their children. Ways for parents to volunteer include assisting teachers in specified areas, participating in school-sponsored activities, and serving on committees.

### School Improvement Leadership Team (SILT)

Parents interested in participating in the School Improvement Process are encouraged to notify the school.

### School Advisory Committee (SAC)

The School Advisory Committee (SAC) is composed of teachers, parents, students and the military command. It acts as an **advisory** body to the Principal. Committee members and officers are elected at the beginning of each school year. The SAC provides input on school-related issues. All meetings are open to the public. The time and place of each meeting is announced in the base publications as well as in *Cougars' Paw*.

### Parent Teacher Student Organization (PTSO)

The PTSO is the primary OAHs organization seeking to unify Osan parents, teachers and students. It raises and distributes money to student groups for a wide variety of activities. Past fund-raising activities have included golf tournaments, car washes, food booths and holiday gift-wrapping. The organization also spearheads the annual ice cream social at the beginning of the school year. Call the school office for more information.

### Visitors to the School

Visitors must use the front/main entrance to the building. All visitors are required to sign in at the main office and receive an ID badge **before** going to a classroom or other area of the campus. Security police may be called if visitors are defiant or disruptive to the educational process.

### **Telephone Policy**

Outgoing calls: Essential calls may be made in the main office only with permission from the office staff. Telephones in the classrooms are for teacher use only.

Incoming call: Classroom disruptions are to be kept to a minimum. Messages for students will be delivered at the end of a class period. Medical emergencies will be referred to the school nurse and the administration.

Cell phones and other similar personal communication devices are not to be used by students. (See DODEA Regulation 2051. 1, Enclosure 3, E, 14.)

### **Lunch Facilities**

AAFES provides a hot school lunch program. Students are allowed across the street to buy lunch at the commissary. Students are **not authorized** to eat at the food court, main gate, Turumi Lodge or the bowling alley during lunch. Students are **NOT** allowed to leave Osan Air Base during school hours. Students leaving campus when not authorized will be considered truant.

### **School Lockers**

Lockers and locks will be issued by the school and are the responsibility of each student. Lockers are provided so students' belongings can be secured. The practice of sharing of lockers, unless assigned by the school, is discouraged. Failure to maintain lockers in a suitable manner will result in the loss of locker privilege.

No objectionable pictures or drawings are allowed. No graffiti or stickers are allowed inside or outside lockers. The administration may conduct a search of a student's locker without warrant when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules (see New Jersey v. T.L.O 469 U.S.325 (1985)).

### **Inclement Weather and School Closure**

Road conditions are announced over AFN radio and television. Under condition **RED**, school buses will not run. The decision to run buses from Camp Humphreys is made by the Camp Humphreys Post Commander. The decision to close school is made by the Osan Air Base Commander. If school is closed, or the opening delayed, the announcement will be made over AFN radio and television. If school is closed early because of inclement weather or other unexpected circumstances, students will be dismissed for their

safety and welfare. The same announcing procedures will be followed as stated above.

### **Lost and Found**

Students should check for lost items in the school office. Items found in or near the school (e.g. tennis courts, sports field) should be turned in to the school office. Unclaimed items are donated to a local orphanage at the end of each quarter.

### **Daily Bulletins**

Each morning students are provided daily information about the activities of the day. Bulletin items are submitted to the administrative office by teachers, students, and the community via email. Students must have the signed approval of their activity sponsor before they may submit an announcement. The daily bulletins may be viewed on the intranet.

### **Study Trips/Extracurricular Activities**

To participate in a study trip, a student must return a signed parental permission slip no later than the day specified by the sponsor of the trip. These slips are to be given to students three days before the scheduled date. It is the student's responsibility to return the slip by the due date. Failure to return a signed parental permission slip may result in the student not being permitted to participate in the activity. Study trips will be scheduled dependent upon the availability of funding.

### **Music/Drama Performances Outside the Regular School Day**

Music and drama are performance courses which base a large portion of their grades on active participation. While some concerts and drama productions will be held during the school day, major performances will be held after school at various locations. Students are expected to attend these performances when they are members of the performing group.

If the band, choir, guitar or drama class (or portion of the class) is traveling to another location for a performance, permission slips will be sent home with students with a letter explaining the nature of the performance. Once a permission slip is returned to the sponsor signed by the student's teachers and parents, the student is expected to perform with his/her performance group.

