

DAEGU ELEMENTARY SCHOOL



Student-Parent Handbook SY 2019-2020

Daegu Elementary School
Unit 15623
APO, AP 96218

Korean Address
Camp George
23 Dae Myong 2-dong,
Namgu, Daegu, Korea

Telephone Numbers:

Office (on-post)	768-9531/9543
Comm.:	0503-368-9531/9543
Fax	768-7787
Comm. Fax	053-470-7787
Nurse (on-post)	768-9504
School cafeteria DSN:	768-7791

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOL
DAEGU ELEMENTARY SCHOOL
UNIT#15623
APO AP 96218-5623

Letter from Principal
INSERT HERE!



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOL
DAEGU ELEMENTARY SCHOOL
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MEMORANDUM FOR PARENTS AND STAFF

SUBJECT: Notification of AHERA Inspection (or re-inspection)

As required by the Asbestos Hazard Emergency Response Act (HERA) of 1986, our buildings have been inspected for asbestos-containing materials (ACM). The most recent inspection at Daegu American School was conducted on 21-25 May 2015, by representative of ALPHA Facilities Solutions, LLC. The inspection was conducted in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy.

As required by EPA, a triennial re-inspection and six month periodic surveillance program is in effect for any asbestos materials that remain in place and their condition will be closely monitored. A copy of the Asbestos Management Plan, which includes the recommended management response action(s) for ACM, is kept in our office and is available for your review. If you have any questions or concerns, please do not hesitate to contact me at 768-9500.

Sincerely,
DES Principal



DEPARTMENT OF DEFENSE
 DEPENDENTS SCHOOL
 DAEGU ELEMENTARY SCHOOL
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Updated 26 June 2018

Quick Facts for Parents

Welcome to school year 2019/2020! Daegu Elementary School has approximately 350 students in Sure Start through 5th grades. We have an experienced staff. We offer programs in music, physical education, art and host nation language, culture and customs. We also offer special education, speech and language, and gifted education services for our students who qualify. Our school includes two main building, a gym and multi-purpose room, two outdoors playground, information center, computer labs and all classrooms have access to technology including laptops. We look forward to meeting you and working with your children!

Important Information

How to contact us:

Principal: Shenae M Wiley
 Civilian: 0503-368-9500 DSN: 768-9500
 Email: shenae.wiley@dodea.edu

Times:

Front Office Hours: 0700-1600
 All Students: 0730-1400 except Tuesdays: 0730-1250

Recess / Lunch times:

Grade	Lunch	Recess
5 th Grade	1015-1045	1045-1100
4 th Grade	1020-1050	1050-1105
2 nd Grade	1050-1120	1035-1050
3 rd Grade	1050- 1120	1035-1050
Kindergarten	1130- 1200	1115- 1130
1 st Grade	1130- 1200	1115-1130

****Please note, Kindergarten – 3rd Grade have recess BEFORE lunch.**

- **Parents are Welcome at Daegu Elementary School:** Volunteers are needed in the school, especially on the cafeteria, nurse’s office and information center. Parents are welcome to attend schools events when held at DES. These events will be announced in the parent newsletter. The DES School Advisory Committee (SAC) is a requirement for all DoDDS schools. The SAC advises principal on the items of importance to parents and teachers as well as policies and programs. Check with the main office for the date and time for the next SAC meeting.
- **See-the-Teachers-Fisrt policy and classroom visits:** the school strongly urges parents to see the teachers first if there is a concern or problem prior to contacting principal. When visiting a classroom or conferring with a teacher, parents are asked to make arrangement in advance with the teacher. This is the best for the school’s educational program and students because it ensures that

instruction and learning are not interrupted by surprise visits. **Volunteers and visitor (including parents), you must stop in the main office to sign and pick up a visitor's pass.**

- **Starting School:** When registration is completed by 1100 on a regular school day, your child begin school next day. If registration is after 1100, your child will not start the next school day, but rather the day after. If registration occurs over the winter holiday or during spring break, your child will begin school on the Tuesday after the break is over. This helps school personnel ensure that teachers are notified of the incoming student, and for, desk, books and other materials to be made ready for your child so other can feel welcome and included from their first moments at DES.
- **Safety Concerns:**
 - **Important:** You must notify your child's teacher in writing if your child will go home a different way than usual. We will only accept changes made over the telephone in an emergency and only after verification of the caller's identity. If you pick up your child at the end of the day, please make arrangements for where you will meet outside the building and make sure you pick your child up promptly.
 - As a security precaution and to ensure the safety of your child, you must sign them out at the main office if you are picking them up while school is in session. Your child will be paged to meet you in the front office. Also, be sure to sign your child back in when he/she returns. **If your child arrives at 7:30, a parent is required to escort them to the main office and sign them in.**
 - Morning arrival supervision for students who ride the bus begins with the arrival of the first bus. Students who walk or are brought to school should arrive between 0725 and 0730. Students enter classrooms at 0730. School is dismissed at 1400 except on Tuesday 1250 for all students.
- **Attendance:** Research indicates that consistent, daily attendance is paramount to student success. It is therefore important to understand that DoDEA takes student attendance very seriously. DoDEA's attendance policy states that student attendance is mandatory and that all planned/unplanned absences or tardiness be reported to the school attendance clerk.
 - Parents must report unplanned absences or tardiness to the school by 09:00 on the day of the absence or tardiness. This can be done by calling the main office at commercial: 050-3368-9543 or DSN: 768-9543 or by sending an email to ChaeHyon.Pak@DODEA.EDU
 - Planned absences must be reported no later than the day prior (more time is always better) to the expected absence. School administration will work with parents who have exigent circumstances to support children who may miss school for a valid reason. Absences of two days or more must be coordinated with school administration by completing an extended absence form (visit or call the main office to acquire this form) prior to the absence. School administration will review the requested absence and will determine whether or not it is excusable. **IMPORTANT: Except for PCS, absences the two weeks prior to Winter Break and Summer Break will be unexcused.**
 - For students who are absent due to a contagious illness, parents need to report the illness to the school nurse so that precautions can be taken in the classroom. Medical appointments and other discretionary appointments should be scheduled during non-school times to maximize student learning.

- Please visit <http://dodea.edu/StudentServices/Attendance/index.cfm> for more information on DoDEA’s attendance policy.
- **Extra-curricular activities: TBA**
- **Anti-Bullying Efforts:** If a child feels that he or she has been bullied, there are several ways to report this: complete a student incident form in the front office; speak to a teacher, counselor, or admin. These reports are taken seriously by administration.
- **Bus concerns:** Questions or concerns about school buses are handled through the bus office. You may reach them at 05033-68-7722 DSN: 768-7722
- **School Lunch Program:**
 - AAFES provides the school lunch program at DES. Parents can set up a lunch account at the customer service area of the Camp Walker Exchange. Students will be assigned a six-digit PIN number to pay for their lunches.
 - You can manage your child’s lunch account by going to www.mypaymentsplus.com . Money can be added to the account directly at the cafeteria by check or cash, or by debit or credit card at the Exchange or on the MyPaymentsPlus website. ***IMPORTANT: Please ensure that you maintain a positive balance on your child’s lunch account at all times. Also, please note that student lunch accounts are not charge accounts; therefore, negative account balances are watched very closely. First and second notices will be sent if your child’s account balance drops into negative territory; however, please understand that we are required to notify military command if these reminders go unheeded.***
 - Students who bring their lunch from home can purchase water, milk or snacks at the cafeteria. All children who attend DES on a full-day schedule ***must*** bring a lunch or purchase a lunch each school day. This is an important parental responsibility.
 - We welcome parents to eat lunch with their children. This is a great way to meet your child’s friends. Parents are also welcome to assist with monitoring duties during lunch and recess.
 - A free or reduced price lunch program is offered at DES. To see if you qualify for this program you must apply online yearly at <https://freeandreducedapps.aafes.com/>.
 - Parents of Sure Start students **MUST** apply online for free lunches as part of the program.

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Chain of Command

DoDDS has a Chain of Command just as the military members do. The chain begins with the *classroom teacher*.

Problem Solving Steps at DES

1. If you have a concern about something at the school, please make an appointment with the teacher to discuss your concern. You may reach them via email using the format of firstname.lastname@pac.dodea.edu or by leaving a message when calling the main office.
2. If the issue isn't resolved after communicating with the teacher, speak to the guidance counselor.
3. If the issue cannot be resolved at this level and you decide to seek the assistance of the principal, you will always be asked if you spoke to the teacher and counselor first.

Counselor -

Principal- Shanae M Wiley

DSN: 769-9500, COMM: 0503-368-9500

Email: Shanae.wiley@dodea.edu

Thank you in advance for using these effective steps for problem resolution.

Additional Learning Community Members

School Liaison Officers

USAG - Samuel Emrich (Acting SLO)

DSN: 763- 4560

Comm: 0503-363- 4560

Email: samuel.a.emrich.naf@mail.mil

DODEA MISSION STATEMENT
**Educate, Engage, and
Empower Each student to
succeed in a dynamic
world.**



The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

DoDEA Vision Statement:

“TO BE AMONG THE WORLD’S LEADERS IN EDUCATION, ENRICHING THE LIVES OF MILITARY-CONNECTED STUDENTS AND THE COMMUNITIES IN WHICH THEY LIVE.”

-The Department of Defense Dependent Schools (DoDDS)

The Department of Defense Dependents Schools System is one of two federally operated school systems in the United States, operating across the globe 168 schools in eight districts. The school system exists as an agency of the Department of Defense to provide an education for children of military and civilians working for the Department of Defense in the overseas areas. DoDDS falls under the umbrella of the Department of Defense Education Activity, DoDEA. **Mr. Thomas Brady** is director of DoDEA. The DoDEA Headquarters is in Arlington, Virginia.

Daegu Elementary School’s Mission and Vision Statement

The **mission** of Daegu Elementary School is to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

The **vision** of the Daegu Elementary School community is to empower students to be readers and leaders.

