

PARENT/STUDENT HANDBOOK
SY 2019-2020



Home of the Mighty Mustangs!

Dr. Wanda Bradley, Principal
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Information Page

Osan Elementary School Phone Numbers:

DSN 784-6912/International 011-82-31-661-6912

Registrar: 786-6912

Administrative Officer: 784-4803

School Nurse: 784-4809

Transportation Officer: 784-7250

Parent Teacher Organization: contactus@oaespto.com

Office Hours

0700-1600 (7:00am - 4:00pm)

School Hours

0800-1430 (8:00am – 2:30pm)

Students are permitted on campus beginning at 0730. Breakfast will be served from 0730 to 0755

Tuesday Early Release for Focus Collaboration at 1315 (1:15 pm)

Osan Elementary School Websites:

OES Homepage: <http://www.dodea.edu/OsanAmericanES/index.cfm> OES

Facebook Page: <https://www.facebook.com/dodea.osan.american.es/>

Pac-West District Homepage: <http://www.dodea.edu/Pacific/west/index.cfm>

Pacific Area Homepage: <http://www.dodea.edu/Pacific/index.cfm>

DoDEA Homepage: <http://www.dodea.edu>

APO Address:

Osan Elementary School

Unit 2037

APO, AP 96278-2037



DEPARTMENT OF DEFENSE
DEPENDENT SCHOOLS
OSAN ELEMENTARY SCHOOL
UNIT 2037



APO, AP 96278-2037

Welcome to Osan Elementary School! A Great School in a Great Community!

Happy School Year 2018-2019 to all of our Mustangs!

Wanda C. Bradley Ph.D.
Principal
Osan Elementary School



Osan Elementary School (OES) is a 131,181 square foot facility designed to accommodate approximately 550-600 students in grades Pre-Kindergarten through Fifth Grade.

Chain of Command

Classroom Teacher

Phone: 784-6912

Guidance Counselor

E-mail: OAES.Counselor@pac.dodea.edu

Phone: 784-6912

Principal

Dr, Wanda Bradley

Phone: 784-6912

E-mail: _____

wanda.bradley@dodea.edu

Superintendent, Pacific West District

Jeff Arrington

Phone: 755-1332

E-mail: KoreaSupt.dso@pac.dodea.edu

Department of Defense Educational Activity Community Strategic Plan (CSP)

MISSION STATEMENT

Educate, engage, and empower each student to succeed in a dynamic world.

VISION STATEMENT

The OES community promotes citizenship and student achievement through standards-based education for success in the world today and tomorrow.

GUIDING PRINCIPLES

- Student achievement...a shared responsibility
- Trust and respect for others' rights
- Unlimited opportunities to reach high expectations
- Dedication to lifelong learning
- Equal access to a quality education based on standards
- New and motivating challenges to inspire excellence
- Total accountability with teamwork
- Success for all...students first!

COMMUNITY STRATEGIC PLAN (CSP) GOALS

Academic Goal: OES will increase student achievement across the curriculum through DoDEA standards-based instruction and interrelating content that will directly impact students in a 21st century environment.

Organizational Goal: OES will utilize 21st century instructional practices, CCRSM implementation, collaboration, and communication for continual success in a 21st century learning environment.

GUIDING PRINCIPLES

- Students will be proficient readers, competent mathematicians, scientific thinkers and skillful users of technology.
- Students will experience multiple opportunities to develop skills in leadership, communication, collaboration, and responsible citizenship.
- We are committed to developing well-rounded citizens who honor and respect cultural diversity throughout the world.
- Students will receive a balanced education which includes the practical and fine arts.
- Our students will have a safe learning environment which fosters scholastic success.

Osan Elementary School

DoDEA's Mission

Educate, engage, and empower students to succeed in a dynamic world.

OES's Purpose Statement

Empowering students to engage, learn, and lead in our global society.

OES Goals

Academic Goal: OES will increase student achievement across the curriculum through DoDEA standards-based instruction and interrelating content that will directly impact students in a 21st Century environment.

Organizational Goal: OES will utilize 21st Century instructional practices, CCRSM implementation, collaboration, and communication for continual success in a 21st Century learning environment.

Accreditation and Staffing

Osan Elementary School is a federal activity, funded by the Department of Defense, and accredited by AdvancED. AdvancED provides accreditation under the seals of the North Central Association Commission on Accreditation and School Improvement (NCA CSI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

As required by directives of the AdvancED, all staff members are qualified by experiences and training for the positions they hold. Teachers must be certified in the grade level or specialty that they are teaching. Minimum qualifications include a Bachelor's Degree, eighteen semester hours of education courses, subject area courses taught and actual teaching experience. Many teachers hold Master's Degrees.

The teaching staff at Osan Elementary School is cosmopolitan, having been carefully selected from many qualified applicants drawn from all sections of the United States, with some who have taught in other DoDDS regions. In addition, local hire teachers add to the varied diversity of the staff. Their backgrounds and training provide a variety of enriching experiences that benefit our students. You will find the faculty willing and able to provide a high quality, challenging education. A collaborative and cohesive teaching staff has consistently made OES a desirable place to work and a great school with the Osan community.

General Information

Accident and Illness

Every accident in the school building, and on school grounds, must be reported immediately to the school nurse. The nurse will inform the principal. Illnesses must be reported to the school nurse. If it is necessary for the student to go home or be referred to a medical facility, the nurse will contact one of the parents/guardians, or the person listed as the emergency contact. In the event of a serious illness or injury requiring immediate medical attention, the parents/guardians will be notified, and an ambulance will be called.

Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

- Any illness or injury that causes concern
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting
- Wounds that may require stitches

Appointments

Parents are encouraged to make appointments with teachers, the counselor, and administration (in that order) for discussion of academic and/or behavior problems as they arise. Appointments may be made by contacting the main office (784-6912) and arranging for the teacher to return your call. An e-mail or handwritten note can also be sent to the teacher requesting a conference. Appointments with the principal may be made via the school secretary.

Attendance

It is the policy of the Department of Defense (DoD) that, while overseas, minor DoD dependent students may be enrolled in DoD dependent school subject to applicable regulations. Students who reach their 5th birthday on or before 1 September may be enrolled in Kindergarten; students who are 6 years old on or before 1 September may be enrolled in first grade, parents are encouraged to ensure that their children attend classes daily unless the absence is absolutely necessary. Upon returning to school, a note stating the reason for the absence must be given to the teacher. Students should not arrive on the school grounds more than 15 minutes before the start of the school day.

Student Attendance ([DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended](#))

In accordance with the policy stated in the DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, the school personnel, and in some cases the Command. Students with excessive school absences shall be monitored by the Student Support Team to assist them in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

- 1). Absent up to 25% of the school day = absent one-quarter of the school day.
- 2). Absent between 26%-50% of the school day = absent one-half of the school day.
- 3). Absent 51%-75% of the school day = absent three-quarters of the school day.
- 4). Absent 76%-100% of the school day = absent full-day.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

- 1). Personal illness
- 2). Medical, dental, or mental health appointment
- 3). Serious illness in the student's immediate family
- 4). A death in the student's immediate family or of a relative
- 5). Religious holiday
- 6). Emergency conditions such as fire, flood, or storm
- 7). Unique family circumstances warranting absence and coordinated with school administration
- 8). College visits that cannot be scheduled on non-school days
- 9). Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.

Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Excessive absences and tardiness can seriously affect academic performance of students; make every effort to ensure that your child is at school and on time daily. **A student is tardy after 0805.**

Procedures

If a student will be absent from school the sponsor and/or legal guardian must email the school registrar at oaes.registrar@dodea.edu or provide a handwritten note. The note is to include the student's name, date of absence, sponsor's name, and telephone number (home or office), reason for the absence, and the sponsor's signature. If a note or e-mail is not received in a reasonable amount of time (2 days at most), the absence will be recorded as unexcused and the students will not be given credit for make-up work. A telephone call is not sufficient.

Pre-Arranged Absences and Work

The sponsor will provide documentation for any pre-arranged absence. The "Request for Pre-Arranged Absence" form must be completed and signed by the student's teachers and sponsor. It is the sponsor's responsibility to get assignments prior to departure and ensures that the completed work is turned in upon the student's return to class.

*See Appendix A for the "Request for Pre-Arranged Absence" form.

Make-Up Work

For an excused absence, the student is responsible for completing make-up work. Refer to individual class expectations for specific policies.

Unexcused Absences

For all "Unexcused" absences it is the responsibility of both parent and student to contact the teacher and ensure that all missed work is made up within 5 school days for credit/grade to be given.

Unexcused absences can include:

- Babysitting
- Oversleeping
- Missing the bus
- Loss of school bus privileges
- Loss of base privileges
- Non-school sponsored activities
- Modeling appointments
- Family vacation

Tardy Policy

All students are expected to be in class and prepared to work when the bell rings. **Students arriving after 0805 must report to the OES front office to get a tardy notice in order to enter the classroom.**

- Students who are eight years of age and older can walk to school unattended. However, if a student is tardy to school a parent/legal guardian must accompany the student to the OES front office and sign the student in to school.