If a student who has returned the permission slip does not appear for the performance, the student will provide an adequate explanation such as a note

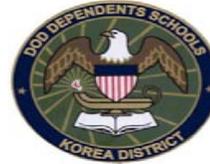
from the parent or a doctor. Without an explanatory note, the student will receive a grade of zero (0) for the performance for non-participation.

**Controversial Materials/ Issues**

DoDEA Administrators’ Manual (DoDEA 1005.1 Manual) provides basic guidance for handling controversial materials used within our school. Teachers are responsible for reviewing and selecting classroom supplemental materials consistent with DoDEA policy and will inform parents prior to the presentation of such materials in the classroom. If parents find the material objectionable they may request an alternate assignment be provided.

**School Facility Hours**

**0730 - 1530** Students must leave campus by 1530 unless they are directly supervised by a staff member. For the safety and welfare of our students, there will be no loitering on campus.



**OSAN AMERICAN HIGH SCHOOL  
UNIT 2037  
APO AP 96278-2037**

**2012-2013 - OAHS School Calendar**

**Wednesday, August 22** Reporting date for non-administrative educator personnel  
Personnel for orientation and classroom preparation.

**First Semester - (92 Instructional Days)**

**2012**

<b>Friday, August 24</b>	Open House (1500-1700)
<b>Monday, August 27</b>	Begin First Quarter and First Semester
<b>Monday, September 3</b>	Labor Day - Federal Holiday
<b>Monday, October 1</b>	Chusok -No school for students / Teacher In-Service
<b>Friday, October 5</b>	½ day Teacher In-Service (CSI)
<b>Monday, October 8</b>	Columbus Day – Federal Holiday
<b>Thursday, November 1</b>	End of First Quarter (47 days of classroom Instruction)
<b>Friday, November 2</b>	No School for Students – Teacher work day
<b>Monday, November 5</b>	Begin second quarter
<b>Wednesday, November 9</b>	No School for Students - Parent/Teacher Conferences
<b>Monday, November 12</b>	Veteran’s Day – Federal Holiday
<b>Thursday, November 22</b>	Thanksgiving – Federal Holiday
<b>Friday, November 23</b>	Recess Day

<b>Wednesday, December 12</b>	Acceleration Withdrawal Date
<b>Monday, December 24</b>	Begin Winter Recess
<b>Tuesday, December 25</b>	Christmas – Federal Holiday
<a href="#"><u>2013</u></a>	
<b>Tuesday, January 1</b>	New Year's Day – Federal Holiday
<b>Monday, January 7</b>	Instruction Resumes
<b>Friday, January 18</b>	½ day Teacher In-service CSI
<b>Monday, January 21</b>	Martin Luther King, Jr. Day – Federal Holiday
<b>Thursday, January 24</b>	End of Second Quarter and First Semester (45 days of classroom instruction)
<b>Friday, January 25</b>	No School for Students – Teacher Work Day

**SECOND SEMESTER - (91 Instructional Days)**

<b>Monday, January 28</b>	Begin Third Quarter and Second Semester
<b>Monday, February 11</b>	Lunar New Year – No Students – Teacher Work Day
<b>Monday, February 18</b>	President's Day – Federal Holiday
<b>Friday, March 8</b>	No School for Students - Parent/Teacher Conference
<b>Monday-Friday, March 11-15</b>	Terra Nova Testing
<b>Monday-Friday, March 18-22</b>	Make Up Terra Nova Testing
<b>Thursday, April 4</b>	End of Third Quarter (48 days of classroom instruction)
<b>Friday, April 5</b>	No School for Students – Teacher Work Day
<b>Monday-Friday, April 8-12</b>	Spring Recess

<b>Monday, April 15</b>	Instruction Resumes – Begin Fourth Quarter
<b>Wednesday, May 15</b>	Acceleration Withdrawal Date
<b>Monday, May 27</b>	Memorial Day – Federal Holiday
<b>Thursday, June 6</b>	Graduation
<b>Thursday, June 13</b>	End of Fourth Quarter and Second Semester (43 days of classroom instruction) Early release date
<b>Friday, June 14</b>	No School for Students - Teacher Work Day End of Fourth Quarter and Second Semester (43 days of classroom instruction) Last day for non-administrative educator personnel
<b>School Year 2012-2013:</b>	Instructional Days- 183 / Work days- 190

As of 20 Jun 12