DES follows college and career ready standards for math, literacy, science, social studies, and fine arts. Special education services are available for students who meet eligibility criteria.

Goal #1:

Daegu Elementary School will foster reading experiences and practices to increase student reading scores, through the strategy of guided reading and Daily 5

Goal #2:

The students at Daegu Elementary School will improve their math problem solving skills, through full implementation of CCRSM.

School Color - Green/Black/White

School Mascot - Dragon

Accreditation

Daegu Elementary School is accredited by AdvancED, an independent educational agency in the U.S., which sets standards for educational institutions. To earn accreditation schools are required to have a challenging and rigorous curriculum, highly qualified staff, safe and secure facilities, and parent involvement. Accreditation is done every five year during an on-site team visitation. Daegu Elementary School was visited during the winter of 2015 and was found to be fully accredited. DoDEA schools are evaluated by using Department of Defense Educational Activity (DoDEA) standards as well as the accreditation standards of Advanced ED Continuous School Improvement (CSI).

Parent and student involvement is very important. Please know that your participation in these activities and on committees is needed. More information about committees, times and dates of meetings, will be published in the school newsletter. We look forward to having parents take part in our Continuous School Improvement process.

General School Schedule

DES Office Hours Regular Hours: 0700-1600

School Hours

	<u>FULL DAY</u>	<u>TUESDAY</u>	<u>HALF DAY</u>
Sure Start:	0730-1400	0730-1250	0730-1030
Grades K-5:	0730-1400	0730-1250	0730-1030

Registration, Enrollment, and Student Records

Registration

DoDEA Instruction 1342.10 governs eligibility for enrollment in the DOD Overseas Dependents Schools. All "command sponsored" school age dependents of military and civilian personnel assigned to this area are eligible for "space required" enrollment on a tuition free basis. Other persons interested in enrollment should contact the principal for determination of eligibility and category of enrollment.

The following registration policies are required for all students:

1. *Students must be registered each school year.*
2. It is extremely important that your contact information is kept up-to-date so you can be reached as quickly as possible in case of an emergency. Please let us know immediately if you have any change in address, duty or home phone number, or e-mail address.
3. An emergency contact number of a friend or neighbor is a necessity for cases in which an emergency arises and you cannot be reached at home or at work.

Change of Address, Telephone Numbers, and Emergency Contacts

It is imperative that student contact information is current. Please notify the school immediately if there is a change in any of the following:

- Local quarters address
- Mailing address of sponsor
- Home or cell phone and duty phone
- Rotation date- paperwork with the new date will need to be provided
- Emergency contact name and phone number for someone other than the sponsor
- Telephone at work and spouse's work number
- E-mail address
- Please note that only individuals on the contact list are permitted to pick up students.

Early Withdrawal / Acceleration

A student withdrawing due to PCS orders within approximately 20 school days prior to the end of a semester may accelerate by notifying the school office in writing at least 30 days prior to your move and providing a copy of the sponsor's orders. Additional assignments may be given to cover the work of the days missed in each subject. Students successfully completing all work assigned by the end of the school year acceleration date are promoted to the next grade. See page 49 for memorandum from the district.

Student Transfers and Withdrawals

If you are PCS'ing during the school year, you are required to come to the front office and fill out an early withdrawal form. Be sure to bring a copy of your orders. If no orders are provided, you may not hand carry your student's records. You may contact the school registrar at DSN: 768-9503/ Comm: 0503-368-9503 if you have questions. Please notify the front office *at least ten (10) business days* prior to picking up your child(ren)'s records. If you must leave before this time, you will receive only your child(ren)'s Progress Report.

Sponsors anticipating a PCS move, or other withdrawal of a student during the school year should take the following steps in obtaining proper clearance from Daegu Elementary School:

- A. *At least 10 business days in advance of departure*, provide the school with a copy of PCS orders and a note stating the student's last day of attendance.
- B. A copy of the student's progress report or transfer grades will be issued upon final clearance. Official copies of student records are issued only upon request from the gaining school.

Records must be picked up by the parent in the office, building 3000, no earlier than 1400 hours.

Student Records

When you withdraw your child, you will receive your child(ren)'s cumulative academic folder which contains:

- A Progress Report as of the withdrawal date.
- Reading Record
- Health Record
- Other information pertinent to the educational progress of your dependent(s).

If your child is enrolled in any Special Programs, you will be provided with copies of his/her confidential file, which includes:

- All evaluations and assessments
- Current Individualized Educational Program (I.E.P.)
- And any other pertinent documents.

You will be responsible for signing a release indicating that documents are going to be hand-carried. Student records may not be released to a student.

Home Schooled and Partially Enrolled Students

Parents who are eligible to enroll their dependents in DoD schools, yet elect to home school their children may want to consider a part-time enrollment. This option permits students to participate in Specials classes (Host Nation, Music, Art, P.E.), study trips, and extracurricular activities.

Student Health and School Nurse Service and Policies

The school nurse performs many duties throughout the school year:

- Health counseling and consultation for children, parents, and school personnel;
- Screening programs to identify hearing, vision, dental, and posture problems;
- Assisting teachers with health education in the classroom;
- Administering specific individually prescribed medications for chronic conditions such as: asthma, heart condition, and hyperactivity;
- Acute/emergency care for all ill or injured students.

Injured or sick students

A school nurse is on duty to assess any student who becomes ill or injured at school. The school nurse is not a medical diagnostician. Children who exhibit symptoms of an illness or who are injured before coming to school should not be sent to school for the nurse to check the status of a child's health. A child should be FEVER FREE (less than 100 degrees Fahrenheit) for 24 hours without medication before the child can return to school.

In the event the school nurse is absent a substitute (RN) or staff member will adhere to the posted medical emergency procedures and sub plans.

1. Two reasons to keep a sick child home

- The child does not feel well enough to participate comfortably in usual activities.
- The illness is on the list of symptoms or illness for which temporary exclusion is recommended for the health and safety of your child as well as other children.

2. Children with the following symptoms should be kept (excluded) from school:

Symptom	Child must be at home?
Fever: Elevated temperature of 100F or greater demonstrates the need to exclude the student from the school setting. Note: A fever is noted to be present at 100.4F	YES - when accompanied by behavior changes or other symptoms of illness, i.e.: rash, sore throat, stomach ache/vomiting, diarrhea, coughing, head ache, ear ache. The student should be fever free (oral temperature below 99F) without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
Flu Symptoms: Fever over 100F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea.	YES - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
Coughing: Severe uncontrolled coughing or wheezing, rapid or difficult breathing; coughing lasting longer than 5-7 days.	YES - medical attention is necessary

<p>Vomiting: Two or more episodes of vomiting in the past 24 hours.</p>	<p>YES - until vomiting resolves (no further vomiting for 24 hours). Observe for other signs of illness and for dehydration.</p>
<p>Diarrhea: Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication.</p>	<p>YES - if the child looks or acts ill; if the child has diarrhea with temperature elevation of 100F or greater; if child has diarrhea and vomiting.</p>
<p>Rash WITHOUT Fever: A body rash without fever or behavior changes usually does not require exclusion from school; seek medical advice.</p>	<p>YES - see medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>Conjunctivitis: Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color.</p>	<p>YES - discharge and signs of infection have cleared or completion of 24 hour treatment with ophthalmic solution prescribed by a health care provider.</p>
<p>Head lice or scabies:</p>	<p>NO - when Treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites</p>
<p>Mild Respiratory or cold symptoms: Stuffy nose with clear drainage, sneezing, mild cough; no temperature elevation.</p>	<p>YES - may attend if able to participate in school activities</p>
<p>Impetigo: (to include: streptococci, staphylococcus, MRSA infections) Blister like lesions which develop into pustules. May "weep" and crust.</p>	<p>YES - for 24 hours after medical treatment initiated. Note: Lesions must be covered for school attendance.</p>
<p>Ringworm:</p>	<p>NO - when under care of medical care provider Note: Lesions must be covered for school attendance.</p>
<p>Vaccine Preventable Diseases: Measles, Mumps, Rubella, (German Measles), Chicken pox, Pertussis (Whooping Cough), Influenza</p>	<p>YES - until determined not infectious by medical care provider.</p>

If a student becomes ill or is injured at school, the nurse will determine whether or not the child is to be sent home. The following procedures will be followed when a child is too ill to remain at school:

1. Parents are called.
2. Upon no answer, the emergency contact number is used.
3. In the event that neither the parents nor the emergency contact can be reached, the sponsor's supervisor will be called.

Please remember that an ill child needs your care and concern and should be picked up as soon as possible. An adult must sign out the students in the Main Office; ill children will not be allowed to leave school grounds unaccompanied. Your child's safety is very important at DES.

It is imperative that you update your duty, home or cell phone numbers if they change. This is required to ensure that the school nurse is able to reach parents in case an emergency arises. Also, please ensure that emergency contact information is provided in the student's registration forms in case parents cannot be reached.

Immunization Policy

Please remember that proof of up-to-date immunizations is a requirement for enrollment in DoDEA. If the school nurse advises you that your child is not in compliance with DoDEA immunization requirements, you will have 10 days in which to provide proof of compliance or your child will be withdrawn from school.

Minimum Immunization Standards:

- OPV/IPV - Trivalent Polio vaccine: 4 doses, one given after the 4th birthday.
- DTP/DPT - Diphtheria/Pertussis/Tetanus Vaccine: 5 doses, one given after 4th birthday
- MMR/Measles/Mumps/Rubella vaccine: 2 doses at least one dose recommended after 4th birthday.
- Hepatitis B: 3 doses
- Hepatitis A: 2 doses
- Varicella: 2 doses
- Flu Shot: annual vaccine required, documentation provided by December 1st of the SY
- Tdap: required at age 11 years old/ before 12th birthday
- Meningitis: required at age 11 years old/before 12th birthday

Medication at School

Based on DS Manual 2942.0, the School Health Services Guide, the School Nurse **DOES NOT** administer medication, including over-the-counter drugs (such as aspirin, Tylenol, or cough drops). Parents are responsible for dispensing medication. The only exception is specific individually prescribed medication for chronic conditions such as asthma, heart condition, bee sting allergy, food allergy, attention deficit hyperactivity disorder, or migraine headaches. In these cases the following are required in order for the nurse to dispense medication:

1. Medication during the school day forms completed (they are available at either the doctor's office, the school nurse's office, or school website), and corresponding asthma or allergy action plan.
- AND**
2. Medication in a pharmacy-labeled bottle; marked with the student's name, name of the medication, time to be taken, and amount to be taken.