Behavior at OES

The expectation for all students at OES is to behave in an age appropriate and respectful manner. Students at OES are in a “Community of Learners,” and their behavior should reflect that. Behaviors that are disruptive and disrespectful will not be tolerated. DoDEA has a “Zero Tolerance for Weapons” policy; please see chart of consequences for violation of this policy at the end of the handbook. This includes bullying or mistreatment of others. DoDEA has a written policy concerning bullying and consequences for such actions. The responsibility for each student is to be prepared for class with completed assignments and materials needed in order to be successful in school all year long. During class, they will be attentive and will be an active participant in their learning. Completion of homework and assignments is critical to academic success and college and career readiness.

Behavior on the Playground

Many students share the playground. All have the responsibility to display good manners. The following rules must be observed for all to have a safe and happy time:

1. Share all playground equipment
2. Keep hands, feet, and objects to one’s self
3. Use all playground equipment properly and as intended
4. Students do not leave the playground without a teacher or playground monitor
5. Treat each other with respect
 - a. Teasing, name-calling, and bullying are not tolerated
6. Physical acts against another student are not acceptable

View the following link for playground safety: <https://youtu.be/MvQPTjcmHKs>

Bicycles/Skateboards/Rollerblades/Scooters/Skate Shoes

Students are not to ride bicycles to school. Also, skateboards, scooters, rollerblades, and skate shoes (heelies) are not permitted at school. This policy is for the safety of all students in the school.

Bus Transportation

School Bus Behavior ([DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended](#))

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations in accordance with Enclosure 8 in the DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended.

The Student Transportation Office (STO) is responsible for all school bus transportation matters. The STO is also responsible for handling bus discipline problems and bus riding suspensions.

Parents/guardians are responsible for the conduct of their children on the buses and at the bus stops. A Security Attendant (SA) rides each bus, daily. Parents/guardians must accompany students in 2nd grade and below to and from bus stops in the mornings and afternoons. OES students not met by parents/guardians will be returned to the OES Front Office. Parents will be notified to pick-up their children at the respective location.

The Osan STO is located in Osan Middle High School, Rm. 101. They can be reached from 0730-1630 (7:30 am – 4:30 pm) daily, except on American holidays. The STO phone number is 784-7250.

Questions about buses, routes, time, schedule and so forth should be referred to the STO office. Comments about student's behavior on the buses should be referred to Mr. Michael Hullender, the Student Transportation Officer, at 784-7250 or by e-mail: michael.hullender@pac.dodea.edu.

The following rules must be observed:

- Students should be at stops five minutes before scheduled departure
- Students will obey and be respectful to Security Attendant and Bus Driver
- Students will be respectful of themselves and others
- Students will remain seated while bus is in motion
- Students will sit in assigned seats if directed by STO or Security Attendant
- Keep noise to a minimum so the Bus Driver can concentrate on traffic
- No eating or drinking on bus, to include candy and chewing gum
- No electronic devices allowed unless used with headphones
- No pushing, tripping, or shoving
- Students will not use inappropriate language or gestures
- Students will not extend any part of their bodies outside bus windows
- Students will wear seatbelts and keep them secure until bus is fully stopped
- Do not tamper with bus controls
- No fighting, spitting, obstruction or aisles, steps or seats

School Bus Registration

Students requiring bus transportation must register with STO. A copy of the Form 600 "Student Registration" (obtained from the OES Front Office), is required in order to register. Student photos will be taken during registration for a bus pass.

Bus Passes

Bus passes are required for all students who are bus riders. This is a requirement by the DoDDS Pacific Security/Safety office.

- Students registered with the STO will be issued picture ID passes
- Students must wear or carry their bus pass each day
 - If pass is lost or stolen, it must be replaced at the STO
- Bus passes must be turned in when out-processing the school

Safety Tips for Walking Students

- Students seven years and younger must be accompanied by an ID card holder, and/or an older child (ten years of age or older)
- Children who are ID card holders can only accompany two children under seven at one time
- Students eight years of age and older may walk unaccompanied to school
- Stay clear of curb edge
- Use sidewalks when available

- Walk facing traffic if sidewalks are not available
- Do not play in the street
- Always cross streets at the corner of intersections or using designated crosswalks
- Obey pedestrian signals and traffic signals
- Look both ways before crossing all streets and roads

*See Appendix B for the “Osan AB Youth Supervision Age Matrix Table”

Bus Stop Safety

- Do not play around or near bus stops
- Stay away from curb as bus approaches
- Move away from bus after exiting
- Wait for bus to depart before crossing street or road
- Do not run along sides of bus

Note

- PSCD and Sure Start students are placed in car seats
- In case of inclement weather stay tuned to AFN TV/Radio or call 315-755-9277
- 51st Fighter Wing Facebook: <https://www.facebook.com/51FWOsanAB/>
- AFN Humphreys Facebook: <https://www.facebook.com/afnhumphreys/>
- OES Facebook Page - <https://www.facebook.com/dodea.osan.american.es//>

Cell Phones

Students are strongly discouraged from bringing cell phones to school. Each classroom has a phone and students may also request use of the office phones with written permission from a teacher or a faculty member. Students who absolutely must bring a cell phone to school will be required to keep the cell phone turned off and in their bag at all times. Students will be responsible for the security of the phone. If the cell phone rings during school hours or is seen out of the bag by a faculty member, it may be confiscated and turned into the school office. Parents will be required to pick up the phone.

Chain of Command

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. Typical classroom concerns should be resolved following the procedures below:

1. The parent discusses the matter with the teacher
 2. The parent and teacher meet with the counselor
 3. If the matter is not resolved, a meeting may be scheduled with the principal as appropriate
- Matters which cannot be resolved at the school level are referred to the District Superintendent Office (DSO) of DoD schools in Pacific West, Korea. If the matter cannot be resolved at the DSO level, the matter is elevated to the Director, DoDDS Pacific.

The suggested procedures follow the line of authority from teacher to counselor to school principal, and then, if desired, to the DSO. All efforts are made to focus on resolution at the lowest and most immediate level. Parents are encouraged to seek immediate resolution to any problem or concern. Prompt action can frequently prevent complications and more serious problems.

Change of Address and/or Phone Number

Sponsors are required to notify the OES Front Office regarding changes of the following:

- Official Address
- Residential Quarters Address
- Telephone Numbers
 - Duty Number
 - Cell/Home Number
- Emergency Information
 - Local Emergency Contact other than parent
 - Permanent Stateside Emergency Contact
- Sponsors Rank
- DEROS/Assignment Changes
 - Must provide a copy of extension/retirement/pcs/assignment change orders
- E-mail Address

Checkout

There will be no change in transportation/pickup procedures beginning 30 minutes prior to dismissal time.

Child Find

DoD Instruction 1342.12, Subject: Education of Handicapped Children in the DoD Dependent Schools, established policies and procedures for providing a free and appropriate public education to handicapped children receiving or entitled to receive educational instruction from DoDDS.

Child Find is DoDDS' effort to locate persons ages birth through twenty-one years, who are entitled to DoDDS schooling who have handicapping conditions and need individual and appropriate special education. Developmental delays are a part of this testing process. Once they have been identified, the information can be used to meet their special education needs and to determine priorities for services. If you feel your child may qualify for a special education program, or if you know of a student who may qualify but have not yet been identified, please contact the Case Study Committee Chairperson, the PSCD teacher, or the OES Principal at 784-6912.

Children on School Grounds

To avoid disruptions in student's education, to reduce liability to the government, to protect the welfare and safety of all children, and maintain a professional work environment, the children of DoDEA Pacific employees, volunteers, and substitute teachers, who are not registered to attend OES, are not permitted in the school (e.g. classrooms, offices, etc.) during the school day unless for events authorized by the principal. An example would a school picnic where the principal explicitly welcomes the children of employees, volunteers, and substitute teachers to attend.

Children who are not registered at the school are not permitted on campus during the day because of daycare difficulties. Appropriate arrangements for before and after school childcare must be made to avoid this.

Children who are ill are not permitted to accompany the parent to the school. Only in rare circumstances will administrators allow an employee, volunteer, or substitute's child to be at the school during the day, and only for a limited period of time, and even then, work, health, and safety guidelines must be followed at all times. The child must be appropriately supervised and cannot create any conflict within the school. Children who are granted permission to be at the school because of an emergency shall follow and abide by established school rules or business office rules for official visitors.

Classroom Visits

Parents may make appointments to visit classes. Please make arrangements with the teacher in advance to find out the best time to visit. **Parents are required to sign in at the OES Front Office and obtain a visitor's badge before proceeding to the classroom or other areas of the building.**

Conferences

All DoDEA schools should encourage parents to meet with their child's teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child's classes or progress in school. Parent-teacher conferences are a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school,

ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child's school for details regarding scheduling.

