



Parent-Student Handbook

2017-2018

Osan Middle High School

UNIT # 2037

APO AP 96278-2037

School Colors: Blue, Black, & White

School Mascot: Cougars

Osan Middle High School (OMHS) Parent-Student Handbook

This Parent-Student Handbook provides information to help students learn and be successful. The term 'parent' is used and refers to the student's sponsor, parent, and/or guardian. There is information such as attendance, bell schedule, health and student support services, discipline, and other activities.

Department of Defense Education Activity (DoDEA) MISSION

Educate, Engage, and Empower each student to succeed in a dynamic world.

DoDEA VISION

To be among the world's leaders in education, enriching the lives of military-connected students and the communities in which they live.

DoDEA CORE VALUES

We believe...

- Students are at the heart of all we do.
- Each student can realize his or her fullest potential.
- Educating the whole child fosters academic, social, and emotional well-being.
- Learning environments are student-centered, stimulating and relevant.
- High-performing educators and leaders make a difference in student success.
- Parental engagement and support are vital to student success.
- Engaged partnerships enrich the lives of our students.
- Our diversity inspires excellence and innovation.

Pacific West Purpose Statement:

To empower students to learn and lead in our global society.

District Continuous Improvement Goal(s):

Active Student Engagement,
Implement CCRS
Systems Approach

Osan American Middle High School 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.

Osan American Middle High School Purpose Statement:

OAHS will embark all students on a **PATH** for success in the 21st Century

P - Partnership

A - Assessment

T - Technical Literacy

H - Higher Order Thinking

OMHS Continuous Improvement Goal(s):

All students at Osan American High School will increase their college and career readiness skills

Guiding Principles

Success for All Students

Trust and respect for others

Uncompromising advocacy for students

Development of lifelong learners

Equal access to quality, rigorous education

New and motivating challenges to inspire excellence

Teaching with high expectations

Safe and stable learning environment.

Alphabetical Listing of Important Topics

Acceleration

Acceleration is provided for classes when a student must withdraw from school prior to but within 20 school days at the end of the semester. In order to accelerate, PCS orders or other official documentation, with the student's name is required by the school at least 30 days in advance of the PCS date. The reason for this suspense is because students are required to complete all assignments in advance of PCS in order to accelerate and receive credit. Teachers need notification in order to properly prepare assignments in advance for students. Acceleration is not permitted for unofficial travel, such as family trips or vacations.

The conditions and procedures for acceleration to complete courses are:

- 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.
- Semester credit is earned if there are fewer than 20 days left in the semester before the departure date.
- The withdrawal date from school is TWO days prior to the departure date.
- All completed accelerated work must be turned into the individual teachers no later than five school days prior to withdrawal from school.

First semester acceleration date is **Dec 12, 2017** and the **second semester** acceleration date is **May 17, 2018**.

Advanced Placement

All students at OAHS 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 consultation is important. AP courses are weighted grade courses. AP exams are administered in May. For a student who desires to take more than three AP courses in a school year, the student must discuss the academic requirements for the courses and the time commitment that will be required for success. It is also encouraged that parents and student attend the beginning of

the year AP information meeting to ensure that all parties are aware of the expectation and time commitment for the AP courses.

Attendance

It is required that all students attend school regularly and punctually, according to [DoDEA Regulation 2095.01, School Attendance](#). The school day begins at 0830 and ends at 1510. Students and sponsors are responsible for ensuring students arrive on time and regularly attend classes. Missing school may adversely affect student learning and consequently grades. Five unexcused absences in any quarter will result in a mandatory conference between student, parent, and administrator, along with a referral to the SST (Student Support Team). Seven or more unexcused absences in any quarter will be reported to the Base Command and Family Advocacy Program. Excused absences are those resulting from illness, medical/dental appointments, 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. 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.

Advanced Notification and Request for Excused Absence

The request for an extended absence (three or more days) must be submitted through the main office at least three days prior to departure. Students will be required to complete an Application for an Extended Absence form to this effect with the office prior to departure.

Excused/Unexcused Absences

See [DoDEA Regulation 2095.01, School Attendance](#) for definitions (pgs. 8 & 9)

Note: An unexcused absence denies the student the right to make-up work for credit.

Make-up Work

After an absence, it is the student's responsibility to contact his/her teachers to receive, complete, and return make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine classroom make-up procedures. The time allowed for make-up work is one day for each day a student was absent from a class period.

Notification of Absence

Parent must contact the office at 784-9098, before 0830 on the day a student will be absent from school to provide the reason. If an emergency prevents parent from contacting the office, please contact the office as early in the school day as possible or provide a written reason for student to bring to office upon return to school. When a student is absent for a full school day or a partial school day, parents must provide a note to the school 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

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.

Procedures required following any absence

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.

Sign-In and Sign-Out Procedures

A student will not be allowed to arrive or depart campus unless a parent, sponsor, or emergency contact person (DS Form 600 – Student Registration) signs the

student in/out at the office. A parent can make prior arrangements for a student to be signed out by a third party by giving advance notice in writing to the office. A parent returning a student to school during the school day must sign the student logbook at the office to admit the student to school. It is the responsibility of the parent to schedule non-medical appointments outside of the school day. In order to protect instructional time the school requests parents to attempt to schedule medical and dental appointments outside of school whenever possible.

Tardy Policy

Students will be counted as tardy if they are not present in the classroom at the designated time for each class. Students are expected to be in their seat and prepared to work when the tardy bell rings. If a student reports to class without an excuse written by the secretary, an administrator, or teacher, then the late entry into class will be recorded as Tardy. Tardiness to class is unacceptable because it is disruptive to the education process. Students who are detained by school officials will be given a hall pass. Students who arrive at 0830 or later to school must report to the office to obtain an admission slip to their first class. Tardiness will be cumulatively recorded quarterly for each class.

- 1st Tardy Student Warning
- 2nd Tardy Parent Notification (by the Assistant Principal) and lunch detention
- 3rd Tardy 1 Hour After School Detention
- 4th Tardy 2 Hour After School Detention
- 5th Tardy 4 Hour Saturday School – 0800 – 1200
- 6th Tardy 1 Day In-School Suspension
- 7th Tardy 2 Days In-School Suspension
- 8th Tardy 3 Days In-School Suspension
- 9th Tardy 1 Day Out-of-School Suspension

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 severely with consequences of additional days, etc.

Note: 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 at the base.

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 zero 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 any time 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.