When short-term illnesses requires the use of medication, the parent should make arrangements with the physician for administering the medication before and after school. If the medication must be taken during school hours, the above procedure must be followed or parents can visit the school and administer the needed medication during the school day.

Parents are responsible for preparing and making arrangements with teachers/coaches for their son or daughter's medication for school-related overnight trips.

Parents must bring the medication to the nurse, to include Epi-pens. It is the student's responsibility to go to the nurse for the medication. Written notice will be sent home when the school medication is running low.

At the end of the school year, parents need to pick up any remaining medications, as the school does not store medication over the summer.

If you have any questions about the health program, need to update information, would like to request any health screenings or a question about a health concern during the school year, please contact the nurse Brian Durrant BSN, RN at DSN 768-9504 or Comm: 0503-473-4357 or email Brian.Durrant@DODEA.EDU

Student Policies, Guidelines, and Procedures

Daily School Schedule

Students enter classrooms at 0725 and dismissal for all students is 1400 **except** for Tuesday at 1250. *Students who walk or are dropped off to school by their parents should arrive no earlier than 0725.*

Pledge of Allegiance

All students have the opportunity to recite the Pledge of Allegiance daily. If your child is unable to participate in this daily activity, please inform the classroom teacher.

Pedestrian Transportation and Safety:

Students need to exercise extreme caution when near roadways. Although speed limits on the base are well controlled, all students should constantly demonstrate safe pedestrian habits. On or off base:

1. Cross the street **ONLY** at marked crosswalks (Parent, too, please)
2. Look both ways before entering the crosswalk. Wait for the vehicle to stop before crossing.
3. Walk on sidewalks – stay off the roads.
4. Parents are expected to know and comply with base community standards regarding children outside.
5. Wear and outfit your child to wear reflective gear.
6. Do not get into cars with strangers.
7. Follow directions of safety patrol and school personnel especially during emergency drills and evacuations.

DoDEA Attendance Policy and Website

www.dodea.edu/StudentServices/attendance.cfm

School attendance is important and in order to receive the best education, students need to “**Be Here!**” DoDEA's system-wide attendance policy for students is consistent with those found in many public schools throughout the United States.

DoDEA's attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

Absences and Attendance

It is the responsibility of the parent/guardian to contact the school every time a student is absent and provide a reason for the absence

The school attendance policy for command sponsored school-age Department of Defense Dependents states: “Sponsors are **required** to provide an approved educational opportunity for their family member children by enrolling them in the appropriate DoDEA system or in a private or parochial school that has been certified by the Educational Ministry of the Government of Korea or enrolling them in an independent study program by the correspondence or ensuring they participate in a formalized Home School Program.

In order to facilitate this regulation, the following procedure is put in place:

Attendance Procedures – Please do one of the following if a child must miss any portion of the school

day:

1. Call the school between 0700 and 0930 to inform the attendance clerk of the absence DSN: 768-9543, Comm: 0503-368-9543
2. Notify the attendance clerk by e-mail, ChaeHyon.Pak@DODEA.EDU
3. Send a written note upon your child's return. Include your child's name, your signature, date of absence, and a phone number on the note. This is for up to 2 days of being absent, after 3 consecutive absences you will need to have a doctor's note in order for your student to receive an excused absence for those days.
4. Academic penalties will not be imposed for excused absences.
5. All students are required to attend school for 180 instructional days per school year.
6. Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.

Examples of excused absences include:

- Illness
- Family emergency (severe illness, death, local hardship, etc.)
- Medical necessities that cannot be taken care of during non-school time.

Consistent school attendance and a student's academic growth are strongly interrelated. Parents are strongly encouraged to plan family trips to coincide with school vacations. In addition, knowing where our children are and that they are safe is of utmost importance to both parents and school personnel. Be punctual. Learning is active and project based. It is difficult for students to make up what they miss during the school day. Please keep absences to a minimum.

Parents should be aware of the following policies regarding student absences:

1. A written note or e-mail message or phone call from the parent to the teacher or school personnel in the Main Office is necessary to excuse the student for an absence or medical appointment when scheduled during the instructional day. *The note should include the student's full name, date(s) or time to be excused, reason and parent signature.* Parents are required to come to the Main Office to sign their child(ren) out for the scheduled appointment. It is also required that parents sign their child(ren) back in at the Main Office if they return to school. Whenever possible, please schedule appointments before or after school to prevent loss of instructional time.
2. If an absence of two or more days is planned (medical, travel, etc.), parents should pick up a pre-arranged absence form at the office and *fill it out at least four school days prior to the absence.* This form, after being approved by administration, will be given to the teacher to allow time for the teacher and student to coordinate school-work assignments.
3. Parents picking up children from school during normal duty hours *always need* to report to the Main Office in building 3000 to sign them out. If an adult other than the sponsor is being authorized to pick up the child, please ensure the individual is listed as an emergency contact in our records.
4. Students reporting to school between 0730-0745, will be marked as being tardy and will need to first report to the office for an admission pass. During inclement weather students may be excused from the tardy policy until after 0745. *Parents are required to accompany their child to the office to sign them in.*

5. Students *will remain in the classroom until parents or legal guardians come to the office to check them out for their appointment.* At that time, an office member will page students to come to the office to be officially checked out. Should your child(ren) return to school, parents must sign their child(ren) in at the Main Office. *Students are not allowed to sign themselves in to school.*
6. Your support in keeping absences, interruptions, and tardiness to a minimum is appreciated.

Tardiness

Children who walk or are dropped off to school should not arrive before 0715. The bell rings at 0725 for students to proceed to their classrooms. Students will be considered late if they arrive after the bell has rung. Students, accompanied by their parent, need to sign in at the office and receive a pass if they arrive after 0725.

Regular attendance and promptness are expected in all classes and are essential for success in school. Each subsequent unexcused tardy to school per quarter may result in further disciplinary action. Convene the SST to review the educational progress for students with 7 absences, or more, or excessive tardiness, as appropriate. The SST must review the student's academic and social emotional progress, to include a review of attendance data, disciplinary records, cumulative and confidential records and make appropriate recommendations. When appropriate, the SST shall develop an intervention plan to include sufficient supports to ensure the student regularly attends school. The school administrator may request Command assistance for students with chronic absenteeism and/or tardiness. Provide to the district superintendent, by June 20 of each year, an analysis of the DoDEA Annual School Attendance Report. Analysis includes a review of excessive student absences, actions taken, and verification that each district administrator has fully implemented this Regulation.

Absenteeism

Should cumulative absences at any point exceed ten percent of the school year to date; the principal will initiate a meeting with the sponsor, nurse, and guidance counselor to ensure that the school is appropriately able to meet its legal obligation to educate the student. Incidences of truancy (absences without permission) may be referred to the Area IV Garrison Commander.

Electronic Devices

Students are not allowed to bring electronic devices onto school grounds. If items are brought they must be stowed in the student's backpack upon arrival at DES. If they are brought out during the instructional day, the item will be taken away and the student's sponsor must pick up the item.

Electronic items can be easily lost or damaged. DES does not accept the responsibility to replace lost or stolen items. If a student brings an electronic device, they are completely responsible for the item.

If a child has a cell phone, it must be turned off while on the DES campus and kept in a student's book bag or other secure location. Students are not allowed to carry cell phones around with them on campus. If a cell phone is taken away it must be picked up by the student's sponsor.

Telephones Usage and Messages

School phones are for official business. *Students may use the telephone for emergency purposes only.* Please plan ahead with your child regarding after school activities. Students are not permitted to use the school phones to call home for forgotten homework, requests to stay after school, or requests to go to a friend's house after school.

If your child is to attend club meetings or to go home with a friend, please be sure that these plans are clear before your child leaves home in the morning. *Please notify your child's teacher IN WRITING of any changes in after school plans. If the school is not notified of a change of routines IN WRITING, your child will be sent home, as per their normal routine.*

Classroom Interruptions

One of our goals at DES is to ensure learning time is maximized. In order to accomplish this goal, valuable instructional time in the classroom must be protected from unnecessary interruptions. If there is a change of plans for after school, please send a note or email to your child's teacher to inform him/her of the change of plans. When a child states that he can't remember if he is to ride the bus home or meet his parent in the courtyard, the policy is to have the child take his usual mode of transportation home. *Please discuss after school plans with your child before sending them to school.*

In order to ensure optimal safety, security, and Force Protection measures we require that any transportation changes for a student have to be made in person or a note sent in with your child. Exceptions may be made for urgent emergencies. School personnel cannot accept a change of plans after 1330. It is challenging and disruptive to learning to pass along changes at the end of the school day for over 400 children as well as after verification of the caller's identity. Ultimately, the best practice is for families to discuss after-school plans with your child before sending them to school. We appreciate your understanding and support of this policy and know that we all want to create the safest environment for our children.

Communication with Teacher

While frequent communication is a key component of student success, please understand that when you phone to speak to a teacher after 0715 or before 1400, a message will be taken for the teacher to return your phone call so that instructional time is not interrupted.

While the use of e-mail has certainly facilitated the written communication, please be aware that once the instructional day begins at 0730 your child's teacher may not read a message that you have sent until their planning period or after the instructional day ends at 1400. You may expect a teacher response back within 24 hours.

Brief notes reminding parents of important school events or information are sent home from time to time. Please remind your child of the importance of delivering these communications to you promptly. Parents who have provided DES with a personal e-mail address will also receive information via e-mail.