Either parents or teachers can request parent-teacher conferences at any time during the school year. Teachers conduct conferences at the end of the first quarter and during the third quarter. These conferences are designed to inform parents of their child's progress and/or to address potential problems. Parents are encouraged to maintain contact with the child's teacher throughout the school year through e-mail, personal notes, phone calls, and parent conferences.

Parent/Student/Teacher Communication

DoDEA encourages all communication take place through official school email accounts.

Counseling (DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 & DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006)

DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for life-long learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs support student's self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

Curriculum Standards

DoDEA has developed rigorous and demanding curriculum standards. Each DoDDS school adheres to these standards. The curriculum standards specify what students should know and be able to do. Standards are important because they set high levels of learning and performance for all students. The standards also serve as a basis for assessment across the curriculum. They focus on what is important in each curriculum area. These curriculum standards are aligned with national guidelines and with the best school systems throughout the United States. All areas of the curriculum standards are available on the DoDEA website: <https://www.dodea.edu>.

Art/Korean Culture/Physical Education/Media Center

Each student in Kindergarten through Fifth Grade will go to one special subject class each day. Students learn the value of physical fitness and healthy lifestyles in physical education. Art classes provide opportunities for students to increase their understanding of the historical and creative aspects of the arts. Korean culture classes emphasize the old and new Korean customs; students also learn useful Korean language and phrases to enrich their understanding of living in a foreign country.

Education Student Services

Education Student Services (ESS) is an integral part of the total education program. The ESS Department includes DoDEA school nurses, school counselors, school psychologists and school social workers (located only in certain locations). The ESS staff members at each DoDEA school partner with parents, community, students and other educators to assist in creating an educational environment conducive of academic, personal, social and career growth of all students. Please visit the Education Student Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student's school.

Interscholastic Athletics

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Computer Literacy

OES has student computers in each classroom. Students may use the computers in the Information Center under the supervision of the classroom teacher or the Information Specialist. The regular curriculum is enhanced by technology infusion across the curriculum. Technology instruction is provided through the classroom teachers and Educational Technologist (ET) with software programs that support the curriculum standards for each grade level. Parent and student must jointly sign the DoDDS Computer and Internet Agreement before the student is permitted to use any computer in the school.

Internet Safety Tips

- Never give out personal information
- Never communicate with someone who makes you feel uncomfortable, even if you know who they are
- Never meet someone or have them visit you with parental permission
- Tell a trusted adult right away if you read or see any content on the Internet that makes you feel uncomfortable
- Remember that people online may not be who they say they are

Make sure that your child does not have access to a computer in the home without adult supervision. Parents should frequently monitor their child’s use of the Internet, especially chat rooms.

Computer Access/Internet Policy/Electronic Devices (DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010)

Each student, together with the student's parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:

- Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

English for Speakers of Other Languages (ESOL)/Language Services (DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007)

An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007, DoDEA’s ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. ELLs are involved in mainstream classes during the day.

Many students whose first language is not English enroll at OES. These students many not speak, read, write, or understand enough English to be able to fully succeed academically and socially. The ESL program has been developed to help these students in school. Each of these students is administered an English language oral, reading, listening, and written proficiency test. Results of these tests may result in placement in one of the ESL classes. The ESL teacher notifies parents when a student is in need of these services.

Gifted Education Program

It is the policy of DoDEA to identify giftedness among its students and to develop a plan for gifted education. OES provides gifted students with a comprehensive program that assesses their abilities and talents and provides appropriately differentiated learning experiences. Giftedness describes those students with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. These students exhibit high performance capability in intellectual, creative, and/or artistic areas, possess unusual leadership capacity, and/or excel in specific academic fields. A student's eligibility for gifted education services is based on documented need for modifications in the student's instructional program to ensure continuous academic challenges and supportive services.

A Gifted Review Committee is established at the school to determine a student's eligibility for gifted education services. Ability testing may be used as one source of data points for identification. They are not a required component in the identification process. Other assessment data such as rating scales, anecdotal information, observations, performance assessments coupled with information from parents are essential elements as well. The Gifted Review Committee is composed of various educators in the school, the Gifted Education teacher and the Principal. The Gifted Education teacher works weekly with these identified students. The teacher also works closely with the staff members to enrich the curriculum for all students. Enrichment classes create opportunities that provide all students with the opportunity to become critical thinkers and problem solvers.

Religious Holiday Observance ([DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#))

According to Enclosure 3 in the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012 students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

Literary Support Specialists

School Literacy Support Specialists (LSS) work with small groups of struggling readers to provide supplemental and/or intensive services. LSS is designed to support students in Kindergarten through Third Grade.

Read 180

Read 180 is an integrated reading instruction program involving direct instruction, books, and computer assisted learning. The program is designed to assist students in Fourth and Fifth Grades who are reading below their grade level.

School Psychology

([DoDEA Regulation 2946.3, "School Psychological Services," January 22, 2004](#))

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development in accordance with DoDEA Regulation 2946.3, ["School Psychological Services," January 22, 2004](#). They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

Discipline

Student Discipline ([DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended](#) & [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#))

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 in the DoDEA Administrative Instruction 2051.02, ["Student Rights and Responsibilities," April 17, 2012](#). It consists of teaching and reinforcing positive student attitudes and behaviors. 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. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, ["Disciplinary Rules and Procedures," April 4, 2012, as amended](#) discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion as a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

OES strives for an atmosphere conducive to maximum learning by all students. The goal of the teachers and the administrator is to provide a safe environment where children are free from fear and can focus on learning. Inappropriate behavior to include violence will not be tolerated. Each staff member maintains a discipline plan for his or her classroom. In general, discipline concerns are handled directly by the classroom teacher. Lunch Recess Detention is one form of disciplinary action that can be utilized to reflect on inappropriate behavior. However, when disruptive behavior is chronic and severe, such situations will be recorded in the student's discipline record. This record is available for parental review upon request. **Severe disruptive behavior may lead to lunch recess detention, suspension, or in extreme cases, expulsion.** Corporal punishment is not permitted or condoned in DoDDS schools. Parents will be notified of discipline problems, and their support to correct disruptive behavior is expected.

Suspension

School suspensions normally do not exceed five school days and will be administered by the principal for the student demonstrating inappropriate actions that adversely impact themselves and/or the school environment. Fighting, sexual harassment, bullying, profanity, theft, or refusal to obey an adult working in the school will not be permitted. DoDEA has a strict policy regarding the bullying of any student. Suspension of more than ten school days requires a formal hearing with the parents prior to its implementation. If a student is suspended for a second, or more, times a letter will be sent to the sponsor's commanding officer and the school liaison officer. Expulsion from OES for a year is authorized in extreme situations and can be enforced by the District Superintendent and Director, DoDDS Pacific West.

Please read and refer to the “Zero Tolerance Weapons Policy” included in this handbook.

Dress Code

Student Dress Code ([DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities,](#) April 17, 2012)

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” Enclosure 2 (3,c,1) and Enclosure 2 (5,l). Please refer to your school's Web site for specific dress code policy.

Students are expected to follow standards of good taste. Caps and head coverings are not permitted inside the building. Clothing which displays offensive language, any reference to drugs or alcohol, or is disruptive to the educational process will not be allowed. Closed toe shoes are recommended to prevent accidents and foot injuries. Shoes designed for running/playing and held securely in place are recommended for elementary age children. Slides, dainty sandals, platform/high-heeled shoes are not appropriate footwear. Also, shoes with wheels (e.g. “Heelys”) may not be worn in school. No backless shoes or flip flops are permitted; sandals with back straps are allowed. Students are not permitted to wear “spaghetti” straps of any kind and shirt straps must be at least three of the students' fingers in width. Students may wear shorts that are no shorter than the tip of the students' middle finger.

Failure to follow the guidelines can result in a student calling parents to bring a change of clothing to the school.

Early Dismissal

Early dismissal occurs **EVERY Tuesday at 1315** for Focused Collaboration.

Early dismissal may also occur because of inclement weather, water main breaks, loss of utilities, or scheduled staff development. Announcements of early dismissal will be made through the media: AFN TV, OES PTO Facebook, newsletters, and AFN radio. The base commander and the DSO determine if the school will be closed. In case of an emergency, the Emergency/Early Dismissal plan filled out upon student registration will be followed. If parents cannot be contacted regarding early dismissal, the student's emergency contact will be utilized. You can call the school at 784-6912 for information regarding early dismissal.

School Closures

There are times when weather situations could result in school being closed. Please contact your child's school for details regarding notification procedures. (Schools to provide further details.) AFN TV, OES PTO Facebook, newsletters, and AFN radio. The base commander and the DSO determine if the school will be closed.

Information (Media) Center

The OES Information Center (IC) is located as you enter the main school doors to the right. The purpose of the Information Center is to support the entire school curriculum. Since the opening of OES increased funding has allowed the IC to acquire a wide variety of both print and non-print materials. In addition, we have a large computer software collection, selected to support the school curriculum.