Bell Schedules

A/B Day	
Cafeteria Access	0800
Hallway Access	0815
Warning Bell	0825
A1/B1	0830-0955
A2/B2	1000-1125
A3/B3 /Split	1130-1215
Lunch	1215-1255
A3/B3 /Split	1300-1340
A4/Seminar	1345-1510
Early Release (Tuesday)	
Cafeteria Access	0800
Hallway Access	0815
Warning Bell	0825
A1/B1	0830-0945
A2/B2	0950-1100
A3/B3	1105-1215
Lunch	1215-1255
A4/B4	1300-1410
Late Start	
Cafeteria Access	0930
Hallway Access	0935
Warning Bell	0945
A1/B1	0950-1100
A2/B2	1105-1210
Lunch	1210-1250
A3/B3	1255-1400
A4/Seminar	1405-1510

Books and Other School Property

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books. For any missing text book, library book, or a class novel, it is suggested that parents obtain the book's ISBN number and order the book from one of the internet book sellers which mail to APO addresses, such as Amazon.com. Charges for damaged or lost textbooks or equipment will be assessed at list price.

Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Parents are also responsible for payment in case of loss or damage to laboratory equipment, audio-visual equipment, computer materials, musical instruments, and any other school property or equipment that may be lost or damaged.

Campus

Upon school arrival, all students will remain on campus throughout the school day. The school day includes lunch period and after-school activities. Students are not allowed to go to the commissary, food court, Burger King, Popeye's, or any other facility on or off Osan Air Base during the school day. Refer to Sign In/Out Procedures under Attendance for the procedures to release a student from school during the school day.

Chain of Command

Parents and community members may have concerns about our educational programs and services. Please use the following chain of command so that we may respond to student, parent/sponsor, and community member issues in a timely manner.

- Teacher/Specialist/Support Staff
- Assistant Principal
- School Principal
- Pacific West District Superintendent
- Pacific Director of Student Excellence
- DoDEA Director

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.

To improve writing and prevent plagiarism, teachers may choose use TurnItIn.com as an online accountability tool. If you have any questions regarding TurnItIn.com, please contact the administration. Students who cheat or plagiarize will not receive credit on that examination, project, or homework assignment, and parents will be notified by the teacher. Middle School students will receive a Saturday school detention for first time offenses. High School Students will receive an In-School Suspension for first time offenses. Future infractions can result in an out of school suspension.

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.

Computer Usage and Internet Policy

DoDEA Administrative Instruction 6600.01 requires that students adhere to a Computer Access and Internet Policy before accessing computers. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized users access are each serious offenses that will call for the student's actions to be evaluated by the school administration.

Computer Abuse

Computer privileges will be suspended if students abuse computer policies.

1st Offense	3 Days Privileges suspended
2nd Offense	10 Days Privileges suspended
3rd Offense	Privileges suspended for the remainder of the semester.

Any computer abuse deemed detrimental to the school network and security will result in permanent loss of privileges for the school year.

Conduct

Conduct codes are in accordance with **DoDEA Regulation 2051.1 Disciplinary Rules and Procedures (23 March 2012)**. The management of student conduct 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 in vehicles owned by the Government or contracted;
- During the lunch period on a school day on or off campus; and,
- 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)

Teachers will handle **minor cases** of disruptive behavior using their own in-class behavior management plans, which include parental contact and such actions as warnings, conferences, detentions, and reassignment of seats. When a teacher refers a student to the school administration for disciplinary action, it is because the teacher's prior attempts to instill discipline have not resulted in an improvement in the student's behavior.

Detention requires a student to report to and remain at a place designated by an administrator. Students will be under supervision at all times. An **administrator may assign detention** during lunch, before school, after school, or Saturday to students who disrupt the learning environment. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

Out-of-school removal (suspension) from one to ten days requires involvement of **school administration, sponsor, district office, and command officials**, and is imposed in accordance with [DoDEA Regulation 2051.1](#). Students and parents will be notified of the reason for the student's removal. While assigned out-of-school suspension, students may not participate in any school activity. A **formal Discipline Committee hearing** must be held in the event that a student is removed for ten days within a school year. Also, a conference with parents will take place before and/or after the removal. Expulsion is a disciplinary consequence that terminates the student's education at the school; it involves a hearing in accordance with [DoDEA Regulation 2051.1](#).

Expulsion may also occur for single infractions that are particularly serious. The **OMHS principal** will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and document evidence, to present evidence to reduce the consequences, the right to be represented by counsel or another representative, and the procedures for appeals. Parents will also be given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures.

**** Students will be automatically excluded from the team or other school sponsored activities due to disciplinary infractions that may cause concern for future incidents that may result in disciplinary actions that may not fit the standard of integrity and excellence that Osan Middle High School holds for all of its students and staff. Students involved in incidence that may result in military police being called to investigate a situation will not be allowed to attend or participate in any events pending the outcome of the investigation.**

Behavior Infractions/Consequences

Infraction:	Consequences:		
	1st Offense	2nd Offense	3rd Offense
Alcohol Possession/Use	5 Day Suspension and ASAC Referral	10 Day Suspension and Expulsion Hearing	
Assault(Physical) of a Staff Member	10 Day Suspension and Expulsion Hearing / 51 st Security Force Notification		
Computer Abuse or Crime	Restricted Use / Possible Forfeiture of Use		
Cheating/Plagiarizing	Parent notified by administration & zero for assignment of test. Saturday School	Parent notified by administration & zero for assignment of test. 1 Day Suspension	Parent notified by administration & zero for assignment of test. 2 Days Suspension
Destruction of Property	5 days/restitution/51 st SFS notified	10 days/ restitution/ 51 st 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 st SFS Notification		
False Fire Alarm	5 Day Suspension and 51 st CES/CEF Referral for safety training/referral to 51 st SFS	10 Day Suspension, Expulsion Hearing 51 st SFS Referral	