Parent Visits / Visitors / Parent Volunteers

Parents are welcomed and encouraged to visit school to observe their children in a classroom situation; however, you are asked to inform the teacher NLT 24 hours prior to your visit by note, E-mail message or phone. This will ensure that the class is not at a specialist's class or that an activity such as testing is taking place that could be disrupted if a parent visits unexpectedly.

All visitors are required to stop by the main office to sign-In, show identification, and obtain a pass in order to maintain a safe and secure learning environment for our students.

Volunteers are always needed. No special skills are required and you are invited to spend as much or as little time as you can spare. Volunteers are needed in classrooms, the Nurse's Office, the Computer Labs, Art Room, Music Room (for special productions), lunchroom, playground, and Main Office. If you have a special talent or enjoy working in a school, call the school at 050-3368-9531, leave your name, and a description of where you would like to help and what support you would like to give. A staff member will contact you.

Parent / Teacher Conferences

Parent-Teacher Conferences will be held at the end of the first 9-week grading period for all students. However, parents are always welcome to schedule a conference at any time. If you wish to meet with a teacher, please call the Main Office at DSN 768-9501 or CIV 050-3368-9501 to schedule an appointment with your child's teacher.

Computer and Technology Resources

Technology activities are integrated in instructional activities at DES. Students will be exposed to a variety of technology such as desktop computers, laptop computers, cameras, scanners, and other peripheral devices. In addition, many instructional activities will include an internet based component. DoDEA policy requires all students and their parents to sign the "INTERNET Access" agreement stating they will use the Internet appropriately before they may have access to the Internet. Use of the Internet is a privilege not a right; visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. Federal regulation mandates that users protect and conserve government property and not use such property for unauthorized purposes. The Internet at DES is government property. Classroom teachers will review this agreement with students on the first day of school.

Dress Code

Students are expected to be properly attired when in attendance at school since the morale and school spirit can directly relate to the emphasis placed on being well dressed. *If the mode of dress detracts from the learning environment, the parent will be called to bring a change of clothing to school.* A child who is "dressed to come to work" generally has the attitude that school is a place of important business. Since students are outside every day for recess, passing to and from special classes and to lunch, they should arrive to school dressed for variable weather conditions. Shoes should also be suitable to wear in any weather. Due to safety considerations, **wearing 'flip-flop' footwear is not allowed.** In the winter months, dressing for the weather is very important. Student's winter clothing should include gloves, hat, and an outdoor jacket which withstands wet, cold weather.

Clothing Standards

- Sweat clothing and athletic shoes should be worn on PE Days.
- Students should refrain from wearing any type of top that leaves the midriff exposed; any clothing with profanity or vulgarities; any clothing advertising alcohol, tobacco, or drugs, or pictures/logos related to such items.
- Clothing should be of the proper size and fit for the student. While buying a size larger to allow room for growth is understandable and acceptable, the “baggy” appearance is unacceptable. Jeans should fit comfortably around the waist or hips.
- Walking shorts, skorts, and skirts are to be an acceptable length; a general rule, with hands at their side, fingertips should reach the bottom of the hem.
- Hats and caps are to be removed upon entering the school building. Headgear such as bandannas, doo-rags, and stocking caps are not allowed on campus or at any school event.
- Spaghetti-Strap Shirts with straps smaller than 2 inches in width are prohibited.
- Articles that can cause injury to other students or property or themselves such as studded bracelets, studded necklaces, and chains
- Dark glasses/shades inside the building unless medically approved
- Heelies: shoes with wheels built into the soles present a safety hazard and will not be tolerated at school.

Putting your child(ren)’s name on everything that belongs to them (inside coats, jackets, hats, and everything else—even lunch boxes / bags and book bags) helps students to be able to identify their belongings and makes those items more easily retrievable from Lost and Found.

Outdoor Policy during Winter Months

Daily outdoor physical activity experiences are important for children’s optimum development and health. For children attending Daegu Elementary School, the following guidelines will apply in regards to outdoor recreation:

- Outdoor physical activity for a time period of at least 25 minutes during mild or normal weather conditions will occur on a daily basis.
- During WINTER weather conditions, children will go outside when the temperature plus wind chill is 25 degrees Fahrenheit or higher. Children need to be properly clothed with hats and gloves. If the temperature is 15 to 25 degrees Fahrenheit, the Principal or Assistant Principal will evaluate the outdoor conditions and may authorize shortened outdoor recreation experiences.
- During INCLEMENT weather condition; e.g. rain or snow, children may be sent outside depending upon the severity of the weather condition. If precipitation is so heavy that students will be drenched within a few minutes, outdoor activities will be canceled. If there is a mist in the air or light drizzle, students will be permitted to go outside.
- At all times, the parents should provide *appropriate outer clothing, and children need to be properly dressed for the weather conditions*. Outdoor recreation experiences are a part of the daily routine that all children will have the opportunity to enjoy. Please call the school office at 768-9501 or 050-3368-9501 if you have any questions or concerns.

Emergency School Closing / Inclement (Bad) Weather

Daegu community members can monitor changing weather conditions, traffic information, school delays, closures and early release information on AFN radio frequency (88.5 FM) or by logging on to the Daegu Elementary School's Facebook page, USAG Facebook page, or AFN television for school closing announcements. Road conditions for installations can be checked by calling 738-7623(ROAD) to hear recorded message.

If buses do not run, then there will be no school for ALL students attending Daegu Elementary schools. All families should have an emergency location for students to stay (e.g. neighbor's home) if school is delayed or must be dismissed early. It is important that your child knows where he/she is to stay in an emergency situation. If you experience problems or have questions concerning bus transportation, please contact the Student Transportation Office at 768-7722 or 053-470-7722.

School Curtailment/Closure

Communication of Authority

- The decision to close the school or delay the start of school is made by the Area IV Garrison Commander in coordination with the military police and school principal.
- Parents are advised that families will not be notified personally of school start delays or closures. An announcement of "no school," or "delayed start" are announced on
 - Radio FM Band 88.5
 - Daegu Elementary School web page: <https://www.dodea.edu/DaeguES/index.cfm>
 - Daegu Elementary School Facebook: <https://www.facebook.com/daegu.AS>
 - U.S. Army IMCOM-K News: <https://www.army.mil/Daegu>

Delayed School Closure

Prior to the opening of school:

- The principal will coordinate with MP and the Daegu Post Commander to cancel school for students.
- Announcements will be made on AFN. Parents should listen to AFN or call the Base Commander before calling the school office.
- School may be canceled or have a 2 hour delayed opening if weather conditions permit. AFN will always have the latest information. Any decision will apply to all students, whether living on or off post.

While School Is In Session:

The principal will coordinate school closure with the MP and the Base Commander.

- The MP and the Base Commander will coordinate announcing school closure time with AFN and will inform local commands so parents will be notified of the school closure.

Procedures for Closing School While In Session

Bus Riders

- The principal will call the transportation office and request busses.
- Bus students will be sent home. Bus departure time will be announced on AFN.

- A student in grades K-5 will not be released until verification that there is a parent, or an older brother or sister, or the emergency contact person to supervise him/her.
- If parent/guardian fail to pick up their child at the bus stop at the scheduled time, the student will be returned to school and placed under staff supervision until a parent can be contacted.
- The school bus will not make a second trip. If a student returned to school, a parent will be required to pick him/her up at school as soon as possible.
- When all school staff is dismissed to return to their home, all students remaining at school will be taken to the Military Police where their parents can pick them up.

Walkers

Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced.

- The principal will inform teachers when students may be released.
- Students in grades K-5 will not be sent home to an empty house. *The school will verify that a parent, or an older brother or sister is at home before a student is released.*
- If no one is at home, the student will be kept at school under administration supervision until a parent can be contacted.
- When all school staff is dismissed to return to their home, students remaining at school will be taken to the Military Police where their parents can pick them up.

Delayed Closing of School

If conditions exist that make it unsafe for students to travel home by bus or on foot (severe weather, civil disturbances, etc.) students will be kept at school under staff supervision.

Emergency Evacuation Procedures

Students will be informed of emergency evacuation procedures during the first week of school.

Throughout the school year, students will practice a number of different emergency drills to include: fire drills, lock-downs, and school evacuation. In the event of an emergency evacuation, the following procedures will apply:

- An alarm or announcement will be heard throughout the school.
- Students will be escorted out of the building to a designated location away from the building until it is determined that the school building is safe to re-enter. It is important that students remain calm and quiet while exiting the school.

Daily Dismissal Policy

The bell to dismiss students rings at 2:00 pm Monday, Wednesday, Thursday and Friday or 12:50pm on Tuesday. Each student must observe the following rules:

1. A student who walks home must leave the school grounds as soon as he/she is dismissed. Students are not allowed in the area where the buses are being loaded.
2. Elementary grade bus riders will be walked to the buses with their teacher.
3. Parents who pick their children up at school are asked to avoid the areas where the buses load.
4. **After 1330 DES** staff will not be available to retrieve students from the classrooms due to the heavy volume of traffic; this includes the delivery of phone messages.

A student cannot be released to non-family members, unless the individual is listed as an Emergency Contact. If a parent intends to pick up his/her child before regular dismissal time, a note should be sent to the teacher that morning or the previous day. A parent who wishes to take his/her child out of school during the school day should send a note indicating the specific time their child should be released from class. Parents will meet their child in the office at the specified time. The office staff will notify the teacher to send the student to the office.

Supplies

The school provides textbooks, workbooks, and most instructional materials. The proper care and use of these items should be stressed so the child develops a feeling of responsibility for his/her supplies. The sponsor of children, who lose/damage schoolbooks or other school property, will be charged for that item. Please refer to “Procedures for Replacing Lost Books” on page 19. Students are expected to furnish their own pencils, paper, notebooks, crayons, scissors, and other similar items requested by individual teachers. (See grade level supply lists). Until you have met with your child’s teacher, it is recommended that you do not open or label the supplies and save receipts, should you need to exchange items.

