

DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
Osan American High School  
UNIT # 2037  
APO AP 96278-0005



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
Osan American High School  
Unit 2037  
APO AP 09278-0005



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Key Personnel

Principal	Timothy Erickson	784-9094
Assistant Principal	Truly Schramm	784-9096
Counselor (Grade 11-12)*		784-9097
Counselor (Grades 7-10)*		784-9098
Registrar*		784-9098
Attendace/Secretary*		784-9098
Secretary*		784-9098
School Nurse*		784-9117
Supply*		784-9110
Athletic Director*		784-9098
Transportation Office*		784-1827

\*For the names of Key Personnel please contact the Main Office



25 August 2008

Dear Parents and Students,

On behalf of the faculty and staff, I welcome you to Osan American High School. We wish for all of you a successful and satisfying school year. For those of you joining our school for the first time, I would like to encourage you to become actively involved in the education process. For those returning, I trust that you will continue to support the school through ongoing participation in programs, special activities, and frequent communications.

The purpose of this handbook is to provide information regarding school policies and procedures and point out ways in which you and our staff working together can best help your student have a successful school year.

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*”. Students, parents and teachers working toward this goal together is the only way this lofty goal can be achieved. We look forward to working closely with you in an effort to provide your student with successful, productive and rewarding educational experiences.

Together we can help all students meet the DoDEA Community Strategic Plan Goal of ensuring *Highest Student Achievement*.

I look forward to working with all of you this school year!

Sincerely,

Timothy J. Erickson  
Principal



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25 August 2008

**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.

Timothy J. Erickson  
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 12,689,7333.88 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.

## 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.
- 

### **A Shared Vision For The American High School Community**

The Osan American High School community is committed to offering secure and challenging learning opportunities and to encouraging students to become contributing members of the twenty-first century.

### **OAHS Core Beliefs**

Students, Teachers, Staff, Administrators and Parents will:

- Demonstrate respect for themselves, others, and school property
- Demonstrate integrity in thought, word, and deed
- Hold a shared sense of purpose toward teaching and learning
- Promote a challenging environment where students:
  - can achieve individually and in groups to solve problems and think critically
  - have means available to pursue higher level learning opportunities
  - feel safe and willing to experiment with new ideas

## Osan American High School Mission Statement

### **Mission Statement**

- Osan American High School, working in partnership with its community, provides educational opportunities that emphasize commitment, responsibility, and high level skills to empower students to succeed in a global society.

### **Guiding Principles**

- Encourage the fortitude to complete a task to one's best ability.
- Promote an understanding that learning is a function of effort through students' active involvement in the learning process.
- Provide high-level skills through rigor, allowing students to think critically through any situation.
- Empower students to be lifelong learners and provide tools to encourage self-confidence so that they can succeed in all aspects of a multicultural society.

### **Goal 1**

- All students will increase their ability to evaluate what they read across the curriculum.
  - **Essence:** Students will analyze content area vocabulary in order to deepen their understanding of text.

#### **Intervention for Goal 1**

- Modified Frayer's Model with emphasis on Morphemes, Suffixes, and Prefixes
  - A graphic organizer with areas to complete for the word, definition, morphemes/prefixes/suffixes, characteristics, examples, and non-examples.

### **Goal 2**

- All students will improve analytical writing across the curriculum.
  - **Essence:** Students will be able to write an original analysis of a text or process that demonstrates understanding in a clear, concise, and logical manner.

#### **Intervention for Goal 2**

- 6 Traits of Writing
- Ideas (SY 08-09)
- Organization (SY 08-09)
- Word Choice (SY 08-09)
- Sentence Fluency
- Voice
- Conventions

## SECTION II: STANDARDS

### School Accreditation

Osan American Middle/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 Class of 2008 and Beyond 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)		

\*The grade of Effort "E" is used to denote that a student's achievement is below grade level for a passing grade, but the student is working up to capacity. Students receiving the grade of "E" also receive credit for the course and the grade point value will be equivalent to “D” for the purpose of computing GPA.