Fighting	3 Day Suspension (unplanned)/double Suspension (premeditated)	5 Day Suspension	10 Day Suspension and Expulsion Hearing
Fights (Contributing to)	1 Day Suspension	3 Day Suspension	5 Day Suspension
Forgery	1 Day in School 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 / 51st Security Force Notification		
Defiance of Authority	Detention	Detention/Saturday School	1 Day Suspension
Prohibited Items: Beepers / Toys / CD / Walkman / MP3 Players / etc.	Confiscate by teacher / Turn in to Office / Parent Retrieval	Detention / Parent Conference	1 Day Suspension
Profanity / Vulgarity	Detention	Detention/Saturday School	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	3 day suspension and SFS referral	5 day suspension/51st SFS Notification	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	3 Day Suspension and Counseling Referral	3 Day Suspension and Counseling Referral	5 Day Suspension and Counseling Referral
Horseplay	Detention	Detention/Saturday School	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
Theft / Possession of Stolen Items	3 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Restricted from being in the school after 3:30pm	5 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Restricted from being in the school after 3:30pm	10 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Expulsion hearing
Verbal Assault of a Staff Member	1 Day Suspension	3 Day Suspension/Referral/ consider alternate placement	5 Day Suspension
Threat of Physical Violence to a Student	1 Day Suspension/ Notify 51st SFS	3 Day Suspension	5 Day Suspension
Threat of Physical Violence to a Staff Member	3 Day Suspension and Counseling	5 Day Suspension and 51 st SFS Notification	10 Day Suspension, 51 st SFS Notification, and Expulsion Hearing
Truancy / Failure to Sign-out / Leaving Campus	Detention for each period truant/parent notified	Detention for each period truant/ parent notified/Referral MFLC/Detention/Saturday School	1 Day Suspension/ parent conference (progressive)
Use of cell phones, music and game devices in the school building	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it.	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it.	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it.
Vandalism	3 Day Suspension / Restitution / Clean Up and 51 st SFS Notification	5 Day Suspension / Restitution / Clean Up and 51 st SFS Notification	10 Day Suspension,/ Restitution / Clean Up / 51 st 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.

Contacting Students

Osan Middle High School is a closed campus. It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home will be accepted. Parents should ensure that students know how they are getting home from school before they leave home in the morning and what their after-school options are. Students are not permitted to leave campus for any reason unless proper school permission is given. A student leaving the campus without permission is truant.

- Official Office Hours 0730-1630, Monday-Friday
- Teacher Duty Hours 0810-1540, Monday-Friday

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.

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.dodea.edu/newsletter/newsindex.htm>

Courses/Required

DoDEA Graduation Requirements	
Required Courses	Units
English Language Arts 9, 10, 11, 12 (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
Social Studies (1 credit of U.S. History, 1 credit of World History 9 or World History 10 and 1/2 credit in U.S. Government required)	3
Mathematics* (1 credit each of Algebra and Geometry are required. The third math credit must have a course code of 400 or above excluding lab classes)	4
Science (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
Foreign Language (2 credits in the same foreign language are required)	2
Career Technical Education (1/2 credit must be in a computer technology.)	2
Physical Education(PEF 301-Personal Fitness, PEL 301-Lifetime Sports and PEN 301- Physical Activity and Nutrition are required)	1 1/2
Fine Arts (Courses used to meet this credit must relate to: Visual Arts, Music, Theater, Dance, and/or humanities.)	1
Health Education	1/2
Sub-total for Required Courses	20
Sub-total for Elective Courses	5
TOTAL CREDITS	26

Earn 4 credits of mathematics. Earn 1 credit each of Algebra and Geometry and 2 credits from courses that have a course code of 400 or above (excluding mathematics lab classes)

Earn 3 of the required 4 units of mathematics credit toward graduation from mathematics courses taken in grades 9-12

Course Selection/Course Change Request

The counselor assists students in developing the programs that will best suit student needs. Depending on student enrollment, certain elective courses may not be offered. Students may request a course change within the first two weeks of each semester. After this time, students should be aware that once they are enrolled in a course, the course cannot be dropped unless there are valid reasons determined with the recommendation of a teacher, a parent, or an administrator at a placement committee meeting. Final approval rests with the principal.

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. [See DoDEA Regulation 2051.1 Disciplinary Rules and Procedures E3.ENCLOSURE 3](#)
[GROUNDS FOR DISCIPLINARY ACTIONS](#)

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.

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.

DANCE Policy

Participation in school dances is limited to those students currently enrolled at OMHS. School dress codes will be maintained. Once a student leaves the dance, re-entry is not permitted, and must leave the premises. Parents are responsible for transportation to and from school dances. Guests are permitted only with prior approval from the assistant principal.

Dress Code at Dances

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

Student Organization Sponsored Dances

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 two 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 p.m. to 10 p.m. 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.

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 the additional guidelines 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.
- Students 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 leaves the dance, he or she may not return.
- Students under the influence of alcohol or any mind-altering substance will be subject to suspension or expulsion.
- If a student becomes ill during the dance or found to be out of compliance with the rules, the parents will be called immediately and be required to transport their student from the dance.
- Parents of other students and teachers are not authorized to transport students without parent/sponsor permission.
- Students must maintain respectful.

Music at Dances

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

- Sexually explicit or profane lyrics
- Lyrics advocating violence
- Lyrics with racial slurs/overtone
- Music videos will not be played at school dances; a lighting system would be more appropriate.

The dance sponsor will conference with the DJ at least one week prior to the dance to discuss music. The DJ will sign a statement of compliance to play only music that conforms to the dance music policy; failure to do so will equal lack of opportunity in the future.

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. School administrators have the authority to make decisions about the appropriateness of all school attire. 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. If students continue to violate the dress code, it becomes a discipline matter.

Students' attire standards include:

- No short shorts or short skirts (fingertip rule) (The fingertip rule is measured by arms resting naturally at your sides, palms lying flat against the thigh. The hem may be no shorter than the tip of the middle finger.)
- No halter tops, extremely low-cut blouses or dresses that reveal cleavage; tube tops, backless, strapless, one shoulder tops, deep scoop-neck shirts, see-through sheer blouses, spaghetti straps, tight, or revealing clothing. Tank tops may be worn with straps that are at least three finger widths wide and that meet all requirements in the above statements). No bare midriffs.
- Muscle shirts or sleeveless undershirts with large revealing armholes or any other shirt with large revealing arm holes may not be worn. This includes shirts or blouses that expose the midsection or body below the armpits.
- No Visible undergarments.
- No sagging pants. All pants must be worn appropriately around the waist to not show undergarments and/or skin.
- Biking shorts, leggings, and yoga pants require a shirt or top of acceptable length. The acceptable length of the shirt or top, covering biking shorts, leggings, and yoga pants, must meet the fingertip rule. (The fingertip rule is measured by arms resting naturally at your sides, palms lying flat against the thigh. The hem may be no shorter than the tip of the middle finger all the way around the body.). Biking shorts, yoga pants, leggings, jeggings,

and tights must also be thick enough so skin and undergarments cannot be seen.