Homework

Research indicates that homework significantly increases the rate of permanency of learning. It is DoDEA policy that homework will be assigned on a regular basis in accordance with the needs and abilities of individual students and in support of the instructional objectives of the particular curricular area.

Homework is defined as assignments to be done outside the classroom to:

- Reinforce classroom instruction.
- Increase understanding and retention.
- Transfer and extend classroom instruction.
- Prepare for class discussion.
- Provide curriculum enrichment opportunities.
- Support the instructional objective.

The purposes of homework are to:

- Reinforce learning by having students practice newly taught skills independently or with parental supervision.
- Extend skills by offering assignments that encourage the use of higher level thinking skills.
- Encourage creative thinking by requiring students to integrate many skills and concepts in the completion of assignments.
- Strengthen research skills by giving students opportunities to seek information from a variety of sources.
- Teach responsibility and time management by providing opportunities to apply these principles in the completion of assignments.
- Provide practice in skills that have been remediated through re-teaching.

Guidelines for Homework

As needed, homework assignments will be modified to meet the needs and abilities of individual students. When teachers assign homework, consideration should be given to school events and other subject area requirements. If there are any concerns regarding homework, please contact your child’s teacher.

- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.

- Teachers will review and return homework assignments to students to inform them and their parents of the student's academic progress and mastery of learning objectives.
- This policy does not apply to those students receiving homebound instruction and to those students whose instructional program is governed by individualized educational plans (IEPs) when those plans exclude the prospect of homework.

Students' Homework Responsibilities

Homework is the responsibility of the *students*. They are expected to finish all assignments in a timely and accurate manner. Independently completed homework allows for meaningful check of progress and understanding which enhances student learning. The school also recognizes that young people are more than students and need time for family interaction, play, and work as well as for study.

Ways Parents Can Help with Homework Includes:

- Check the homework folder/agenda/planner/assignment sheet each day.
- Set aside a consistent quiet time (turn off the TV and any other distractions) and establish a place to do homework with ample supplies (for example: provide a homework notebook, supply of paper, pencils, and erasers.)
- Check that homework is complete, accurate, and neat.
- Regularly monitor the online gradebook for updated scores (Grades 4 & 5)
- Promptly discuss any concerns regarding homework with the teacher.
- Reinforce desirable study habits through modeling and asking questions.
- Take an interest in the student's school activities.
- Guide the student toward independent and effective use of time.
- All students should read or be read to every night for 15 - 30 minutes.

Report Cards /GradeSpeed

Our policy is to grade each student with respect to his/her own academic growth and potential. Therefore, report cards are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare a student with his/her classmates. Report cards are issued four times a year. The first report card is issued directly to parents during the parent/teacher conferences at the end of the first quarter grading period during Parent/Teacher Conferences. For Elementary the second quarter report cards are mailed to the parents via military post. Upon completion of third quarter, report cards are given to teachers for grades kindergarten to third grade, for grades 4th-5th they will be mailed out. The final 4th quarter school year report card is mailed out to the parents/guardian on the Wednesday following that last day of school.

Grading for Grade K-3

Grade K-three teachers will be assessing students based upon students' progress in cognitive, emotional, social, and physical development. DoDEA policy states that third graders are to be evaluated using the following developmental codes:

Grade	Meaning	Description
CD	Consistently Displays	The child consistently displays an understanding of the concepts or behaviors.
P	Developing/Progressing	The child is progressing towards an understanding of the concepts or behaviors.

N	Not Yet Evident	The child has not yet demonstrated (for developmental reasons) an understanding of the concepts or behaviors.
X	Not Addressed at This Time	The area may be inappropriate at this stage or is not currently addressed in the curriculum.
Z	No Overall Grade	

Student progress for Art, Music, P.E. and Host Nation are noted as follows for 3rd grade students. Students attend specialists' classes on a rotating schedule.

Grade	Meaning
+	Shows strength
P	Participates
/	More participation needed

Grading for Grades 4 and 5

Teachers will explain the grading system used in their classes at the beginning of the school year and at Open House. Students are expected to complete all assigned work and take all scheduled tests. Unsatisfactory progress of students will be reported at the midpoint of each marking period. Grades for core curricular courses (Language Arts, Social Studies, Math, Science, and Health) are issued as follows:

Grade	Percentage Scale (%)
A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

A grade of "I" (incomplete) or "P" (passing) may be given to a student who has not completed all required work due to illness or other excused absence. The "I" must be removed within two weeks of the end of the grading period. If the work is not completed within that time period, a grade representing the value of the work assigned will be given.

Student progress for Art, Music, P.E. and Host Nation are noted as follows for 4th and 5th grade students. Students attend specialists' classes on a rotating schedule.

Grade	Meaning
E	Exceeds grade level expectations
M	Meets grade level expectations
S	Steady progress toward grade level expectations
L	Limited progress toward grade level expectations

GradeSpeed

GradeSpeed is a web-based program that enables parents to log-in to view your student's grades and attendance. Please log on to GradeSpeed throughout the week to view your student's grades and attendance. GradeSpeed is used in grades 4-5. It is highly encouraged that all parents register and access GradeSpeed in order to effectively communicate and be involved with the student's education. Parents

can access GradeSpeed via the Parent Portal. Parents must register at <https://dodea.gradespeed.net/gs/> and create a personal access account, there is also a brochure with the steps to register located at the school's main office.

Academic Award / Recognitions

Student success is recognized each quarter with an awards assembly for Grades 4 & 5 based on quarterly grades. Honor Roll students are recognized at the assembly in the categories of Principal's Honor Roll, Honor Roll, Citizenship Award, and Perfect Attendance. Assemblies to present certificates will be held for students who earn these awards after the 1st, 2nd, and 3rd quarter.

Criteria for Principal's Honor Roll

- All A's in Core Subjects
- All Meets Expectations (M's) or Exceeds Expectations (E's) for Student Performance areas on new report card, i.e. Art, Music, PE, Host Nation
- All Consistently Observed (I's) for Learning Skills areas

Criteria for Honor Roll

- All A's and B's in Core Subjects

Criteria for Citizenship Award

- This award is given to the student who was selected by their teacher for making their class, school and community a better place by exhibiting excellence in character.

Lost and Found

Lost and found items are retained for a short period of time in Building 3000, next to Stairwell. High value items such as glasses, wallets, keys, and jewelry are kept in the Main Office. Please take a few minutes to label your child's lunch box, coats, hats, and sweaters, as these are the most common articles that are lost. Unclaimed items will be donate to charities.

Textbooks

The school furnishes textbooks to all students, and students may use school equipment as directed. Textbooks and equipment represent a major investment. Students are expected to safeguard them against loss or damage. Reasonable wear and tear may occur, but unreasonable damage caused by a student will result in the imposition of fines. When the student withdraws from school, completes a course, or has a schedule change, all books and equipment must be returned to Daegu Elementary School (DES). Students are required to sign for books and must return the same-numbered book.

Lost & Damaged/Overdue Books

When textbooks or library books are lost, we ask that the book be purchased at an on-line bookstore/Amazon and returned to the teacher or mailed to the school. Notification of overdue or lost material is a service provided by the library. Books may be checked out for a two-week period. Students who have overdue books are strongly encouraged to return them so that they may check out additional books. Students will be reminded of overdue books each month. Parents will be notified when books are more than a month overdue. As parents, please stress to your child the importance of proper book care and help remind them that books should be returned on time. Lost or damaged books should be reported at once to the media specialist. Reporting a book as "lost" does not relieve the student of the responsibility for the book. Students who lose books must either replace the book with

an identical copy or pay for the book. Parents are welcome to visit the information center to help their child/children select materials.

Procedures for Replacing Lost Books

Please complete one of the procedures below for lost books:

1. Look for the book online through a number of retailers/book sellers. Use the ISBN # as your guide to order the correct book. You may order used books. Have the book shipped directly to the school:

Daegu Elementary School
ATTN: Main Office
Unit 15623
APO, AP 96218

Please bring a copy of your order confirmation addressed to: DES Main Office.

2. No credit card? You will be provided with the value of the book. You can then go to the AAFES Exchange and buy an equal value book for the library. Please see the librarian, for a list of book titles and prices.

Student Rights and Responsibilities

All students will have the following rights, according to Administrative Instruction 2051.02:

1.) Right to a public education of high quality, including the opportunity to participate in school activities without regard to race, ex, color, national origin, disability, religion, age, sexual orientations, or status as a parent.

2.) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol.

- a. Complaints will be promptly investigated.
- b. Administrator will ensure that no retaliatory action is taken against a student who is raising concerns, reporting claims, or filing complaints.
- c. A student who is found by the Administration to have made an intentional false claim, complaint etc. may be disciplined in accordance with the rules, regulations, policies, and procedures.

3.) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution; freedom from unwarranted search and seizure under Amendment IV; and due process under Amendment V. These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

- a. Students shall respect the rights of fellow students to hold and express an individual or different viewpoint.
- b. Students shall refrain from the use of vulgar or plainly offensive, obscene, or sexually explicit language, symbols, caricatures, drawings, or any other visual, auditory, or sensory expression in any media that distracts from a positive learning environment, is inconsistent with the goal of maintaining an atmosphere of mutual respect, or undermines the mission of the school.
- c. Student exemption to a school's dress code policy may be requested by a parent for a sincerely held religious or philosophical belief, disability, medical reason, or due to financial hardship. Principals may require a written request at the beginning of each school year stating the basis for the exemption.

- d. Newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays, shall be approved by the principal or designee.
 - e. Principals or designees may edit content or prevent dissemination of publications if the content or activity violates any of the standards.
 - f. Principals may conduct a general search of school property (e.g. desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis. Furthermore, principals may conduct a targeted search of a student's personal belongings, including bags on the property; and in a student's desk, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item.
 - g. Video surveillance is on school property to monitor school grounds and students may be disciplined based on evidence gathered through surveillance equipment.
- 4.) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1.
- a. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.
 - b. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline.
 - c. Schools allow equal access to school facilities by student sponsored non-curricular related activities if a school allows any such student group access to school facilities in accordance with the standards.