Although many library media programs in the United States have experienced serious budget cuts, OES' IC has been able to continue to expand and add important educational technology. In order to be in tune with the educational trends the IC operates on a flexible schedule which allows the IC to be integrated into the classroom curriculum and ensures use is widespread.

The following materials are available in the Information Center:

- Books
 - Non-fiction/Fiction/Biography/Reference
- Audio Visual Materials
- Magazines
- Pamphlets
- Computer software
- Computers
- Digital Cameras
- In-Focus Machines

The IC has a limit on the number of books a student can check out at one time. Check with the Information Specialist about the number of books that would pertain to your child.

- A student who has overdue books cannot check out additional books until the books are returned
- Lost/damaged books must be replaced with one of like value and approved by the Information Specialist
- Students must have a pass to be in the library during instructional time
- Misconduct in the library may result in suspension of all library privileges
- Removing materials from the library without proper authorization will result in disciplinary action
- Students must have a signed contract on file before using the computers and software **Violations of this contract can result in the removal of the student's privilege to use computers in the Information Center.**

Enrollment

Student Enrollment: Registration Process ([DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended](#) & [DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#))

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended and DoD Instruction 1342.26, "Eligibility

Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including all dates and types of immunizations
- Sponsor's orders for current tour of duty
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence.

Contact the registrar at your student’s school for more information on enrollment or to update your student’s information. Command sponsored school age dependents of military and civilian service personnel assigned to Pacific West are eligible for space required, tuition free enrollment. Pacific West DoDEA enrollment is unique in that students can ONLY be registered at the school on the installation that their sponsor is assigned according to their orders/contract.

The school registrar verifies command sponsorship. There must be a transportation agreement, LQA, and list of dependent student’s names on orders. All other categories of sponsors are space available. OES accepts space available category students pending space availability.

Per DoDEA regulation, a child must be five years old on or before 1 September of the current school year to be enrolled in Kindergarten. A child must be six years old on or before 1 September to be enrolled in First Grade. Transfer students will be given the appropriate consideration regarding grade placement based on special circumstances.

If a sponsor chooses to live off the installation, as well as outside of the bus zone, the sponsor is responsible for the student’s transportation to and from their assigned school. Information concerning the bus zone for each school can be found by contacting the School Transportation Office at 784-6912.

The Sure Start Program is a needs based program, similar to the Head Start program, implemented for those children needing more time and attention to achieve school readiness. In order to keep this program consistent with DoDDS Kindergarten enrollment dates, a child must be four years old by 1 September of the current school year to be eligible Sure Start. Children are not guaranteed placement in the Sure Start program and must be found eligible in order for placement into the program by the teacher prior to starting. Please check with the OES registrar concerning eligibility for enrollment.

[Interstate Compact on Educational Opportunity for Military Children \(DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017\)](#)

The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

Currently, all 50 States and the District of Columbia participate in the interstate compact that provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves by can cause children to miss out on extracurricular activities and

to face challenges in meeting graduation requirements. In accordance with Enclosure 4 of the DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017, the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact would work to coordinate graduation requirements, transfer of records and course placement and other administrative policies.

Student Grade-Level Placement ([DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004](#))

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of the [DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004](#). An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from grades 1 through 8.

Grade-level status (9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of the [DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004](#). Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits. (See attached Appenedix C)

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum.

Grading and Grading System

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any child demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4 through 12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten (10) calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System.

To create an account and access the EGB System please visit the [DoDEA Web site](#) for instructions.

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student's school.

System-wide Assessment Program (DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.

All assessments selected for use within DoDEA shall:

- 1) Affect instruction and student learning in a positive manner;
- 2) Be one of several criteria used for making major decisions about student Performance/achievement; and
- 3) Align to clearly defined standards and objectives within the content domain being tested.

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student's future learning activities within the classroom setting.

Scholastic Integrity

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit, an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.

Emergency Evacuation Procedures/NEO

Each DoDDS Pacific West School is located within the physical security envelope of the military installation. As such, installation schools are considered low risk. The OES Administration works closely with Security Forces, Anti-Terrorism/Force Protection officials and DoDDS Pacific Safety/Security officers to ensure a safe learning environment for all students and staff members.

The Non-Combatant Evacuation Operations (NEO) process is a vital part of that safe environment. Osan Middle High School is the primary NEO evacuation center at Osan Air Base. OES serves as the alternate center for NEO. In the event that the NEO process is activated the students at OES will remain with their teachers and administrator until a parent or designated guardian picks them up. **No student** will be sent home, including walkers, without their parent/guardian. The teachers and administrator will remain at OES until every student has been picked up. After picking up your child, proceed directly to the appropriate base processing location.

This information is supplied in the event that Osan Air Base emergency evacuation procedures are implemented during the school day. Listen to AFN radio and TV for details. You will need to listen to the AFN Korea station, **not** the AFN satellite stations for the most current information.

Entering and Exiting OES

Teachers' and specialists' duty hours are 0740-1500 (7:40 am – 3:00 pm); they are not available to assist in the care of students prior to the beginning, as well as at the end of the school day. Students should not arrive on OES campus prior to 0750, and should leave promptly at 1430 (1315 on Tuesdays). Students are **NOT** to remain in the building after dismissal, and will exit promptly. **The safety and security of the students is a vital part of each student's educational environment.** Students walking home, escorted by their parents, in grades 1-5 will be dismissed to the Hug and Go Zone to meet their escorts. Car riders will be escorted out of the building by the teacher to the Drop-Off Zone. Kindergarten teachers will provide specific directions for dismissal for parents to pick up their children at the Mini Mustang Hug and Go Zone.

View the following video for proper procedures dropping off and picking up your children:

Drop-Off and Pick-Up Procedures: https://youtu.be/Y4V_k-A7_wg



Parents may NOT bring strollers or wagons into the SCHOOL when dropping off or picking up their children.

For questions or concerns regarding safety regulations refer to:

F207.1 General. Means of egress shall comply with section 1003.2.13 of the International Building Code (2000 edition and 2001 Supplement) or section 1007 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1).

Accessible Means of Egress. A continuous and unobstructed way of egress travel from any point in a building or facility that provides an accessible route to an area of refuge, a horizontal exit, or a public way. Section 1002.6.3

Access to School Facilities

Schools shall allow equal access to school facilities being used for student sponsored non-curriculum related activities, if a school allows any such group access to its facilities. Please contact the Administrative Officer at 784-4803 for more details.

Extracurricular Activities

Each year, a variety of extracurricular activities are offered to OES students. These activities vary from year-to-year depending on staff personnel. Parents are responsible for transportation.

School Sponsored Nights – To be determined during school year and will be announced via student classrooms, the newsletter and Facebook.

Town Halls - Town hall meetings will be announced in the newsletter and Facebook upon a received date.

Family Education Rights and Privacy Act

This act was signed into law by the President of the United States on 21 August 1975. School records are open for parental inspection and are defined as “any and all official records, files and data related directly to a student”. These include, but are not necessarily limited to: level of achievement (grades, standardized achievement test scores and the like), interest inventory data, family background, and verified reports of serious or recurrent behavior. Along with the right of parents to inspect, is the provision that they may also inspect all instructional materials used in federally supported programs. The following items of information will be maintained in student records at OES:

- Registration Form (DSPA Form 2030.2 and SD Form 600)
- Duplicate Report Card
- Student Transfer Evaluation (DSP Form 402)
- Pupil Personnel Service Referral Form
- Test Information
- Health & Immunization Records (maintained in Nurse’s office)
- Reading Records

If you wish to see your child’s academic folder, please make an appointment with the counselor.

Noncustodial Parent Rights

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student’s cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

Fire Drills

Fire drills are essential to the safety of OES students; drills are held weekly during the first month of school and once a month thereafter. In the event of a fire drill, or other emergency evacuation procedures, a loud, continuously ringing bell will be sounded. Students will follow the evacuation route posted in the room they are occupying and will follow the teacher in an expeditious, quiet, and orderly manner. Students are not to return to their rooms during or after an emergency evacuation procedure until given permission by the appropriate authority.

Guest Readers

Many volunteers have come to OES to read to students. The students look forward to having a Guest Reader come to their classroom to read favorite books. Units have adopted the school to provide a rotating group of guest readers. Students in upper grades will read to the younger students. Our Guest Reader program offers role models to help students be more motivated in recreational and informational reading. We welcome all those interested to be a Guest Reader at OES. Please contact your child’s teacher or the OES Front Office to schedule a time to read to our students. This program is a part of the OES network of Community Partnerships and DoDEA Reads.

Health, Student and Staff

Student Enrollment: Immunization Requirements – [Immunization Requirements Memorandum](#)

At the time of enrollment, documentation of a student's immunizations is required. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records,
- State agency-generated immunization certificates,
- School-generated immunization certificates, and
- Physician, clinic, or hospital-generated immunization records.