- Pants, shorts, skirts and leggings may not have holes and/or tears in them that are above the length of the longest finger extended down the side (fingertip rule).
- No pajama bottoms, costumes, or slippers should be worn to school unless for an approved school-wide occasion.
- No unsanitary clothing.
- No clothing with cigarette, beer, alcohol, drug statements, suggestive messages, advertisements containing language, symbols oriented toward violence, sex, drugs, or any prohibited substances.
- For safety concerns, students may be asked to remove excessively long chains, large wallet chains, jewelry with spikes, including chokers and rings, chains; any jewelry or accessory that can be used as or is perceived to be a weapon or any 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, hoods, bandanas, sweatbands, or headphones.
- All clothing, including shoes, must be appropriate for the activity. All students will wear shoes (appropriate for educational activities, i.e., athletic shoes for PE and the weight room, protective shoes for science labs). Open-toed shoes in science classes, as well as high-heeled shoes higher than 3 inches, and flip-flops/slides are prohibited for safety reasons. No bare feet.

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

Drug-Free School Policy

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus or during any school-sponsored trip and/or activity is not permitted. Appropriate discipline will be taken if these standards are not met. All drugs prescribed and/or over the counter are to be kept in school health office with physician's documentation.

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 classroom unless authorized by the classroom teacher for instructional purposes. Classroom use of electronic devices must be authorized by the teacher. Unauthorized electronic devices will be confiscated. The teacher will write up a disciplinary referral and send it to the front office as necessary. The school is not responsible for lost or stolen electronic devices.

Elevators

The primary use of the school elevator is to transport supplies and equipment between floors. In the event that a student cannot walk the stairs, the health office will issue a pass for use of the elevator during the time of incapacitation. Parents will be contacted to determine if a temporary 504 Accommodation Plan is needed.

Emergency and Evacuation Procedures

A notification sound will signal a fire drill or other emergency evacuation procedure. Students will follow the evacuation plan posted in the room and will leave the room in an expeditious and orderly manner. Students are not to return to classrooms during or after emergency evacuations until given permission by an appropriate authority. Students are not permitted to use cell phones or other electronic devices, as ordered by the command, during an emergency. Emergency evacuation procedures will be practiced every week during the first month of school and every month thereafter.

Food and Drink

Students may carry drink containers and wrapped food in the hallways when transporting it to their lockers or cafeteria. Students may eat a snack between classes at their lockers. Students will lose locker snack privileges if the student creates a mess. Students are encouraged to drink plenty of water during the school day.

- Water bottles must be clear plastic with a lid, and no more than 1 liter
- Water bottles are subject to inspection by any teacher or school administrator for possible inclusion of anything other than drinking water; i.e., soda, sports drinks, etc.

Grading

Official reports of academic grades are issued at the end of each quarter. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include laboratory or hands-on experiences, homework, projects, etc. Parents should expect report cards to arrive through the military postal system approximately one week to ten days after the end of each quarter. Refer to school calendar for dates.

An incomplete (I) grade may be given when a student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absences from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work. Normally, this should not extend beyond the number of days the student was absent from school. Once the deadline is established and the required work is not completed, the "I" will become an "F." In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

Grading Scale/Grade Points

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

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)
GradeSpeed Parent Portal: <http://dodea.gradespeed.net>

Student grades are available online via GradeSpeed. Parents and students have individual account access to grades and should contact the school office to sign-up for a GradeSpeed account.

At minimum, teachers are required to record one assignment or grade per week, and posting should be no longer than ten (10) calendar days from the date the assignment is collected, with reasonable exceptions for large projects.

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 the official 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+ and B- all reflect the value of three unit points.

Progress Reports

Progress reports are emailed to all parents and sent through the post office. 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 in advance.

Report Cards

Report cards are issued quarterly. Conferences will be held after the first quarter and at the conclusion of the first semester. For the third and fourth grading periods, report cards will be mailed home. Questions concerning grades should be directed to individual teachers. Copies of computer-generated report cards may be:

- placed in the student file
- mailed to the sponsor

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," (updated September 5, 2014). 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 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.

Transfer Grades/Credit

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.

Graduation Expectations

Students are expected to complete eight 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 eight and have been **promoted to grade nine**; or have enrolled in grade nine, 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 19 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.

Guidance and Counseling

School Counselor ([DoDEA Manual 2946.2](#))

To fulfill expectations of the DoDEA Community Strategic Plan, a Competency Based Counseling Program (CBCP) is provided in every DoDDS school worldwide, preschool through 12th grade. The program provides for the implementation of a comprehensive model for the delivery of school counseling services. The student competencies give the program direction; and thus, the title Competency Based Counseling Program. A CBCP is required in each school, along with all of the other educational programs, to ensure that all students receive the skills necessary to be productive and active members of our democratic society, possessing self-direction, a positive self-image, tolerance, and an understanding of self and others.

The competencies are grouped under three broad areas:

- academic development,
- career development,
- personal/social development.

To meet the needs of all students today and tomorrow, the CBCP provides a balance of services and activities. One of the key components of CBCP is the required development of an annual plan for counseling services based on a needs survey. School counselors continually assess the needs of their students, evaluate

their programs, and make changes in the program to better meet the identified needs of students. The CBCP is built around an organizational framework consisting of structural components and program components. Structural components provide the program with direction, support, and the necessary resources, including definitions and philosophy, facilities, staffing, and budget. Program components organize the school counselor's time into direct and indirect activities and services. The delivery of services may vary depending on the ages and unique needs of various student populations, however, direct services should take the greatest portion of counselor time. School counselors continually collaborate and integrate services with other members of the Student Support Services Department (school nurse, school psychologist) at all grade levels. The delivery methods/strategies of the school counseling program typically include:

- course selection
- course scheduling
- graduation requirements
- career pathways and exploration
- college exploration and application
- scholarship opportunities
- consultation to teachers, parents, and school administration
- short-term individual or group counseling
- program planning and evaluation
- new student welcome and transition support
- participation on the school's Crisis Intervention Team, Student Support Team (SST), Accommodation (Section 504) Plan Team, Gifted Education, and Special Education Case Study Committee (CSC)
- collaboration with the School Nurse and other SST members on issues related to the presence and impact of attention deficit hyperactivity disorders (ADHD)
- school / home / community partnerships

School counselors serve as a liaison among teachers, parents, SSS Department, administrators, and community resources to facilitate successful student development. As student advocates, school counselors promote equitable access to school/community programs and services for all students. School counselors assist with the transition activities between elementary to middle and middle to high school. The CBCP integrates academic, career, and personal/social

development. The guidance and counseling curriculum, composed of organized objectives and activities, is delivered in collaboration with other school personnel in classrooms. School counselors develop and present guidance units that direct attention to particular grade level competencies, or areas of concern as identified in the annual counseling plan. School counselors partner with fellow Student Support Services (SSS) Department personnel, classroom teachers, and/or other community members/services to deliver part of the guidance curriculum. The guidance curriculum may vary from school to school, however, it is expected that all students at all grade levels will be provided developmentally appropriate information and opportunities for skill development through the guidance curriculum.