Prohibited Items

The following items should be left at home:

1. Weapons including toy guns and knives.
2. Any article that can be used as a weapon.
3. Toys including play stations
4. Skateboards, skates, scooters, and "Heelys" or any type of wheeled shoe.
5. Chewing gum
6. Lighters

Use of Tobacco Products

The following Smoking Policy is in effect in all DoDEA schools.

"Smoking by students during attendance at DoDEA schools will not be permitted."

Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, when participating in school-sponsored or school-supervised activities on or off campus, or on their way to and from school.

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus, as well as suspension. There are no designated smoking areas defined or condoned by DoDDS-E schools.

Parents who are accompanying classes on Study Trips are asked to refrain from smoking

Child Abuse and Neglect

DS Regulation 2050.9 states, “Any staff member of DoDEA who has reason to believe that a student has been abused or neglected shall report that information to the school Family Advocacy Program Manager (FAPM) representative on the installation then to immediate supervisor. The obligation to make such reports is one of the official responsibilities of each staff member.” As a further reminder for you, within 24 hours of the discovery of the allegation, an administrator will complete the 2050.9 form and address it to Pacific-ChildAbuseReporting@hq.dodea.edu and to your superintendent. No Serious Incident Report should be completed for child abuse allegations. This form should not be sent to any other addresses.

Information regarding reporting of child abuse or neglect.	
What is reported?	Abuse - physical injury or emotional damages inflicted other than by accident Neglect - acts of commission or omission that resulted or could be expected to result in injury or serious physical or emotional harm to the child. This includes children who are left unattended under potentially hazardous conditions.
Who reports?	In addition to the DES staff, all members of the community are required to report cases of suspected child abuse or neglect.
How to report?	If you suspect that a child has been abused or neglected, call DSN 764-4141

Please reference Appendix for further information.

Discipline and Student Behavior

School discipline should protect and nurture the physical, social, mental, and emotional growth of the students served by the school. Rules and regulations are made first to protect people and property and secondly, to protect the right of every student to participate in every facet of the educational program. The school's rules specifically limit the potential for any individual to interrupt another student's education or growth. As students proceed through each grade level, greater levels of self-control and self-discipline are expected.

Students are to treat all staff members, substitute teachers, and adult volunteers with respect, and are to follow reasonable requests from the adults. This includes a student giving one's name when asked by an adult. Individual classroom teachers may develop more specific rules for students.

When students do not adhere to the school or classroom rules, appropriate action will be taken to ensure that a positive learning environment exists for all students in the school. The school rules are in effect at all events sponsored by Daegu Elementary School to include after school and off campus.

Disciplinary Practices

To focus on academic and social growth, we use progressive steps in disciplinary matters when the learning environment or peaceful nature of the school environment is disrupted.

Step 1-Teacher Discipline - The teacher as the first line of discipline makes the student aware of the unacceptable behavior and counsels as to the consequences.

Step 2 - Teacher-Parent Contacts - The teacher contacts the parent about the unacceptable behavior and explains actions and interventions already taken and consequences for further incidents.

Step 3- Referral to the Administration - The teacher refers the student to the administration. The administration contacts the parents either in writing or by telephone. The student may be counseled, placed on detention, or suspended.

If a student's offense is of a severe nature, or if it endangers the safety and well-being of students or adults, the student may be referred to the administration without Step 1 or Step 2.

Behavior Matrix

DES Dragons will:	<i>Be Respectful by:</i>	<i>Be Responsible by:</i>	<i>Be Learners by:</i>
Hallways	<ul style="list-style-type: none"> ✓ When in line: ✓ Silent/whisper voices ✓ Straight lines ✓ Walk around people ✓ Follow adult directions 	<ul style="list-style-type: none"> ✓ Walk safely ✓ Keep hands and feet to self and off walls ✓ Stay with the line 	<ul style="list-style-type: none"> ✓ Go directly to destination and use time wisely
Cafeteria	<ul style="list-style-type: none"> ✓ Inside voices ✓ Raise your hand for assistance ✓ Leave when excused 	<ul style="list-style-type: none"> ✓ Eat only your food ✓ Report spills ✓ Pick up your area ✓ Walk at all times 	<ul style="list-style-type: none"> ✓ Use good Manners ✓ Help others if asked
Bathroom	<ul style="list-style-type: none"> ✓ Wait your turn ✓ Leave others alone ✓ Clean up after yourself 	<ul style="list-style-type: none"> ✓ Quiet voices ✓ Report spills ✓ Keep water in sink ✓ Use restroom, wash your hands, and return to class/line 	<ul style="list-style-type: none"> ✓ Follow classroom procedures ✓ While waiting be respectful of the other learners and return to class
Playground	<ul style="list-style-type: none"> ✓ Include everyone that wants to participate in games ✓ Keep hands feet and objects to self ✓ Use equipment properly 	<ul style="list-style-type: none"> ✓ Follow playground rules ✓ Put away things you get out 	<ul style="list-style-type: none"> ✓ Learn new games and activities ✓ Be a problem solver
Assemblies	<ul style="list-style-type: none"> ✓ Come in quietly and sit down ✓ Listen and follow directions 	<ul style="list-style-type: none"> ✓ Sit on your pockets and cross legs ✓ Place hands in lap ✓ Applaud appropriately 	<ul style="list-style-type: none"> ✓ Stay focused ✓ Respect the “performers” ✓ Raise hand to speak
Public Areas	<ul style="list-style-type: none"> ✓ Sit/stand using quiet voices ✓ Follow directions from any adult 	<ul style="list-style-type: none"> ✓ Stay in public areas until bell rings ✓ Use whisper voices in line 	<ul style="list-style-type: none"> ✓ Go to class promptly and quietly ✓ Use time wisely

Bus/ Parent Pick-Up	<ul style="list-style-type: none"> ✓ Walk ✓ Listen for adult directions ✓ Quiet voices ✓ Hands to your sides 	<ul style="list-style-type: none"> ✓ Stay on sidewalk ✓ Keep your back pack on your shoulder or roll it ✓ Load the bus promptly 	<ul style="list-style-type: none"> ✓ Follow safety procedures
Bus	<ul style="list-style-type: none"> ✓ Keep hands and feet to yourself ✓ Follow bus driver's and monitors directions ✓ Talk politely to the person sitting with you 	<ul style="list-style-type: none"> ✓ Keep backpacks on lap ✓ Stay in your seat facing forward and aisles clear ✓ Practice safety skills 	<ul style="list-style-type: none"> ✓ Show respect to the other students on the bus
Bus Stop	<ul style="list-style-type: none"> ✓ Walk ✓ Arrive at bus stop on time ✓ Leave sticks, rocks etc. on the ground ✓ Use respectful words ✓ Load promptly 	<ul style="list-style-type: none"> ✓ Keep backpacks on shoulder or in your possession ✓ Show respect to others by keeping hands/feet to self ✓ Be polite ✓ Wait for the bus to come to a complete stop and get on one at Time 	<ul style="list-style-type: none"> ✓ Wait patiently ✓ Follow all directions from bus driver and monitor. ✓ Sit quietly, use whisper voices, show respect

Discipline Referral Consequences

The following items are violations of school policy. The disciplinary action to be administered is covered in each item or referred to in the Table of Consequences, which follows at the end of this section. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of accepted school policy. The administration will determine the consequence for any violation not contained in this handbook.

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<ul style="list-style-type: none"> ⇒ Hall Pass Violation ⇒ Nuisance Item Violation ⇒ Scuffling ⇒ Tardies ⇒ Other 	Administrative Action **	Administrative Action **	Administrative Action **	Suspension 1 Day
B	<ul style="list-style-type: none"> ⇒ Disruptive Behavior ⇒ Inappropriate Lang./Behavior ⇒ Insubordination ⇒ Unsafe Behavior ⇒ Cheating/Forgery/Theft ⇒ Communicating a Threat ⇒ Truancy ⇒ Misuse of Technology ⇒ Other 	Administrative Action **	Administrative Action **	Suspension 1 Day	Suspension 2 Days

<p>C</p>	<p>⇒ Fighting (Any Kind) ⇒ Abusive Behavior to Peers ⇒ Insubordination w/ disrespect-profanity ⇒ Tobacco Use ⇒ Alcohol Possession/Use ⇒ Vandalism (under \$100) ⇒ Other</p>	<p>Suspension 1-3 Days</p>	<p>Suspension 3-5 Days</p>	<p>Suspension 5-6 Days</p>	<p>Suspension 7-10 Days</p>
<p>D</p>	<p>⇒ Dangerous Behavior toward self or others ⇒ Illegal Substance Possession/Use/Distribution ⇒ Larceny (\$250) ⇒ Arson, Bomb Threats, Extortion ⇒ Vandalism (over \$100) ⇒ False Fire/Bomb Threat ⇒ Weapon Possession/Use ⇒ Other</p>	<p>Suspension/Expulsion Proceedings Initiated</p>			

** Administrative Action may include, but is not limited to, the following: Warning, Counseling Session, Detention, Loss of Privileges, Parent notification, or School Work Detail

Suspension Practices

The principal may suspend a student from school for any of the previously listed reasons for up to ten (10) consecutive school days for a single incident of misconduct and for not more than ten (10) days per school year without a formal hearing.

An informal conference to include the principal, or designee, the student and when appropriate the school employee, who referred the student to the administration, shall precede suspension. During the informal conference the principal or designee will share the reason suspension is warranted, and the student may present information and evidence. After a review of all evidence and information, the principal or designee will make a determination and will inform the student of any disciplinary action that will be imposed.

When a student is suspended, the principal, or designee, will:

- Contact the student's parent by telephone to inform him/her of the suspension.
- Provide a copy of the suspension letter to the parent, which includes statement of fact leading to the suspension, as well as the date and time that the student can return to school.

