

OMHS Student Handbook

2020-2021

(As of May 2020)

School Address

Osan Middle High
School
UNIT 2037
APO AP 96278-
0005



Phone Number

DSN: 784-9098
From Cell: 0505-
784-9098
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DoDEA Mission Statement:

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

Pacific West Purpose Statement:

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

OMHS Purpose Statement:

OMHS will provide a setting of high expectations, engaging and motivating each student to become a self-directed learner.

Osan Middle High School is a member of the Department of Defense
Education Activity (DoDEA)

**Our mascot is a Cougar. Our colors are
Carolina Blue, Silver & Black. Every Friday is
school colors day.**

Show your school spirit by wearing Blue, Silver & Black!

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***This is a living handbook that is subject to change.**

DoDEA MISSION

Educate, Engage, and Empower military-connected students to succeed in a dynamic world.

OMHS VISION

OMHS will provide a setting of high expectations, engaging and motivating each student to become a self-directed learner.

Continuous School Improvement Goal:

Osan Middle High School will prepare all students for college and/or career fields by using standards-based curricula to increase school-wide success

OMHS is an accredited member of Cognia. Cognia approves only schools whose teaching staff, curricular standards, and equipment and materials standards meet or exceed the criteria for certification. Pacific West to include OMHS was accredited by AdvancED / Cognia in February 2018.

ACT: www.act.org
 School Code: 682060
 Test Center: 871010

Test Dates	Deadline	Late Deadline	Online Score Release
Sept 12, 2019	Aug 14, 2020	Aug 15-28, 2020	Sept 22; Nov 6, 2020
Oct 10, 2019	Sept 18, 2020	Sep 19-Oct 2, 2020	Nov 10; Dec 31, 2020
Dec 12, 2019	Nov 6, 2020	Nov 7-20, 2020	Dec 22, 2020; Feb 5, 2021
Feb 6, 2021	Jan 8, 2021	Jan 9-15, 2021	Feb 16; Apr 1, 2021
Apr 17, 2021	Mar 12, 2021	Mar 13-26, 2021	Apr 27; May 7, 2021
June 12, 2021	May 7, 2021	May 8-21, 2021	June 22; Aug 9, 2021
July 17, 2021	June 18, 2021	June 19-25, 2021	July 27; Sept 3, 2021

SAT: <https://collegereadiness.collegeboard.org/sat/register/online-registration>

School Code: 682060
 Test Center: 65200

SAT Test Date	Registration Deadline	Late Registration Deadline*	SAT Scores Release Date*	SAT Essay Scores Release Date*
August 29, 2020	July 31, 2020	August 11, 2020	September 21, 2020	September 31, 2019
September 26, 2020	August 26, 2020	September 15, 2020	October 9, 2020	October 19, 2019
October 3, 2020	September 4, 2020	September 22, 2020	October 16, 2020	November 26, 2020
November 7, 2020	October 7, 2020	October 20, 2020	November 20, 2020	November 30, 2020
December 5, 2020	November 5, 2020	November 24, 2020	December 18, 2020	December 28, 2020
March 13, 2021	February 12, 2021	February 23, 2021	March 26, 2021	April 5, 2021
May 8, 2021	April 8, 2021	April 20, 2021	May 21, 2021	May 31, 2021
Jun 5, 2021	May 6, 2021	May 18, 2021	July 14, 2021	July 24, 2021

Chain of Command

Director of Dependents Schools, Mr. Thomas Brady
Arlington, Virginia
e-mail: director.dodea@hq.dodea.edu



Director of DoDDS-Pacific Area, Mrs. Louis Rapp
Torii Station, Okinawa Japan
e-mail: Lois.Rapp@dodea.edu



Superintendent of Pacific West District,
Dr. Jeff Arrington
Humphries Garrison, Pyongtaek, South
Korea
e-mail: Jeff.Arrington@dodea.edu



Community Superintendent of Pacific West District,
Dr. Helen Bailey
Humphries Garrison, Pyongtaek, South Korea
e-mail: Helen.Bailey@dodea.edu



Principal of OMHS, Dr. Wanda Bradley
e-mail: Wanda.Bradley@dodea.edu



Assistant Principal of OMHS, Mr. Edgar Romero
e-mail: Edgar.Romero@dodea.edu

Classroom issues/situations/concerns should be addressed directly with the classroom teacher through a parent/teacher/student conference. Guidance counselors can also be contacted to arrange meetings.