Hall Passes

Students are expected to be in their assigned areas, and students must obtain permission from teachers or other school officials to leave assigned areas. Hall passes will be used to verify permission for students to be in the halls. Therefore, students must carry their hall pass with them when leaving an assigned area.

Health Services

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or if necessary, be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. The school nurse only provides services for students who become ill or injured during the school day. The nurse will contact the sponsor or parent if the student needs to be taken home or to the hospital. Parents are to make every effort to pick students up as soon as possible. If it is not possible to reach a parent or the designated emergency contact, the sponsor's unit will be asked to provide assistance. Any students who have body temperature above 100F will be sent home.

Health Services School Nurse ([DoDEA Manual 2942.0](#))

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home or, if necessary, be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. The school nurse only provides services for students who become ill or injured during the school day. The nurse will contact the sponsor or parent if the student needs to be taken home or to the hospital. Parents are to make every effort to pick

students up as soon as possible. If it is not possible to reach a parent or the designated emergency contact, the sponsor's unit will be asked to provide assistance. 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 current.

Illness Protocols & Recommendations

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. If your child has a temperature over 100 degrees, he or she should stay home until the temperature remains normal for 24 hours without the help of medication. This helps prevent exposing others to whatever was making your child ill as well as protecting your child from contacting other organisms while his or her body is trying to recover. Any students who have body temperature above 100 degrees will be sent home.

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

Upper Respiratory Infection (cold): Sometimes children feel ill 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 ample 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. Encourage your child to drink ample fluids and wash hands frequently.

Allergies: Allergy season or triggers may be different if you are new to Korea. Be prepared for allergy season by having prescription or over-the-counter allergy medication on hand. It is preferable to select a non-drowsy medication so your student can still function in school. A medication consent form is still required.

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 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. Ask your medical provider how long your student will be considered contagious and need to stay home. Eye makeup that may be contaminated must be discarded. 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 plenty of water to soothe the throat and to thin mucus.

Influenza (Flu): Flu usually is a sudden occurrence that gives no advanced warning symptoms. There is a fever as well as headaches and muscle pains. The most important thing to do is to STAY HOME! The best prevention is getting the flu shot every year. The next best prevention is frequent hand-washing.

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.

Immunization Requirement

All students will be required to meet the DoDEA Immunization requirement. Newly enrolled students will have 30 days to comply the required immunization. For an immunization that requires a series of vaccinations to complete immunity, the next in the series is due NLT 10 days after the due date as determined by the Advisory Committee on Immunization Practices (ACIP) series spacing requirements. Disenrollment may occur to the student who does not provide immunization document that satisfies the requirement. See [DoDEA Immunization Requirement \(DoD Directive 1342.6\)](#)

Medicine Policy

The school nurse may accommodate parent requests for medication (prescription, nonprescription, and over-the-counter medicines) to be administered during the school day. According to DoDEA Health Service Guide, DS Manual 2942.0, school personnel may administer medications when certain criteria are met. In order for

school personnel to administer prescription medications during school hours, a form must be provided to the school signed by the parent and a physician. The medication will be in the original container, properly labeled by the pharmacy or physician. The label must indicate the name of the student and physician, the medication, dosage, and frequency. The date of the prescription needs to be a current date. All medications will remain with the school nurse for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate a new form and a new-labeled container. Medications for acute illness (such as bacterial infections) are usually prescribed three times a day and may be administered by the parent before school, after school, and before bedtime. Students will not be permitted to carry medications or to self-medicate, except inhaler. Parent should contact the school nurse for proper documentation for students carrying an inhaler.

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.

School Health Screening

The school nurse may conduct the following health screening for all 7th graders: BMI with height and weight, blood pressure, vision and hearing. Parents may request to school nurse if they want their child to be screened at any time.

Homework

The assignment of academically appropriate homework is an extension of classroom instruction and supports teacher instructional objectives. It is DoDEA policy that homework will be assigned in accordance with the needs and objectives of individual students and in support of the learning objectives of particular curricular areas. It should be recognized that "homework" will include assignments that are more than paper and pencil tasks. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.

Information Center (IC)

The Library Information Center is open daily for students to check-out books, use computers, print school assignments, and utilize other resources. Students should contact the Information Specialist (IS) prior to using IC equipment. Students may check out three books at a time. No additional check-outs are allowed until books that are due have been returned. Students are also given a *Mackinvia* log-in to access eBooks and databases for research. Magazines are only for reading while in the Information Center. Students may use seminar sessions to work together on assignments to include group or individual assignments as long as the school rules are being followed. The Information Specialist is readily available to help students locate print and internet based resources. The OMHS Information Center is open 15 minutes before and after school and throughout the school day. Daily hours are posted. In addition to the DoDEA Form 700 submitted to and kept in the front office, students are required to have a teacher-issued Information Center pass to work independently in the IC during class time.

The OMHS Information Center catalog can be accessed online at <http://slicclassic.dodea.edu/search~S137>.

Inclement Weather

Normally, the cafeteria is opened to students at 0800. On inclement weather days, the cafeteria will be opened at 0750 to accommodate students. During inclement weather days, students must remain in the cafeteria or gym during their normally scheduled lunch break period.

Lockers

Each student is assigned an individual locker that may not be shared. Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. The practice of sharing of lockers, unless assigned by the school, is discouraged. Students should not share their lock combinations. The school is not responsible for personal property kept in lockers.

Lockers must be maintained properly and must be locked at all times. Lockers may be opened by the sponsor or, in the case of reasonable suspicion, by a school official or Security Forces to search for stolen or prohibited items. Students must use locks provided by the school, and are not permitted to use personal locks.

Students are not allowed to paint or deface the locker in any manner (inside or outside). No objectionable pictures or drawings are allowed. No graffiti or stickers are allowed inside or outside lockers. Students who violate this rule will be held responsible for the destruction of Federal property and face disciplinary action.