- Notify the commander, via the School Liaison Office, of the student's suspension. (Principal will also be notified if suspension has been imposed by the designee.)
- While suspended, a student may not participate in any school-sponsored activities after school or on weekends, nor be present on school grounds.
- Direct Escort/Suspension: When warranted, direct escort suspension is an option an administrator may use as an alternative to out-of-school suspension. If this option is extended by the school and accepted by the parent, the day(s) of direct escort will follow at least 24-hour notice to the school. Direct escort is a procedure whereby a student's sponsor or parent directly escorts the student throughout the school day during the period of suspension. They accompany the student to class, during lunch, and to and from the school vicinity. They must remain with the student at all times.

Student Responsibilities

Students have the responsibility for being aware of and respecting the fundamental rights of others according to applicable standards of conduct or codes of behavior. Students have the responsibility for participating in the development and observance of these standards and codes.

A. Be prepared for class and on task at all times, and always do your best. Arrive in class with an open mind, a desire to learn, and ready to work with the following items:

- a. Text or other issued educational materials.
- b. Paper and pencil or other suitable writing instrument.
- c. Class materials required by each teacher.
- d. Completed homework.

B. Follow Attendance Policy -- Be prompt, prepared, and ready to learn every day.

C. Be Polite and Respect Others

- a. Respect the differences of other people, without regard to their race, religion, sex, creed, national origin, disability, intellectual ability, or marital status.
- b. Avoid profanity and/or obscene or lewd gestures and behaviors.
- c. Keep your hands to yourself.
- d. Walk in the hallways and classrooms.
- e. Be aware of other's personal space.
- f. Keep your voice down and your tone respectful.

D. Accept responsibility for yourself and for others in your community.

- a. Follow directions.
- b. Respect the rights of all students to learn.
- c. Remove hats prior to entering the school.
- d. Know the DoDDS Weapons Policy.
- e. Leave toys, radios, tape players, beepers, or other electronic communication devices, skateboards, skates, or scooters at home unless you receive permission to do otherwise. (An exception to this would include cell phones, which must be turned off and stored in the student's backpack during the school day.)
- f. Chewing gum is prohibited.

- E. Make a positive contribution to our school.
- Dress neatly and appropriately.
 - Participate in school activities in a positive manner; demonstrate good sportsmanship.
 - Take care of your school and school materials (including furniture, texts, library books, school buses, and all other school equipment and property).
- F. Adhere to all policies and to all school rules concerning student conduct.

Students' Rights

Students have a right to a school atmosphere conducive to learning, which provides for the common welfare and the safety of all in the school community. Students in DoDDS schools shall not be subject to corporal punishment.

DES School/Home Partnership

Case Study Committee (CSC)

The Case Study Committee is a multi-disciplinary team whose members participate in the evaluation, diagnosis, and placement of special needs students. This committee is established under the authority of PL 94-142 "Education for All Handicapped Children Act of 1975", the Individual with Disabilities Education Act (IDEA) of 1991, and the applicable DoD Instruction 1342.12 establishes the Policies and Procedures for providing a free appropriate public education to handicapped children receiving or entitled to receive Educational Instruction from DoDEA.

Members of the CSC may include an administrator, guidance counselor, school nurse, school psychologist, speech therapist, the special and regular education teachers, and the student's parents. The students in the fifth grade are invited to attend their meetings as well.

Parents who believe their child may have a learning problem, which may be alleviated through the special education program, may refer the student to the CSC by contacting their child's classroom teacher or the CSC Chairperson.

Membership in this committee includes appropriate school staff members and at least one parent of the child whose case is being considered. The CSC is charged with

- Overseeing the evaluation of all children who are referred.
- Developing an Individual Educational Program (I.E.P.) for each eligible child who meets DoDEA criteria for special education services.
- Ensuring that the child can progress in the least restrictive educational environment.
- Monitoring each child to determine whether his/her I.E.P. should be continued, revised, or discontinued.
- DES has a moderate to severe program available for eligible students.

DES School Advisory Committee (SAC), 2019-2020

The Defense Dependents' Education Act of 1978 established a School Advisory Committee (SAC) for each school, composed of an equal number of elected parents of students enrolled in the school and full-

time professional employees of the school. The purpose is to further the concept of participation in school affairs by members of the school community.

The Daegu Elementary School Advisory Committee makes recommendations and advises the principal on all matters within jurisdiction, including school policies toward students and parents; instructional programs and educational resources within the school; allocation of resources within the school to achieve educational goals; pupil-services (health, special education, testing, evaluation, counseling, and extracurricular activities); students’ standards of conduct and discipline; and policies and standards of the dependents’ education system related to the above matters. SAC elections are held around May.

- ChairpersonTBD
- Vice ChairpersonTBD
- PrincipalTBD

DES Parent Teacher Organization (PTO) Board, 2019-2020

The Daegu Elementary School Parent Teacher Organization (PTO) invites your family to become actively involved in our school. Your participation and voice in your child’s education do make a difference. In the past, the PTO has supported our school with supplemental classroom materials, positive incentive rewards, and financial support of enrichment programs for students, and Scholastic Books.

General membership PTO meetings are held the first Wednesday of each month all year round. Your involvement and support are greatly appreciated. There are still vacant chair positions for parents new to our school.

For updates please see the Daegu Elementary School PTO page on Facebook.

- PresidentTBD
- Vice PresidentTBD
- SecretaryTBD
- TreasurerTBD

Volunteers

We need parent volunteers in all areas. If you are interested and available, please call the Daegu Elementary School office at 768-9531/9501. Services of volunteers are needed in our library, reading programs, classrooms, special education programs, the computer room, etc. All volunteers must be registered with the Army Community Services, (ACS).

If you are interested in volunteering in the classroom, please go to the Main Office and pick up a Volunteer Packet. It is to be filled out and returned to the School Secretary (DSN: 768-9531); after it is returned by the clearance agencies you will be notified.

School Support Programs

General Education Program

Curriculum textbooks and materials in DoD schools are reviewed every seven years. A team of educators and parents review materials based on how thoroughly the DoDEA standards are addressed, whether or not technology is a component, and other educationally sound criteria.

Currently the following publishers are supplying materials for our core subject areas:

- Pearson - Language Arts
- Houghton Mifflin Harcourt - GO Math!
- Scott Foresman - Science
- Pearson - Social Studies
- Harcourt Brace - Health

To learn more about the content areas and the DoDEA Standards, please visit <http://www.dodea.edu/Curriculum/index.cfm>.

Host Nation

Students will attend Host Nation classes in order to better understand and appreciate their Korean community. This intercultural program offers DoDEA students the opportunity to study Korean culture.

Information Center (Library)

The role of the Daegu Elementary School Library Information Center program is to support the DoDEA mission of preparing military children for success in a global environment. This mission is achieved by:

- Providing access to print and non-print resource materials that are aligned to the DoDEA curriculum;
- Facilitating library services and literacy programming that fosters a love of reading;
- Defining the essential information literacy skills required for student achievement in the 21st century; and
- Collaborating with educators to design learning strategies and deliver instruction that meets the needs of the military child.

DoDEA library information center programs have been strengthened for SY 2018/19 through the addition of new materials that address critical contemporary topics in the areas of science, technology, innovation, global economy, careers, and international awareness. In addition to these materials, DoDEA provides 5 online databases for elementary students. The elementary databases are especially designed for beginning researchers and feature developmentally appropriate graphical interfaces. The digital resources are accessible anywhere in the school via the Web and from home via a remote user password.

The Information Center is equipped with 25 computers with Internet access. At Daegu Elementary School computers are used for instructional rather than recreational purposes. Students may have access to the Internet after they and their parents sign a DoDDS Internet Access Agreement.

A student may use the Information Center before school and during the school day with a pass from a teacher.

Most books circulate for a period of two weeks. Family check out is also available. It is the responsibility of a student to return materials when due. Failure to do so can result in suspension of privileges.

Guidelines for use of the Information Center (Library)

The objective of the Information Center is to enhance the educational program of Daegu Elementary School. The Information Center is not to be used for student social activities. Please be considerate and work as quietly as possible. Disruptive behavior of any kind will not be tolerated.

- A. Food, beverages, gum, backpacks, CD players or other electronic devices, or head coverings are not permitted in the Information Center at any time.
- B. Computers are to be used exclusively to gather information relevant to the school curriculum. Students may not visit sites designated as inappropriate by authorized school personnel. Use of chat rooms, games, on-line shopping and entertainment sites of any kind is strictly prohibited.
- C. All students must have a pass in order to visit the Information Center during the school day. Upon entering the Information Center, students must clearly print their name and the time they entered on the sign in roster. Students must also sign out each time they leave the Information Center.
- D. Failure to abide by these regulations will result in denial of visitation privileges to the Information Center.

Foreign Language in Elementary School (FLES)

Students receive instruction in Spanish and begin to develop communication competencies beginning in the earliest stages of study in the FLES program.

English as a Second Language (ESL)

A child may need supplemental help with English if another language is spoken at home. The ESL specialist assesses children (with parental permission) who have been referred by their classroom teacher or by the sponsor on the Home Language Form completed at registration. Based upon the assessment results, teacher recommendation, and the decision of a committee consisting of the classroom teacher, ESL teacher, and an administrator, the child may qualify for ESL support services, which can be provided in several models. A child may be pulled from his regular classroom to attend ESL classes in a resource room, the ESL may co-teach in the child's regular education classroom, or may monitor the student. The decision on which model best meets the child's needs is a committee decision. Parents must give permission for students to participate in the recommended ESL services.

Standardized Testing -DoDEA

The Department of Defense Dependents Schools (DoDDS) participates in standardized testing that is designed to provide information that addresses students' levels of academic achievement. The school notifies parents whenever testing takes place, and test results are mailed to parents. The test results provide a continuing record of each student's academic progress in comparison with national norms. This information is used to: (a) help teachers determine the strengths and needs of students in order to work with them to improve their individual academic skills, (b) let parents know how their child scored in different academic subjects, and (c) provide accountability for DoDEA schools. The testing information includes norm-referenced tests and criterion-referenced tests. Daegu Elementary School administers the DoDEA Comprehensive Assessment annually to our students in 3rd - 5th grades.