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf

OES students are required to have 100% compliance with DoDDS requirements for immunizations, including seasonal flu shots, Hepatitis B, and Chickenpox vaccinations. The results are recorded within each student's/teacher's immunization records. Multiple immunizations are required prior to a child's enrollment at OES; failure to comply with this requirement will result in an enrollment delay or disenrollment until verification has been obtained from the OES Nurse.

The school nurse, with the assistance of the medical personnel from the 51st Osan AB Medical Treatment Facility and other volunteers, conduct annual screenings for vision, hearing, and dental problems. Vision and hearing screenings are conducted for each new student who arrives after the scheduled screening for all students.

Fifth Grade students all receive additional screenings which include blood pressure checks and scoliosis exams. Fifth Graders participate in a Growth and Development Program every spring which includes special speakers (such as a Pediatrician and Nurse) who cover the following topics: puberty, growth and development. Questions about this program can be addressed by the OES Nurse by calling 784-4809 or 784-6912.

Student Health — Allergies and Chronic-Acute Conditions ([DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#))

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child's welfare in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

Medication at School

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Form H-3-2. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping.

In some rare situations, students are allowed to keep their medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student has to keep the medication at all times; also, a parent must provide written permission for the medication to stay with the student. See the school nurse to obtain appropriate paperwork for medications to be administered during school hours or for student to carry medication.

School Health Services (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse works with the school administrator to promote wellness and safety of all students and staff. In accordance with Section 6 in the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003 the school nurse serves as the coordinator of school health services programs, by:

- Promoting healthy and safe learning environments;
- Providing health counseling, assessment, intervention and referrals;
- Providing health education to students, staff and the community; and
- Promoting community wellness through health education, counseling, and activities.

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community.

Please contact your school nurse for additional information regarding the DoDEA School Health Services Program.

The school nurse shall take the following measures:

- 1) Ensure appropriate care of students concerning necessary medical attention;
- 2) Contact sponsors and/or family members concerning a student's medical concern; and
- 3) Give immediate first aid as well as seek immediate medical referral(s) where deemed necessary.

All measures taken will be documented on accident form DS 4801

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the "First Aid and Emergency Care," September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

*A school official may accompany the student to the medical facility in an emergency.

Illness – Parent/Guardian Responsibility

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home 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 five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; c) he/she has diarrhea and vomiting.
- **Rash *WITH* Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.
- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies:** A student must remain home until treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus ["MRSA"] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A student must remain home for 24 hours after medical treatment initiated. Note: Lesions must be covered for school attendance.
- **Ringworm:** While a student may attend school with ringworm, lesions must be covered for school attendance.

- **Vaccine Preventable Diseases:** Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

Please visit the DoDEA Student Health Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student's school.

Medical Care for Overseas Non-DoD Dependents

Health care in the school setting is the same for overseas non-DoD dependents as it is for DoD-dependents.

Homework

Homework assignments are given to reinforce skills or concepts regarding previously learned material. Assignment of homework is left to the discretion of the teacher; the quantity and time spent on homework depends on the age and needs of the child. Typical homework assignments may include the following: computation/word problems, skill practice exercises in English, vocabulary development, comprehension, spelling, decoding, and writing.

Assignments will be graded and returned in a timely manner. It is also recommended that a student read 10 to 30 minutes daily, at home. Parents are encouraged to set a time and provide an environment in which to do these assignments. In addition, parents should monitor their child's work and progress. Questions regarding homework should be addressed with the classroom teacher.

Homework is intended to serve four purposes:

1. Reinforce classroom instruction
2. Help prepare for the next lesson
3. Transfer and extend classroom instruction
4. Provide opportunities for creative development

Research has shown that student achievement increases when homework is regularly assigned, clearly stated, regularly collected, promptly graded, and promptly returned. Homework will be assigned by OES teachers to promote student achievement and academic success. It is the student's responsibility to complete all homework assignments.

Homerom Parents

Many teachers have a classroom parent who will assist the teacher in a variety of ways including finding volunteers to help in the classroom, planning classroom parties, study trips, and other activities. If you are interested in being a homerom parent, please inform your child's teacher.

Inclement Weather

School bus transportation may be delayed or cancelled due to road and/or weather conditions during the typhoon, monsoon, and/or winter months. The base commander makes the decision regarding school delays and closures. Information regarding closures is then broadcast immediately on AFN TV and radio; information will also be posted on the school webpage, 51st Fighter Wing Facebook and AFN Humphreys Facebook page. Please remember to have family plans in place should inclement weather delays or closures take place. Should the school day have started when an inclement weather closure is implemented emergency contact information and school closure procedures will

take place (please make sure your information is up-to-date). Please call 784-7623 or 031-0505-784-7623 to get information about any changes in the school schedule. Students will go to the cafeteria

before school starts when the weather is extremely cold.

Installation/School Liaison Officer (SLO)

The Installation/School Liaison Officer (SLO) functions mainly as the liaison between DoDDS and the military via the OES Principal. (VACANT) currently serves as the SLO for Osan AB. He can be reached via telephone at 784-5104.

Leaving School

Students are not to leave OES grounds during the school day without permission. They must be signed out, from the front office, by a parent.

100% ID CHECK AT ALL TIMES!

Parents/ Legal Guardian/ Emergency Contacts must present a valid form of identification in order to sign-out their child.

Students who are leaving school at any time after arriving must be picked up and signed out at the OES Front Office by a parent/guardian. Parents are **NOT** to go to the classroom to retrieve the student. Someone from the office will go to the classroom or will call the classroom teacher.

Parents are NOT allowed to send friends to pick up their children unless they have provided written, verifiable authorization and previously communicated with the classroom teacher. They are required to provide a valid form of identification. Parents must provide a reliable contact number on the written statement.

Students must also be signed back in by their parent/guardian upon returning to school; students may **NOT** be dropped off outside of the school.

Length of the OES School Day

The instructional day meets the standards for North Central-CASI Accreditation. This is the accrediting association for all of DoDDS. The regular school day is 0800-1430. A school bell rings daily at 0755 after which students proceed to their classrooms. Students who arrive after 0805 are considered to be tardy and must be signed in at the OES Front Office.

The OES School hours are as follows:

Sure Start	0800-1430
PSCD	0800-1130
Kindergarten – Fifth Grade	0800-1430
Focus Collaboration Early Release every Tuesday	0800-1315

Lost and Found

We recommend personal property (raincoats, lunchboxes, backpacks, hats, jackets, etc.) be marked with the child's name, number, local address, or phone number. **Do not allow** students to bring

valuables to school (e.g. iPods, Nintendo DS, toys, computer games, card games, expensive jewelry, cell phones, etc.).

Baskets are provided in the cafeteria area for lost and found items. If valuable items have been found those items are kept in the Main Office. Students should frequently check the lost and found area for any lost items.

Lunch Program

Students eat in the cafeteria. Children can bring a lunch from home, or the Army and Air Force Exchange Service (AAFES) provides a hot meal. The cost of a meal for SY 18/19 is \$2.75, to include milk. Additional milk costs \$.80. AAFES has a prepaid lunch program. Parents are encouraged to establish a PIN number through the customer service desk at the Osan Exchange. Use of the prepaid lunch program will prevent loss of money and incorrect change, as well as helping the lunch line to move more efficiently.

Breakfast will also be served for a price of (TBD) between 0730-0755

Lunch monitors supervise the students during the lunch periods. AAFES provides the lunch menu a month in advance, as well as on the AAFES website <https://www.aafes.com>, Stars & Stripes newspaper and the Front Office Clerk will communicate it via e-mail monthly. Free and reduced price lunches are available to those qualify; directions for applying can be found at OES Front Office.

For Free/Reduced Meals: <https://freeandreducedapps.aafes.com>

Parent Newsletter- Mustang Express

The school makes a concentrated effort to communicate with parents. Throughout the school year you will be advised of school events through a parent newsletter that is e-mailed on a monthly basis. Additionally, reminders may be sent home to advise you of important dates and activities by the classroom teachers, OES administrators, and front office staff. These newsletters should be read carefully as they contain important information regarding school events, closures, assemblies, etc. A monthly calendar is included which contains special visitors, school closings, holidays, PTO and SAC meetings, fine arts activities, as well as Korean and American holidays.

Parent-Teacher Organization (PTO)

The PTO has sponsored several projects such as school pictures, Spirit Fridays, Yearbooks, Teacher Appreciation activities, and Scholastic Book Fair sales; profits from these activities are used to support school programs in classes and purchases for the Information Center. The teachers are also supported through reimbursements of classroom materials. Monthly/Bi-monthly meetings are held on topics of interest. PTO members are required to sign-in whenever they are operating in the school. The OES PTO is an invaluable vehicle for the network of partnerships that exist at OES. It is an organization that works in collaboration with the principal and teachers. If you are interested in volunteering with the PTO their contact e-mail is: contactus@oaespto.com.