### Weighted Grades

Courses offered in grades 9-12 that have been designated as Advanced Placement will be weighted (see values above). Weighted grade point averages (GPA) are recorded on report cards and transcripts. 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 students who are in danger of failing. 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 (2) days prior to the departure date.
4. All completed accelerated work must be turned into the individual teachers no later than five (5) 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.

The first 20 minutes of seminar will be used for Sustained Silent Reading (SSR). This is an excellent opportunity for all students to hone their reading skills and develop an interest in books. Students must bring books.

## 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 (finger-tip rule), 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.
- No articles that could cause damage to other students or property.
- No dark glasses in school unless medically prescribed in writing.
- No headgear inside the building such as hats, caps, hoods, bandanas, sweatbands, headphones, etc.
- No gym clothing in classes other than gym.
- All clothing, including shoes must be appropriate for the activity. Shower shoes are not appropriate for school.

*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**

The use of personal music or game devices, cell phones, and other electronic devices may not be visible and are not for use within school buildings. Laptop computers are acceptable for academic purposes only.

## **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.

E3.5.A. 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.21. 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

<b><u>INFRACTION</u></b>	<b><u>CONSEQUENCE</u></b>
Cheating, Forgery or Plagiarism	1 <sup>st</sup> Parent conference/no credit 2 <sup>nd</sup> Formal reprimand 3 <sup>rd</sup> Suspension
Excessive Unexcused Tardiness (3) (Cumulative per semester)	1 <sup>st</sup> after school detention 2 <sup>nd</sup> Saturday School or Suspension
Unauthorized Absence from Class	1 <sup>st</sup> Parent notification, loss of make-up privilege 2 <sup>nd</sup> Suspension 3 <sup>rd</sup> Notification to Community Commander
Improper Dress	Parent is notified and requested to provide a change of clothing for the student
Offensive Language	1 <sup>st</sup> Counseling 2 <sup>nd</sup> Formal reprimand 3 <sup>rd</sup> Suspension
Insubordination	1 <sup>st</sup> Parent conference 2 <sup>nd</sup> Suspension
Public Display of Affection (beyond Hand holding)	1 <sup>st</sup> Counseling, parent notification 2 <sup>nd</sup> Parent notification 3 <sup>rd</sup> Detention
Endangerment (potential harm to another individual)	1 <sup>st</sup> Parent and Command notification, suspension 2 <sup>nd</sup> Suspension/expulsion

Tobacco Use / Possession	1 <sup>st</sup> Parent notification / suspension / ASACS referral 2 <sup>nd</sup> Repeated offense, greater number of days suspended
Disruptive Behavior	1 <sup>st</sup> Administrative referral 2 <sup>nd</sup> Suspension
Use of cell phones, music and game devices in the school building.	Confiscation until electronic collected by the sponsor

### **Cheating and Plagiarizing**

Cheating and plagiarizing are not acceptable. Cheating and plagiarizing include:

- 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.

### **"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.

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.

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, 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.

## SECTION IV: ATTENDANCE

### Attendance Policy

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. Students are expected to complete missed assignments in a timely manner upon return to school (refer to individual teacher class expectations for specific policies.)

### 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.

## 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.

### ASACS

Adolescent Substance Abuse Counseling Services are available to all students. Parents, students, community agencies, or school personnel may make referrals.

### 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 who 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:** Every family should have a thermometer since a hand on the forehead is not always a valid indicator whether or not a fever is present. Most students do not start to have an elevated temperature until 10:00 in the morning. If your student had a fever of over 100°, they should stay home until the temperature remains normal for 24 hours without the help of any medications. This prevents their exposing others to whatever is making your student ill as well as protecting them from contacting other organisms while their body is trying to become healthy.

**Vomiting:** This is usually dependant on what has made the student ill. If it was a bus ride from Camp Humphreys, it most likely is motion sickness and will improve with a little rest in the health office. If the student 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 student 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 lots 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 students can return after a couple of days. Usually there is not a fever with a cold. Encourage lots of fluids and frequent hand washing.