Physical education lockers are available in the gym locker rooms and must be used by each student when class is meeting. Locks are provided by the school; therefore, students are not allowed to use personal locks for gym lockers. While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should items be lost, stolen or damaged.

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)).

Lost and Found

Books, keys, coats, and other personal items that are found in the building or on the campus should be turned in to the cafeteria. Smaller lost items such as keys or glasses can be claimed in the office. Unclaimed lost and found items will be given to charity organizations during winter, spring, and summer recesses.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. It is often difficult or impossible to determine the rightful owner of unmarked property. Loss of personal property due to theft by other students is a serious matter. Students should not leave personal items unattended and should take all possible precautions to safeguard their property. If a theft occurs, it should be reported in writing to the main office. The school will attempt to resolve these issues. Usually, the majority of items lost or stolen are located within 24 hours. Security Forces will be called only when the administration deems it appropriate; however, parents may file an official report with Security Forces on their own. The school will cooperate fully in investigations involving theft of personal property. Unclaimed items are donated to the Thrift Store twice a year.

Lunch Facilities

AAFES provides a hot school lunch program. Students, grades 6-8, are not authorized to leave campus for lunch. Students, grades 9-12, 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 and lose commissary lunch time privileges. Students who desire to go home for lunch must have completed a lunch release form that permits the student to go home for lunch. This needs to be approved by school administration prior to the student leaving for lunch.

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.

Non-Educational Items

Students should bring to school only those items needed to do their schoolwork. Non-educational items distract from classroom instruction, may present a safety hazard, and may result in avoidable thefts, misuse or damage. Examples of items prohibited on school premises, school buses, and school-sponsored trips and activities include but are not limited to:

- Medications (except those kept for students by the school nurse)
- Fireworks and poppers
- Electronic games and gaming devices
- Electrical equipment (hot rollers, irons, etc)

- Aerosol products (Bianca, shaving cream, air fresheners, etc)
- Toiletry products (body sprays, after shave, hair items)
- Personal sports items or equipment
- Toys, water guns, and slam book
- Weapons or replicas thereof
- Hypodermic needles and razor blades
- Laser pens and laser light pointers
- Animals or pets without administrator approval

These and other non-educational items will be confiscated and returned to the student at the end of the day, or to the sponsor for repeated violations of this policy. The school does not accept responsibility for the security and/or replacement of prohibited items brought to school. Repeated disregard of this policy will result in disciplinary action taken against the student. Any potentially illegal or stolen items will be turned over to the 51st Security Forces Squadron. Cameras, cell phones and iPods will not be confiscated unless their use threatens the educational environment and/or safety of others; however, the school accepts no responsibility for these items if they are lost, stolen or missing. These items must remain turned off and invisible during the school day.

Opportunity Hall

Opportunity Hall is a mandatory academic support program that ensures that all OMHS students are successful. Students are assigned to O-Hall if they earn two Fs or if their grade point average falls below a 2.0 on the date of the O-Hall report generation. O-Hall reports are generated at the end of each Tuesday duty day. Parents and students are informed of their O-Hall assignment on the following Wednesday morning with the cycle starting on the following Thursday. All O-Hall cycles run from Thursday to the next Wednesday. If a student is assigned to O-Hall, they must attend three support sessions for the entire week-long cycle. The three mandatory sessions are as follows:

- Lunch O-Hall – The last 30 minutes of lunch time – Daily
- Seminar O-Hall – Entire Seminar period – Every other day
- After School O-Hall – One hour after school – Every day (Note: Parents can opt their students out of After School O-Hall with a note to the administration)

Failure to report to O-Hall will result in the following disciplinary actions:

- One Tardy or One Skip = 1 Morning Detention: 07:20-08:20
- Two Tardies or Two Skips = 1 Saturday School Detention: 08:00-12:00
- One Saturday School Skip – Two Days In-School Suspension

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.

Continuous School Improvement Leadership Team (CSILT)

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

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.

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 base publications as well as in Cougar Update.

Safe Working and Learning Environment

PAC West 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.

School Accreditation

Osan Middle High School is a federal activity, funded by the Department of Defense, and accredited by the North Central Association Commission on Accreditation and School Improvement, 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 Middle High School is dedicated to adherence to the high standards demanded by DoDEA and AdvancED. Diplomas and credits earned at Osan Middle High School are fully recognized and transferable.

School Facility Hours

7:30 a.m. – 3:30 p.m. Students must leave campus by 3:30 p.m. unless they are directly supervised by a staff member. For the safety and welfare of our students, there will be no loitering on campus.

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.

Seminar Period

Seminar Period (B4) is intended to be a time for quiet reflective reading and a chance to get academic help on assignments and homework from teachers, attend school assemblies (without detracting from academic time), or participate in other school activities. It is the responsibility of the student to make a request to see a teacher or the teacher can request to see a student using the blue hall passes.

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.

Korean District Activities Policy

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:

- Three sponsors not to include the sponsors in that particular activity
- Assistant principal (observer)

- Athletic/activities of director (facilitator/recorder)
- One teacher
- 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. The student may also invite any advocate of his/her choice such as a coach or friend to speak on his or her behalf.

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. 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.

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 Activities

Eligibility

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

The student must:

- Have an athletic code of conduct form on file at school signed by the student and his/her parent or guardian 5 days prior to the first event or contest.
- 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.

Academic Eligibility

- 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.
- The school will complete the grade check by 4 p.m. every Tuesday of the week that activities programs are conducted. A student declared ineligible on the Tuesday grade check will be ineligible from 8 a.m. the next day through the following Wednesday at 8 a.m. ([See Opportunity Hall](#))
- 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.

A student participant identified as **ineligible for three consecutive weeks** following receipt of intervention assistance **may be dropped from the activity.**

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

- Seniors will not participate in junior varsity competition unless the principal or designee has granted a waiver.
- League practice and checking out of equipment will not take place prior to the beginning date designated by KAIAC or DoDDS for each season.
- 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.

- 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.
- Each parent or sponsor shall read these policies and certify that he or she understands the athletic eligibility rules and policies of Korea District. The coach will be responsible for this signed document.
- **Insurance:** Students who are not ID 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.
- The coach will determine the amount and type of individual participation necessary to letter, and inform the participants at the beginning of the seasons.
- 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.** A note from the physician must be provided to the office after the absence.
- 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:

- All students who participate in activities are required to maintain, at all times, a standard of conduct that reflects the standards of Korea District.
- 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:

- Truancy
- The possession or use of drugs, alcohol, or tobacco products
- Sexual misconduct
- Abusive or vulgar language
- Unauthorized absence from designated locations
- Presence at unauthorized or off-limit establishments
- Theft, vandalism, or misuse of equipment or facilities
- Travel in non-approved vehicles without sponsor permission
- 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 or her expense.