Parent Community Volunteer Program

Visitors and Volunteers ([DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006](#))

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that

is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006 a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

The Parent Community Volunteer Program is a program of service to the school. It provides a supplementary service in the school to enrich and expand classroom work, and contributes to the teaching/learning environment. Volunteers share their special talents and experiences as they contribute to specific areas of the curriculum. They perform a worthwhile contribution in helping to bring about a closer relationship between school and community; some of the specific services that volunteers provide at OES are:

- Creation of teaching aids
- Tutoring
- Monitoring study periods
- Making copies
- Arranging bulletin boards
- Guest readers
- Assisting with study trips
- Playground assistants
- Road Guards
- Assisting after-school activities
- Continuous School Improvement Committee
- School Advisory Committee
- Parent Teacher Organization

Parking/Dropping Off Students

OES teachers are on duty in the mornings and afternoons to ensure the safety of your children. Even with their supervision to keep our students safe there have been near misses. Not only are children affected, but the teachers who make attempts to slow cars to an acceptable speed and stop traffic to allow for safe crossing, are as well.

The "Drop-Off Zone" extends from the first parking spot on the left side of the OES parking lot to the beginning of the handicap parking.

Students are not allowed on OES campus until 0750. We require that students be dropped off and picked up on the passenger/school side of the car. Cars are to be pulled up as far as possible in the "Drop-Off Zone" lane adjacent to the school. Drivers must wait for directions from a staff member to safely enter traffic when dropping off and picking up students. A car is **never** to be left unattended in the driveway area. If you wish to leave your car and walk your child to the "Hug and Go Zone", please pull into a designated parking spot.

Parents are required to display their "car rider pass" in their front windshield when dropping off and picking up their children. Please request a car rider pass from the school registrar. Teachers will

escort car riders out of the building upon dismissal. Paraprofessionals will be available to assist kindergarten and Sure Start aged children at the Mini-Mustang Hug and Go Zone.

Pedestrians are to utilize the sidewalks, as well as all designated crosswalks, while making their way to the “Hug and Go Zone” when dropping their children off in the morning.

Upon dismissal, students are to promptly exit campus. Loitering is not to occur due to supervision/liability concerns. Walkers will exit from the OES Hug and Go Zone. There will be limited times where the playgrounds can be utilized by families. Parents and students **MUST** use the sidewalk for entry to the playground gate.

Playground Hours:

Monday, Wednesday, Thursday, and Friday: 1430 – 1600.

Tuesday: 1315 – 1530

PARENTS AND STUDENTS MUST USE SIDEWALK FOR ENTRY TO PLAYGROUND GATE.

HUG and GO ZONE

Our goal is to maintain the safety of our students at all times. The “Hug and Go Zone” is our kind way of requesting that traffic keeps moving in a timely fashion through the main entrance of OES. Parents who choose to walk their children to the OES campus will use the “Hug and Go Zone” to say goodbye to their children as they enter the Mustang Learning Zone.

For questions or concerns regarding safety regulations refer to:

F207.1 General. Means of egress shall comply with section 1003.2.13 of the International Building Code (2000 edition and 2001 Supplement) or section 1007 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1).

OES Drop Off/Pick Up Procedures

Per DoD ABA F207.1, Section 1003.2.13 and 1002.6.3

- *Vehicles may begin to line up 30 minutes before school begins and 30 minutes prior to dismissal.
- *Due to safety regulations, parents **MUST** remain in cars when dropping off or picking up children.

*Kindergarten and Sure Start will enter and exit via the Mini Mustang Door.

Paraprofessionals will be available to help Kindergarten aged children to their respective classrooms.

- *Parents **MUST** have a pass displayed in their front windshield when picking up and dropping off children.

*Car rider pass is available in the front office of OES.

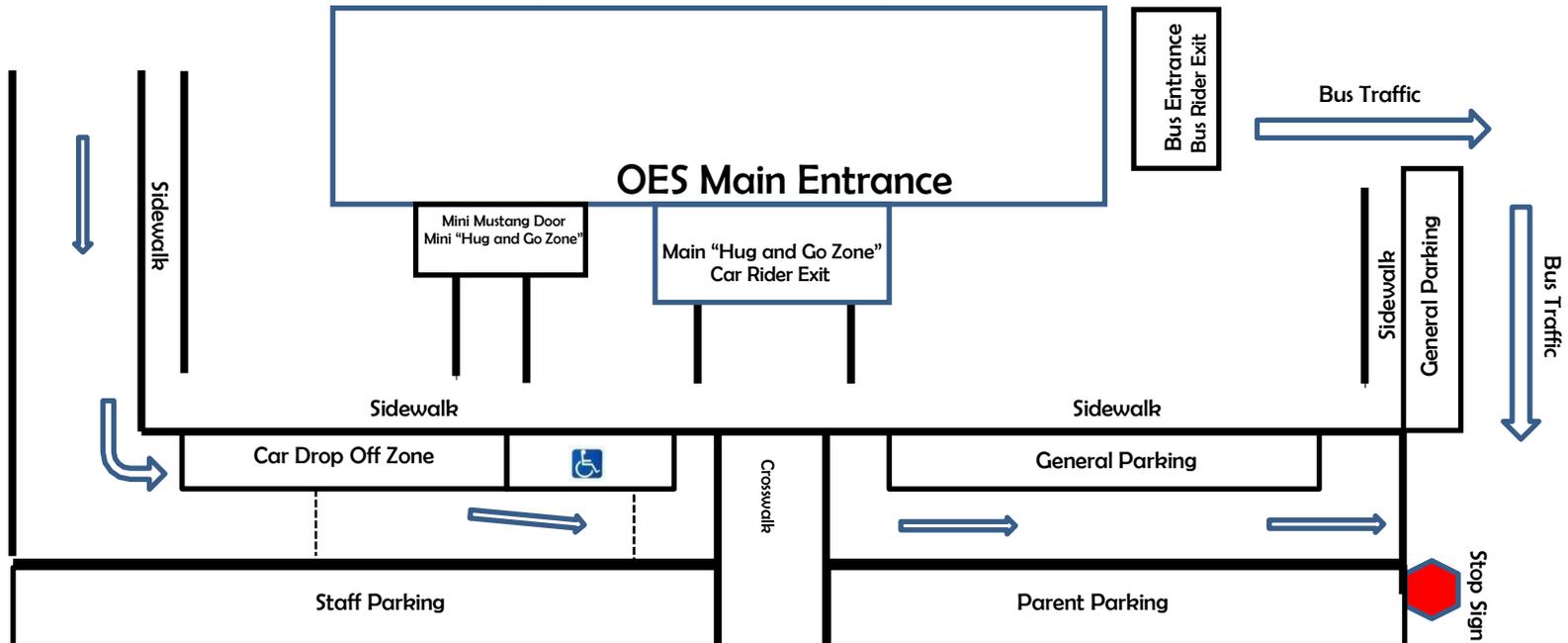
*Due to safety and supervision concerns, parents walking their children to OES will utilize the “Hug and Go” Zone at the main entrance. Students will then enter the Mustang Learning Zone.

- * Students are not allowed on OES campus until 0750; OES students are to promptly exit campus upon release at the end of the school day.

*Safety and supervision is a top priority at OES, as such students/parents are not to loiter on campus after dismissal due to liability.

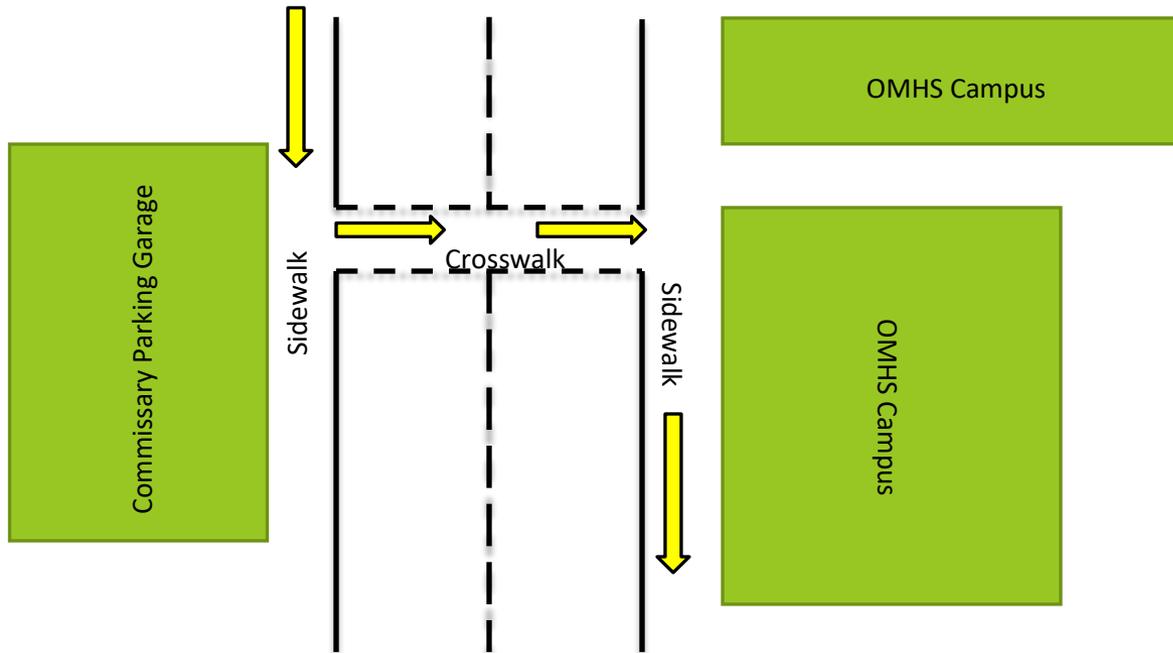
*If you wish to walk your child home following dismissal please meet them at the “Hug and Go Zone”.