Gifted Education Program

“Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.” (U.S. Department of Education, 1993).

The Gifted Review Committee at DES makes decisions on eligibility for placement of students in the Gifted Program. The following guidelines, as referenced in Gifted Education Program Guide, August 2006, are used to assess student eligibility:

Students need to demonstrate more than one of the following indicators:

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement.
- A total battery score at or above the 97th percentile on a nationally normed achievement test.
- A total score at or above the 95th percentile on a group ability test.
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives.

Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.

A variety of service options are offered at the elementary level:

- Regular classroom with differentiation.
- Regular classroom with cluster grouping and differentiation.
- Resource sessions outside of the classroom.
- Individualized services.
- Additional Opportunities.

The Gifted Review Committee reviews student eligibility for the gifted program throughout the school year. If you have any questions, please contact the Gifted Coordinator.

Reading Support Programs

Here at DES, we have several reading support programs with a literacy teacher offering reading improvement lessons for those students reading below grade level expectations. In Third Grade, Leveled Literacy Intervention (LLI) is offered as a short-term supplementary program for extra help to those qualifying students in small group sessions several times a week to improve fluency and reading comprehension. For Fourth and Fifth grade students, the READ180 program is offered to qualifying students who meet daily with the literacy teachers for 90 minutes to improve fluency and comprehension skills.

Child Find

Child Find is an on-going, cooperative effort involving school staff, local base units, military organizations, and parenting groups. DoDEA Child Find is the process to seek, screen, and identify children (from 3 to 21 years of age) who may have a disability and be in need of special education services. If you know of anyone who would benefit from the special education program, please contact the Daegu Elementary School office, at 99-768-9501 (on-post) or 050-3368-9501 (off-post).

When a student is identified as possibly having special needs, he/she is, with parental consent, evaluated in all areas of the suspected disability. When a student is identified as having a disability, he/she is entitled

to receive an appropriate instructional program, which is developed to meet his/her specific needs. Parents or guardians are involved in identification, assessment, and placement activities.

Special Education

Students who perform significantly below grade level or expected levels of achievement may be referred for assessment to the Child Study Committee (CSC) for possible learning impairment by either a parent or an educator.

If students are found eligible for special services, an Individualized Educational Plan (IEP) is developed by a committee composed of parents, CSC Chairperson, Learning Impaired (LI) teacher, classroom teacher, a school administrator, and any other individual whose expertise and/or services are pertinent in meeting the needs of the student. Goals and objectives are identified to meet individual student needs. Instruction may occur in one of the following models:

- *Pull-out:* Student is pulled from the regular classroom for instruction in a resource room for a specific amount of time.
- *Co-Teach:* The LI teacher or the special education aide shares the responsibility for instructional delivery of academic skills with the classroom teacher.
- *Inclusion:* The LI teacher or the special education aide works with the student in the regular classroom environment.
- *Consultation:* The LI teacher consults with the classroom teacher and other specialists about the student's learning styles, modifications for instruction, and progress.
- *Monitor:* The LI teacher simply monitors the student's progress.

Speech Therapy

Speech/Language Pathologists provide remedial services to students with identified specific speech or language disorders and/or delays. These disorders are identified through the administration of a battery of Speech/Language proficiency assessments. The age of the child and the severity of their particular communicative disorder determine the frequency and length of therapy sessions. The ultimate goal of the program is to help students achieve their maximum potential.

Guidance Program

The guidance counselor provides counseling services at DES. The major goal of the guidance program at DES is to assist in creating an educational environment, which is conducive to the academic, personal, social, and career growth of students. The counselor sees children individually and in small groups. She also teaches classroom lessons and serve as resources for special lessons and enrichment activities. The counselor interprets standardized testing results for teachers and parents and also serve as liaisons with many community resources. Children may see their counselor on a walk-in basis or may be referred by a parent, teacher or administrator.

School Psychological Services

School psychologists provide a range of services for the benefit of students. These consist of direct and indirect services that require involvement with the entire educational system, including the students, teachers, counselors, administrators, other school personnel, families, community agencies, and a variety

of others. School psychologists are unique in the educational setting. Their training equips them to provide

Bus and Transportation Services

Daegu Student Transportation Office (STO), Camp George, will provide transportation for students. Bus passes are required and are issued by that same office. Although Daegu Elementary School provides all possible assistance with bus safety and conduct, the Transportation Office administers school buses. Expected behavior guidelines are outlined in DODEA 2051.1, Discipline. “Good conduct on DoDEA contract buses is essential to the safety of children.” Students riding school buses are expected to observe all rules. This following list, although extensive, is only a short summary of the supplement. Sponsors are encouraged to review the supplement carefully and ensure that their dependents fully understand their responsibilities while riding a school bus. Problems or questions concerning bus transportation and bus discipline should be referred directly to the Daegu STO, telephone DSN: 768-7722/ COMM.: 0505-3368-7722, **Building #3000 (Daegu Elementary School) Room A121at Camp George.**

DoDEA Behavior Standards for School Bus Students and sponsor/parent/guardian acknowledgment:

On and around school buses, the students WILL:

1. Comply with all school rules and the “Behavior Standards for School Bus Students.”
2. Board and exit the bus in an orderly, safe manner
3. Present bus pass when boarding the bus and upon demand
4. Remain seated while on the bus
5. Talk with other passengers in a normal voice
6. Keep all parts of the body inside the bus windows
7. Keep aisles, steps, and empty seats free from obstruction
8. Remain fully and properly clothed
9. Treat the driver and fellow students with respect
10. Promptly comply with the bus drivers' or monitors' instructions
11. Treat the bus and other private property with care



On or around school buses, students WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school “Code of Conduct.”
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of the bus window or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.

14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

Any time that a parent does not want his/her elementary school child to ride the bus home, he/she should send a note to inform the child's teacher. Children often become confused about what they are to do or which day they are to stay on post instead of riding the bus home. If a student does not have permission from parents to remain after school, he/she will be instructed to ride the bus home as usual. Please make arrangements with your child before school in the morning and send a note to the teacher and inform the office and/or transportation office.

Bus Routes

Bus routes are established based upon the location of the homes of sponsors. Generally, bus stops are designated to provide convenient locations for the majority of the students in a given geographical area. In accordance with DOD Directive 4500.36R, each student is assigned to a designated bus stop nearest his/her residence. Once assigned, a student must use that designated bus stop when boarding the bus in the morning and getting off the bus in the afternoon. It is the responsibility of the sponsor to have his/her child promptly at the bus stop at the scheduled time. Drivers are not authorized to wait at the bus stop for students arriving late.

Bus transportation is a *privilege* rather than a right! Consequently, misbehavior may result in suspension of bus transportation by the command.

Cafeteria and Lunch Programs

Students may choose one of the following options for lunch:

1. Bring a packed lunch.
2. Buy a hot lunch (see information below).

Parents are invited to join their child(ren) for lunch in the cafeteria at any time. Please sign in at the main office prior to attending lunch with your child.

School Meal / Hot Lunch Program

The lunch program at DES is run through AAFES. Hot lunches can be purchased with cash or through the AAFES lunch account system. Parents can open an account at the Customer Service Center at the Camp Walker Exchange. Please have the DoDEA Student ID number provided by the school registrar's office available. Your child will be issued a six digit Horizon PIN by AAFES in order to charge for meals during lunch. The cost for lunch is \$2.75 per meal for students. When the account balance is low, parents will need to either go to the AAFES Cashier's Cage, visit the school lunchroom before 09:55 or

after 11:55, or pay online to place more money in your child's account. For more information on lunch, menus, prices, etc, use the link: <https://www.aafes.com/about-exchange/school-lunchprogram/>.

AAFES now offers MyPaymentsPlus (www.mypaymentsplus.com), a state-of-the-art online service that provides you the convenience and information you need to manage your student's meal account. This system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost or forgotten lunch money and ensures that your child will receive a nutritious meal. To create a new account, visit your AAFES Exchange and then log onto www.mypaymentsplus.com. Follow the onscreen directions and register your student using their Student ID number. The student ID number is available at the Exchange customer service or from the cafeteria. This student ID is not available in the Main Office.

Free and Reduced Lunches

Free and reduced lunch applications are available online using the AAFES link <https://freeandreducedapps.aafes.com/>. Please note: Even if your child was on the Free and Reduced Program last year, you must re-register every year.



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC REGION
UNIT 35007
APO AP 96376-5007

February 12, 2019

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODEA PACIFIC

SUBJECT: Guidance on Accelerated Withdrawal for SY 2019-2020

This memorandum provides guidance on early withdrawal of students with full credit for the semester or year. In accordance with DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, the Principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester. A student approved for an accelerated withdrawal program may not withdraw prior to the dates listed below and must attend the full school day prior to the withdrawal date.

SY 2019-2020 Accelerated Withdrawal Dates

- Semester 1: December 12, 2019
- Semester 2: May 12, 2020

An accelerated withdrawal must be approved in advance by the Principal. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., Permanent Change of Station [PCS] orders). Students must meet all of the conditions of an accelerated study program outlined by the student's teachers prior to withdrawal in order for final grades and credits to be assigned.

This provision is not intended for the execution of conveniences, such as family travel, visits, or other discretionary reasons. Instead, it recognizes that due to military necessity, families are occasionally required to move prior to the end of the semester or school year, and children should not be penalized for unavoidable obligations. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. Students who withdraw prior to the 20-day limit receive "*grades to date*" rather than final grades. The gaining school is responsible for determining grade level placement and credits.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy. A school procedure for parents and staff should be published or highlighted in school handbooks - especially at the high school level. Questions or concerns may be addressed to Mr. Todd Schlitz, DoDEA Pacific Region Chief of Staff.


Lois J. Rapp
Director, DoDEA Pacific