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 or 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. 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. 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. 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.

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. (See Dress Code)

Letters and Awards

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.
- In regard to injuries and/or late arrivals, letters will be awarded at the sponsors' discretion.
- Only students in grades 9-12 are eligible for a varsity letter.

Osan Middle High School's Athletic Lettering Policy

Osan Middle 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.

- Unexcused absences, according to the team policy, will result in the loss of a letter.
- If injured, players must attend practice and help in any way deemed useful (if physically able).
- 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.
- All players must end the season in good standing.
- Managers will be awarded letters using the same criteria as the players.
- 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.

- 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. Disciplinary and academic integrity issues are cause for dismissal.

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: Drama, Junior Science and Humanities Symposium, Model United Nations, Chess Club, newspaper, yearbook, and special instrumental and vocal music groups.

Athletic Programs (Varsity and Junior Varsity)

Fall: Cross country, tennis, volleyball, football, and cheerleading

Winter: Basketball, wrestling, cheerleading, and marksmanship

Spring: Soccer, baseball, softball, swimming, color guard, drill, and track and field

DoDEA Eligibility Rules

- Student participation in these activities is governed by DoDDS eligibility rules: Participation is limited to eight semesters and students 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.
- Students are expected to travel with the team to all events in order to participate. We understand special circumstances may occur but these must be approved by the coach and the principal prior to 72 hours of the event except in cases of medical emergencies. Students can be signed out by their parents after a competition to return home with the parents but they are expected to ride the bus with the team if there is a game on the following day.
- Students who are 18 years old will not be allowed to sign themselves out unless they are an emancipated minor. If this situation occurs the 18 year old student will still be expected to ride the bus to the event with their teammates unless it has already been preapproved by the coach and school administrator.
- Failure to travel with the team may result in forfeiture of playing time or other consequences as determined by the coach and/or athletic administrator.

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

Student Awards and Recognition

Students receive recognition during quarterly award assembly programs.

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.

Note: See 6th & 7th Grade Handbook for specific Awards.

Honor Roll

Students are determined by individual GPA for 1st, 2nd, and 3rd quarter. If students earn a "D" or an "F", they are not eligible for honor roll regardless of GPA.

Honor Roll criteria:

- Principal's Honor GPA 4.00
- High Honor Roll GPA 3.50 - 3.99
- Honor Roll GPA 3.00 - 3.49

Renaissance Cards

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.

Middle School Awards

Teachers may also choose to recognize students at quarterly assemblies for special accomplishments (i.e., STEM, MathCounts, spelling bee, contest winners, etc.).

Presidential Academic Award

This award is presented at the 4th quarter assembly recognition to only Grade 8 students. Excellence Selection Criteria:

- GPA of 3.50 on a 4.00 scale or 90 of a 100 point scale
- The GPA is composed of all grades earned during the first three semesters of 7th and 8th grades.
- Standardized Achievement Test Scores at the 90th percentile. The score must be from the current or proceeding academic year and include verbal (total language) and mathematical skills.

Achievement Selection Criteria:

- GPA of 3.30 on a 4.00 scale or 85 of a 100 point scale
- The GPA is composed of all grades earned during the first three semesters of 7th and 8th grades.
- Standardized Achievement Test Scores at the 80th percentile. The score must be from the current or proceeding academic year and include verbal (total language) and mathematical skills.

Note: Administrative discipline during the quarter may result in the rescinding of card privileges.

National Honor Society & National Junior 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 Middle High School. The National Honor Society recognizes students for outstanding scholarship, leadership, character, and service. Membership in the society indicates that the attainment and sustainment of all four qualities. 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 Middle High School's NHS Chapter has strict membership criteria. In order to be considered a candidate, the student must:

- Be a sophomore, junior, or senior during the next enrollment year. Freshman candidates can be considered after completing one semester
- Have been enrolled at Osan American High school for at least one semester
- Have a minimum cumulative GPA of 3.5

- Be within the top 20 percent of his or her class
- Demonstrate significant scholarship, leadership, and character and community service. Any candidate who has been suspended or involved in illegal activities will not be considered. Selection for membership is by a faculty review board.

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.

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. Osan Middle High School's behavior codes are in accordance with [DODEA Regulation Department of Defense Education Activity Disciplinary Rules and Procedures](#), dated March 23, 2012.

Student Support Services

Student Support Services (SSS) is an integral part of the educational program with a team that includes **school nurse, counselor, and psychologist**. The team works collaboratively and in partnership with students, parents, teachers, and community members to assist in creating an educational environment of academic, personal, social, and career growth of students. The SSS Department offers the following school-wide education programs aimed at prevention for varying age and grade levels: Red Ribbon Anti-Substance Abuse Campaign; Health

& Wellness Forum/Fair; Signs of Suicide & Depression Education Programs; Character Counts; Bullying & Cyber-Bullying Prevention Campaigns; Conflict Resolution & Peer Mediation; Internet Use & Safety; Cyber Etiquette & Security for Social Networking; and Student Support Teams (SSTs).

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.

Confidentiality of Student Support Services

Conversations, consultations, and direct counseling are conducted with students and parents individually or in small groups when requested and determined appropriate. Interaction of this type is always confidential. School-based counseling is voluntary and confidential. Parental permission is obtained prior to any extended individual or group counseling. Student Support Service staff may assess or assist students in crisis and/or at-risk without parent permission. Confidentiality of student and family information is a priority for Student Support personnel. Information will remain confidential unless there is a need to know such as the threat of danger to one's self or others. Each member of Student Support Services adheres to the professional standards and code of ethics set forth by their respective fields: School Counseling, School Nursing, and School Psychology.

Child Find

Child Find is the Department of Defense Dependents Schools' effort to locate children, ages birth through 21, 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.

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 Middle High School. They are here for short-term problem resolution such as school adjustment issues, deployment and reunion adjustments, and parent-child communications.

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 demonstrate 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.