Car Drop Off/Pick Up Flow Map



Per 51st Security Forces Guidelines:

Parents and Students **MUST** use the crosswalk by the Commissary parking garage and OMHS to cross the street while making their way towards OES.



Thank you for
your cooperation!
-OES Staff in
conjunction with
51st SFS



DO NOT DRIVE AROUND SPEED BUMPS! **THEY ARE PLACED FOR THE SAFETY OF THE STUDENTS AND STAFF.**

Procedural Safeguard Notice for Parents of Special Education Students

1. The right to access all recorded information about your child
2. The right to refuse permission for a formal assessment of your child with the understanding that the local school may request a hearing to present reasoning for assessments and may obtain approval to conduct the assessment
3. The right to be fully informed of the results of any formal assessment, as well as a description of how the findings of the evaluation are to be used, by whom, and under what circumstances
4. The right to request that the school provide information about where an independent evaluation may be obtained
5. The right to question proposed modification of the regular instructional program for your child
6. The right to request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding the education of your child
7. The right to a translator in order to accomplish any of the above if English is not the primary language of the parent

Each parent is provided with a copy of the “Procedural Safeguard Notice” at each meeting. No meetings are held regarding the special needs of any child unless the parent has been notified. A parent may call a special meeting at any time during the process. The Case Study Committee Chairperson for the SY 17/18 can be contacted at phone at 784-6912.

Progress Reports

Progress reports are sent to parents the fifth week of the quarter when teachers notify parents if a student is having particular academic and social problems. The report will contain specific areas that are in need of improvement. The progress report assists parents and students in recognizing what specific areas of improvement are needed. The reports are sent home with the student. Parents may also be informed through e-mail of any concerns.

Progress Reports/Report Cards

[\(DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995\)](#)

In accordance with the policies and procedures in the DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995 it is the policy of DoDEA to issue a progress report every nine weeks for any student present or enrolled for at least 20 days or more in a marking period. Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1. Marks or grades will be given at the end of each of the four marking periods for students in grades 2-12. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem. In case of students whose performance does not begin to decline until after the midpoint in the quarter, every effort will be made to contact parents as soon as this happens and work to get the student back on track. All students will receive assessments that fairly and accurately report their academic progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

Report cards are issued quarterly. At the end of the first quarter, a conference with the teacher is required to obtain the child's report card. Continuous two-way communication between OES and parents is a key ingredient in regards to fostering a successful learning experience for each student. Parent-teacher conferences are encouraged throughout the school year on an as-needed basis. Parents desiring an appointment with their child's teacher should call the OES Front Office or e-mail the teacher for scheduling options.

School Advisory Committee

[School Advisory Committees \(DoDEA Europe & DoDEA Pacific\) and School Boards \(DoDEA Americas\)](#)

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas). OES School Advisory Committee (SAC) is comprised of six voting members: three parents and three teachers elected by the parents and teachers. In addition, the principal, teachers' union representative, and the installation commander (or a designee) serves as liaison members of the committee. The purpose of this committee is to "provide a two-way communication between community and the school". Minutes of the committee are shared with the community, along with other links that are established to ensure that all groups with an interest in the education program will have an opportunity for input. The SAC is responsible for advising the principal on all matters affecting the operation of the school. Committee concerns will include school policies, instructional programs, staff programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluations, student standards of conduct, and other educationally related items.



100% ID CHECKS IN PROGRESS

All visitors, including parents/guardians, entering the school must sign in at the OES Front Office BEFORE going to a classroom or any other area of the building.

OES is concerned with the security and safety of all students. Visitors must use the **main entrance** of the school at all times. The visitor's pass should be returned when exiting the building. Security Forces may be called if a visitor is disruptive to the educational process. Parents/guardians **MUST** have their official ID card to enter the school, pick up students, and/or visit bus loading areas.

100% ID Check will take place EVERY DAY at OES. You MUST present your official ID card at the OES Front Office to enter the school.

Child Abuse and Neglect ([DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998](#))

In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program (FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Family Advocacy Program ([DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998](#))

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs ([DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160](#))

No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. Sexual harassment is a form of discrimination based on sex. Refer to pages 15-17 in the DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160, Sexual Harassment and Other Inappropriate Sexual Behavior.

Sexual Harassment ([DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004](#), and [DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities](#))

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one's ability to learn, study, work, or participate in or benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student's schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one's physical or psychological well-being.

Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

- Commenting or teasing someone about their sexuality, body parts, or sexual development.
- Texting, IM'ing, e-mailing, or otherwise sharing sexually graphic material, both written and visual.
- Pulling down someone's pants or shorts, flipping skirts, pulling at or lifting up shirts.
- Unwelcome physical contact of a sexual nature from an unwanted pat, hug, or kiss, to groping or grabbing of another person's private body parts and, in extreme cases, sexual assault or rape.

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage at: www.dodea.edu/sexualharassment to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DMEO) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at: <https://www.dodea.edu/aboutDoDEA/command.cfm>

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct ([DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015](#))

All DoDEA employees and volunteers hold positions of trust and are responsible for establishing and maintaining professional distance with students. Adult-to-student sexual abuse, sexual harassment, or other inappropriate behavior or conduct demonstrate a lack of professional integrity and a breach of authoritative power of adults who are in positions of trust, and such are unacceptable and shall not be tolerated in DoDEA. Incidents of sexual abuse, sexual harassment, or other inappropriate behavior or conduct shall be reported promptly in accordance with DoDEA requirements. Refer to pages 15-17 in the DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015, Sexual Harassment and Other Inappropriate Sexual Behavior to obtain more information about sexual harassment.

Special Education ([Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#))

Special education is considered specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, home, hospitals and institutions, and in other settings, as well as instruction in physical education. In accordance with the policy stated in the Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015 the law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. Please contact your child's school for specific details relating to your child if you would like to discuss eligibility requirements.

Disability Services (DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended & DoDEA Regulation 2500.10, "Special Education Dispute Management System," August 28, 2001)

A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in

DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child's school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation 2500.10, "Special Education Dispute Management System," August 28, 2001 either the parent or the school may request mediation to resolve a disagreement concerning a child's individualized education program, including the delivery of medically related services.

Special Grade Level Placement (DoDEA Regulation 2000.03)

OES is concerned that each student has an opportunity for continuous progress by providing an appropriate program of studies designed to foster academic and personal success. Placement of each student will be considered on an individual basis, and decisions will be made on the criteria of what is best for the student. Parents may fill out a form describing their child(ren)s learning styles and a good fit teaching style. The classes are limited for each grade level due to the student population.

The school has established a committee to recommend placement of students being considered for grade retention or other adjusted placement. Parents submit in writing their specific request and give letter to the counselor. This committee is comprised of the school counselor and fellow staff members who will review student work and other information regarding a child's academic needs. The school principal reviews all committee recommendations and is the final approving authority for all cases. At the beginning of each school year, student placement is carefully considered to ensure that there is a fair and equitable consideration for each student at OES. This thoughtful consideration includes a number of factors to create a well-balanced classroom of students. Scheduling hundreds of students is a coordination challenge and much thought and decision-making goes into the process. When parents write letters describing their child's learning style and interests it helps with placing the child with a teacher who possesses the teaching style to match. Parental requests for specific teaching styles are accepted at the OES Front Office. OES will not accept requests for a specifically named teacher.

Occasionally some parents do not agree with the classroom placement and will request to have their child moved to another classroom after seeing the class list. However, there is a waiting period before the committee will review and make a final recommendation on the placement request. We believe that parents should have a variety of classroom experiences. It is possible to do a disservice to students when we do not allow them the opportunity to figure out how to work with other teachers. The 30 day period allows this interaction to occur.

When a parent requests a change in the classroom placement, the following steps must be taken:

- The parent of the student must meet with the classroom teacher and the counselor to discuss the concern that has prompted the request for a change in placement. All parties will meet after a 30 day trial period. A plan will be developed to resolve the concern. All parties will meet after a 2-week trial period.
- If the parents are not satisfied at that time, they must write a letter to the principal to request a change in placement. The letter must contain the reasons for the requested change in the classroom placement. A Placement Committee meeting will then convene to help resolve the issue.
- The principal will make the decisions for the classroom placement after the Placement Committee has convened. The parents will be informed of the decision by the principal.
- If the student is moved to another classroom – it will be to the classroom that has the lowest numbers at the time of the move.