**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 student with conjunctivitis is contagious and needs to see a medical provider. It is usually only in one eye as opposed to allergy eyes that affect both eyes, However, 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 you wake up, it needs to be checked by a doctor for antibiotic treatment. Ask the 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 for the student. You can use over the counter cough suppressant 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. Usually there is 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 but there are 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 all contact. 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.

## SECTION VI: ACTIVITIES

### 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.

### Scholastic Recognition

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. The purpose of this program is to encourage students to focus on their academic achievement. Assemblies will be held at the conclusion of each quarter to recognize student achievements and reward successes.

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

- Gold Card: 4.0 Quarter GPA, no disciplinary referrals
- Silver Card: 3.5 to 3.99 Quarter GPA, no disciplinary referrals
- Blue Card: 3.0 to 3.49 Quarter GPA, no disciplinary referrals, 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.

#### Middle School Academic Recognition

Middle School students who earn all A's and B's on their report cards will be honored at an assembly held quarterly. Notification of the ceremony will be in the monthly school calendar.

#### National Honor Society (grades 11-12) & National Junior Honor Society (grades 9-10)

Students who maintain a 3.5 GPA and are involved in a wide variety of school and community activities may be invited to join these organizations. Both NHS and NJHS are active in community service projects throughout the school year.

After 3 semesters, the faculty screens nominated students. A faculty committee deals with issues that arise during the year. The committee addresses the four qualities required by NJHS/NHS: (1) character; (2) scholarship; (3) leadership; and (4) service. A student must clearly demonstrate all four qualities. Membership in NJHS/NHS is a privilege and not a right.

### **Student Activities**

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

### **Student Council**

Middle School and High School student councils represent 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), and Wrestling.

Spring - Soccer (F/M), Baseball (M), and Softball (F).

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. Students with two failing grades 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 three-week period may result in expulsion from the team. Students must maintain at least a 2.0 GPA.

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**

Standards for all OAHS Dances. For more details 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.
- Middle school dances are held after school or at night from 7 and 9pm.
- High school dances 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 for, conduct and clean up from 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.

- Students must have been in school that day to be able to attend the dance; exceptions may be made by administration.
- Student must be in good standing at school and not in suspension
- 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, they may not return.
- Students will not show up at the dance 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.

### 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
- MTV videos will not be played at school dances; psychedelic images or 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 for that DJ

## 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 472, room A112 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 784-1827 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 monthly. 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](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)

The DoDEA School Improvement Process (SIP) is a six-phase process. The faculty and parents conduct the SIP process. Parents interested in participating on the SILT 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' Paws*.

### Parent/Teacher/Student Organization (PTSO)

The PTSO is the main parent/teacher/student organization at OAHS. It raises money and distributes it to the student groups for a wide variety of activities. Past fund-raising activities have included our Annual Wine and Cheese Evening, Golf Tournament, car washes, food booths, a flea market, an art auction, and a spaghetti dinner. The PTSO has raised thousands of dollars with the help of parents and the community. Call the school office to find out how you can help.

### 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 calls - 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 unless authorized by the Principal. (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.

### 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 this 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. 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 from DODEA.

**A current notarized Power of Attorney is required for all school activities.**

### **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, 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.

### **Audio/Visual Policy**

All videos shown in class will be related directly to the curriculum and previewed by the teacher.

- Only videos with a "G" rating can be shown without obtaining written parental permission prior to showing it to students in class.
- Videos with a "PG" or "PG-13" rating will not be shown in class without parent notification. A negative response notice is required.
- No videos with an "R" rating will be shown
- Non-rated or classic videos may be shown, but written notification must be given if the material could be considered controversial or offensive to others.

- School administrators are notified of all copyrighted videos shown in classes.

An alternative activity for credit must be provided for students who received a negative response to viewing the video. This is, of course, only if viewing the video in some way affects student grades. If there is no graded activity in conjunction with the video, there is no need for a teacher to provide an activity (in lieu of the viewing), which would yield the student a grade.

### **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.