Psychological Services: School Psychologist ([DoDEA Manual 2946.4](#))

School psychologists serve as a vital part of the Student Support Services (SSS) Department and work closely in conjunction with school counselors, nurses, and administrators in the delivery of services to address the educational, emotional and social needs of students. Ultimately, the overarching goal of the psychological services program is to increase student capacity to overcome academic, personal, and social difficulties that might hinder their attainment of educational success and a satisfying and productive life. The primary intent of the provision of school psychological services is to promote mental and physical wellness and facilitate learning of all students, preschool through 12th grade. School psychologists collaborate within their SSS Department and with administrators and other school personnel in designing and providing services to address the academic, career, and social/personal development of students. Comprehensive school

psychological services are comprised of diverse activities in concert with School Health Services and Guidance and Counseling standards as described in the Competency-Based Counseling Program (CBCP). These activities (core services) complement one another and therefore are most accurately viewed as being integrated and coordinated rather than discrete services. Core services of the school psychologist are as follows:

School Psychologist – Consultation

Consultation is a meeting with concerned staff members and/or parents to discuss primary prevention, to identify reasons for the presenting problem(s), and/or to develop interventions. Consultation is often part of pre-referral activities, resulting in successful remediation without the need for further assessment. In providing the core service of consultation, the school psychologist will, as appropriate:

- provide consultation to staff regarding student needs and functions of Student Support Services (SSS) to meet those needs assist staff in the development and implementation of accommodations based on Response to Intervention (RTI) methodology
- assist parents to understand their child's needs and/or to develop interventions
- assist staff and parents to design a coordinated intervention plan between home and school
- assist in providing an easy transition from one school to another, particularly for students receiving psychological services
- identify the need for risk assessment for danger to self or others
- maintain working relationships with, and make referrals to community agencies such as Family Advocacy Programs (FAP), Behavioral Health, Clinical Psychology, Psychiatry, Mental Health, and Social Work
- serve as a member on the school's Crisis Management Team and coordinator of the mental health strand of interventions

School Psychologist - Student Support Teams (SST)

The school psychologist serves on or as a consultant to Student Support Teams (SST) established to identify at-risk students in the general education population. In providing the core service as a Student Support Team member or consultant, the school psychologist will, as appropriate:

- attend student review meetings

- conduct comprehensive reviews of student records
- collaborate with the School Nurse on issues related to vision, hearing, and medical conditions as they relate to student success in learning
- assist with the development of DoDEA Accommodation (Section 504) Plans, primarily related to emotional needs
- assist with the development of Functional Behavior Assessments (FBA)
- assist with design of Behavior Intervention Plans (BIP) and Individual Safety Plans
- provide appropriate intervention strategies and recommendations based on Response to Intervention (RTI) methodology
- refer to the Case Study Committee, if needed.

School Psychologist - Individual or Group Counseling

The school psychologist conducts a personal and private interaction with a student or group of students in which they work together on issues. In providing the core service of individual or group psychological counseling, the school psychologist will, as appropriate:

- maintain confidentiality
- inform principal on a need-to-know basis
- inform parents, obtain parent consent
- refer to outside agencies, as indicated.

School Psychologist - Special Education

The school psychologist serves on the Case Study Committee (CSC), as needed. In providing the core service as a CSC team member, the school psychologist will, as appropriate:

- assist in the development of pre-referral activities (see Student Support Teams, above)
- attend assessment planning meetings, as needed, primarily related to emotional needs
- administer and interpret assessments, provide written reports in understandable manners with appropriate recommendations
- assist in determining student eligibility for Special Education
- assist in the development of an Individual Educational Program (IEP), as indicated
- provide intervention services as determined by the CSC

Study Trips

To enrich the curriculum, study trips may be authorized by school administration during the school year. 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 signed by teachers at least 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. Study trips are a privilege and appropriate behavior is expected at all times.

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 teachers' 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. (See DODEA Regulation 2051. 1, Enclosure 3, E, 14.)

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. OMHS is a test site for the **SAT, ACT, and ASVAB**. See the 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 to all 9th – 11th grade students. 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 the Armed Services Vocational Aptitude Battery (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.

Transportation

The **Pacific Transportation Management Office (PACTMO)** coordinates bus contracts, determines routes, and issues student bus passes. School bus transportation is a privilege and misconduct on buses may result in disciplinary action, including possible suspension or expulsion. Misconduct includes the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences that may be suspended or revoked. 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 Bldg. 492, Room 303 and is open from 7:30 a.m. to 4 p.m. daily except American holidays. Questions should be directed to PACTMO at DSN 784-7545.

Bus Rules

The following rules will 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

Students may ride bicycles to school, but not on school grounds during the school day, before school or after school. Students are to get off their bicycles at the curb by the street and walk their bicycle to the bicycle rack. Bicycles must be locked, with locks provided by students. Students are not to ride skateboards, scooters, roller blades, and skate shoes on school grounds for the safety of all students in the school.

Visitors

All visitors are required to check into the main office before entering the school and must sign out on their departure. All visitors are required to sign in at the main office and receive visitor's badge before going to a classroom or other area of the campus. If a student would like to invite a visiting relative or local host nation friend to visit, the following steps must be taken:

1. A letter written by the student's parent or guardian must be presented to the principal at least two days before intended visit.
2. The letter must be signed by all of the requesting student's classroom teachers.
3. On the day of the visit, the parent should bring the student and the visitor to the main office to obtain a visitor's pass.

The student and the sponsor are both responsible for the visitor, who will be required to follow all school rules.

Parents are always welcome to visit the school at any time, however, all parents must report to the office to obtain a visitor's badge before reporting to the teacher's classroom. When parents wish to shadow student schedule, then these visits should be planned with the teacher and school principal prior to the scheduled day in order to avoid possible class conflicts, testing, or any special activities. However, parents are not allowed to communicate with other students on community or personal issues on the school premises. Security police may be called if visitors are defiant or disruptive to the educational process.

Volunteers

In accordance with [DoD Instruction 1402.5](#), background checks on school volunteers are required to be initiated by schools to verify that the volunteers are of good character, mentally stable, and free of criminal history and substance abuse. Forms to apply for the record checks are available at the school office.

The School Advisory Committee (SAC) reviews and advises the principal on school policy and program issues raised by community members. It is comprised of an equal number of parents and educators. The number of members is determined by the school population. **Parent Teacher Student Organization (PTSO)** supports school programs and activities by raising funds and providing services not provided by the DoDEA system.

“Zero Tolerance” Policy

PAC West and Osan Middle 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 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:

- Confiscation of the item.
- An investigation of the incident to include interviews with all involved individuals.
- 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.



GO COUGARS!