Staff Development Program

OES is committed to the implementation of an on-going comprehensive staff development program. The purpose of this program is to achieve optimum effectiveness of the classroom learning environment and instructional services for the benefit of all students. Staff development opportunities, which are school-wide, will be held during normal working hours. Most of these sessions are open to the community and parents. Staff development trainings are a full duty day. Parents will be notified in advance of any changes in the school schedule to accommodate staff development. We invite you to participate in learning about our school improvement process!

Student Rights and Responsibilities

[\(DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012\)](#)

In accordance with Enclosure 2 of the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012 students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in all classes;
- Participate in and take advantage of educational opportunities provided by DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

The rights of students to participate fully in classroom instruction and in-school activities shall not be abridged or impaired because of sex, race, color, national origin, or religion.

All Students have the right to fair and equal opportunities in all educational and school sponsored activities. Students have the right to free inquiry and free expression of ideas. Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have the responsibility to avoid libel, slander, obscenity, profanity, known falsehood, or disregard for truth. Students also have the responsibility for showing proper respect to those who wish to participate in the flag salutes or patriotic ceremonies, and to respect the customs and flags of all nations. Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes or school operations or disrupts the school community or the host nation environment.

Study Trips

Study trips are taken by students to further enhance and expand learning. Costs to students are generally limited to entrance fee, food, personal requirement, etc. A parental permission slip is required for each student to participate in each walking or bus study trip. If the class is walking or taking bus transportation to an activity, the teacher will inform you as to where and when they are going and the time they are expected back. Please complete return forms promptly. Students at a school-sponsored study trip have the responsibility for acting in accordance with school rules, installation regulations, and customs of the host country. Students must have a signed permission

form by their parent/guardian before taking part in study trip. Adequate supervision is needed for the safety of all students who are attending the study trip. When parent assistance for supervision of study trips is requested, volunteers are welcome. Siblings, relatives, and other family members are not permitted to ride the school bus on study trips.

- **Base Study Trips**

Osan AB officials provide many on base study trips to visit various squadrons/commands on the base. This partnership allows OES students to have exceptional opportunities to view the real mission of the base. This enhances the learning environment and curriculum of the OES students and makes them a variable member of “Team Osan”.

Successes in School

Give your child a feeling of security at home.

Make him/her part of your home activities and help him/her accept the responsibility of this task. Help your child develop self-reliance by giving him/her responsibilities suitable to his/her age.

Encourage habits of promptness, obedience, and a respect for authority. Teach your child to share experience and possessions.

Prepare your child for school by seeing that he/she has sufficient sleep, eats a healthy breakfast, and wears suitable clothing.

Help him/her to develop a positive attitude toward school and learning.

Refrain from criticism of other children and teachers in his/her presence or on social media.

Supplies

All textbooks, workbooks, and most instructional materials are provided free of charge as long as the pupil takes proper care of issued equipment and materials. Reimbursement to the government will be made by parents/guardians for any loss or damage to textbook or government owned property.

Travel and Extended Leave

Parents and guardians are encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for an extended period of time, the classroom teacher is to be notified within **five** school days **prior** to departure. Emergencies are given special consideration. The teacher will do their best to prepare materials for the student to work on while on extended emergency leave. The work is to be completed and turned in upon the student’s return to OES. Please

Although we understand that the military family is presented with unique challenges, please do your best to use the school calendar as guidance for any family vacations or non-medical appointments that you may wish to schedule as a student can only do well in the classroom if they are actually present during school hours.

*See Appendix A for the “Request for Pre-Arranged Absence” form.

Walking To and From School

Children six years of age and younger **must** be accompanied by a parent/legal guardian who is an ID card holder when walking to and from OES. A child of ten years, who is an ID card holder, can accompany up to two children who are age seven years and younger. Children aged eight and above may walk to and from OES unattended.

*A child who is tardy must be accompanied to OES by an ID card holding parent/guardian; tardy children must be signed in at the OES Front Office.

*See Appendix B for the “Osan AB Youth Supervision Age Matrix Table”.

Withdrawal of Students

Parents are to notify the main office at least ten school days prior to student’s withdrawal in order to permit time for records to be completed. Before a student will be cleared and given a report card and transfer papers all books and school property must be returned. Lunch charges must also be cleared through AFFES. A copy of orders reflecting date of departure must be presented.

Accelerated Withdrawal ([DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#))

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 in accordance with Enclosure 3, Section 9 in the DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Accelerated withdrawal will only be considered if the sponsor presents Permanent Change of Station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student’s teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive “withdrawal” grades rather than final grades.

Zero Tolerance Weapons Policy

Weapons will not be tolerated in school. Weapons are items carried, presented, or used in the presence of other persons in a manner to make reasonable persons fear for their safety. They

include, but are not limited to guns, look alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nun chucks, any flailing instrument such as a chain or heavy studded or chain belt, objects designed to project a missile, explosive, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, or brandished in a manner that reasonably provokes fear.

Students found with a gun, authentic appearing replicas of a firearm, pellet guns, BB guns, toy guns, etc., in their possession on school grounds will immediately be suspended. If the item is also used to threaten or provoke fear, a School Disciplinary Committee will be formed to determine appropriate recommendations for discipline actions.

The School Disciplinary Committee is formed by the school principal to help determine if the item was a weapon, who used the weapon, and to suggest appropriate discipline action in the form of suspensions, expulsions, etc. The School Disciplinary Committee may also make recommendations for counseling and follow-up ac

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
OSAN ELEMENTARY SCHOOL
Unit 2037
APO, AP 96278-2037

School Year 2019/2020

Special Request for Emergency Leave, Block Leave, and Family Trips, Other Leave Requests

Dear Parent,

We are requesting in writing information from you regarding any types of extended leave during the school year. This information is extremely useful for the Osan Elementary School instructional team as it helps us continue to support students before, during, and after their scheduled leave. To make these support structures possible, a minimum of a one week notice is greatly appreciated.

Please complete the bottom portion of this form and return it to the registrar at the school's main office. Thank you for your assistance.

Respectfully,

Wanda Bradley, Ph.D.
Principal, Osan Elementary School

Student Name: _____

Grade: Teacher: _____

The above student will be absent from school from the following dates:

Type of leave (Circle):

Emergency Leave (excused with orders) Family Vacation (unexcused) Other _____

Preferred email contact(s) while on leave:

Parent Signature Date

OSAN AB YOUTH SUPERVISION AGE MATRIX TABLE

Updated: 30 Aug 16

The ages specified are the minimum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children/youth who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where "yes" is indicated, youth in the specified age bracket may be left alone/performed activity. The parent is responsible for using reasonable judgment and for any incident of mishap (not considered preventable) which occurs.

Age of Child	Left Without Sitter in Quarters for 2 Hours or Less	Left Without Sitter in Quarters for More Than 2 Hours	Left Alone Overnight	Outside Unattended (To include playing)	Left in Car	Child Sit Sibling	Child Sit Other
Newborn through Age 4	No	No	No	No	No	No	No
Age 5 through Age 6	No	No	No	Yes; playground or yard with immediate access (visual sight or hearing distance) to adult supervision ***	No	No	No
Age 7 through Age 9****	No	No	No	Yes; with access to adult assistance***	Yes; except in temperatures 75 degrees or higher; 15 min max in other weather; engine off; keys removed and handbrake applied; window cracked when necessary; adult within sight	No	No
Age 10 through Age 11	Yes; with ready access (phone number to an adult supervisor) */****	No for 10 yr olds; 11 yr olds only with assistance for no more than 2 hours	No	Yes	Yes; except in temperatures 75 degrees or higher; 15 min max in other weather; engine off; keys removed and handbrake applied; window cracked when necessary	Yes; 11 yrs old or 6th grade minimum to 2 hours maximum */**	No
Age 12 through Age 15	Yes	Yes during daytime hours before curfew; no after curfew	No; youth 15 or freshmen in high school may be left alone overnight; with access to adult supervision; sponsor must be in local area. **	Yes	Yes	Yes	Yes** 12 years of age 7th grade minimum****
Age 16 Through Age 17 (Age 18 or HS Graduate are considered adults)	Yes	Yes	Yes; Ages 16 & 17 may be left alone for short TDY's or leaves; not to exceed 5 consecutive days; minors must have some type of adult supervision available to make periodic checks	Yes	Yes	Yes	Yes

* Home Alone training by Youth Center or other source required
 ** Red Cross baby-sitting training or equivalent required
 *** Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider, friend
 **** 9 yr olds will be able to sign themselves in/out from SAC (with written permission) and Youth Center with the understanding they are to be at SAC, Youth Center, or at home. They are allowed to walk unattended to only these locations.
Walking To and From School:
 All Osan M/FH Towers: Children ages 7 and under must be accompanied to and from OAES by an adult or an older child with a valid ID card. An older child may accompany no more than 2 children ages 7 and under. Children ages 8 and above may walk unattended to and from OAES on the established walk path or sidewalks.