OMHS CALENDAR SCHOOL YEAR 2020/2021

Mon, August 24	Begin 1st Quarter and 1st Semester
Mon, September 07	Labor Day - Federal Holiday
Thu, October 1	Full-Day PD / Observance of Chuseok - No school for all students
Fri, October 2	CCRS Professional Learning Day (Q1) - No school for all students
Mon, October 12	Columbus Day - Federal Holiday
Thu, October 22	End of 1st Quarter
Fri, October 23	Teacher Work Day - No school for all students
Mon, October 26	Begin 2nd Quarter
Mon, November 11	Veterans Day - Federal Holiday
Thu-Fri, November 26-27	Thanksgiving - Federal Holiday and Recess Day
Wed, December 04	CCRS Professional Learning Day (Q2) – No school for all students
TBD, December	Accelerated Withdrawal - <i>Prior approval required</i>
Mon, December 21-31	Begin Winter Recess
Wed, December 25	Christmas Day - Federal Holiday
Wed, January 01	New Year's Day - Federal Holiday
Mon, January 04	Instruction Resumes
Thu, January 14	End of 2nd Quarter and 1st Semester
Fri, January 15	Teacher Work Day - No school for all students
Mon, January 19	Martin Luther King, Jr. Day - Federal Holiday
Mon, January 27	Begin 3rd Quarter and 2nd Semester – 10 day start for Drop Add
Mon, February 08	CCRS Professional Learning Day (Q3) - No school for all students
Fri, February 12	Full-Day PD - No school for all students
Mon, February 15	Presidents' Day - Federal Holiday
Thu, March 24	End of 3rd Quarter
Fri, March 25	Teacher Work Day – No school for all students
Mon-Fri, Mar 26, Apr 02	Spring Recess
Mon, April 05	Instruction Resumes - Begin 4th Quarter
Wed, April 23	CCRS Professional Learning Day (Q4) - No school for all students
TBD, May	Accelerated Withdrawal - Prior approval required
Mon, May 25	Memorial Day - Federal Holiday
Tue, June 09 Wed, June 10	End of 4th Quarter and 2nd Semester ½ Days June 10 Last Day for Students
Wed, June 11	Teacher Work Day – No school for all students

BELL SCHEDULE

A/B Day

Cougar Café Access	0800
Cafeteria Access	0800
Warning Bell	0825
A1/B1	0830-0955
A2/B2	1000-1125
LUNCH	1125-1210
A3/B3	1215-1340
A4/Academic Engagement	1345-1510

Early Release (Tuesday)

Cougar Café Access	0800
Hallway Access	0815
Warning Bell	0825
A1/B1	0830-0945
A2/B2	0950-1100
LUNCH	1100-1140
A3/B3	1145-1255
A4/B4	1300-1410

Late Start/Weather Related (Note: 2 Hour Delay based on Conditions)

Cougar Café Access	1000
Hallway Access	1015
Warning Bell	1030
A1/B1	1035-1130
LUNCH	1135-1215
A3/B3	1315-1410
A4/Academic Enrichment	1415-1510

My Four-Year Planning Document

Requirements	Credits	Course Title	Course Title	Course Title	Course Title
		Credits Earned	Credits Earned	Credits Earned	Credits Earned
		GRADE 9	GRADE 10	GRADE 11	GRADE 12
Language Arts (English)	4				
Social Studies	3				
Mathematics	4				
Science	3				
Foreign Language	2				
Career & Technical Education	2				
Fine Arts	1				
Physical Education	1.5				
Health	.5				
Electives	5				
Total Credits Earned					
Total Credits Required	26	6 for promotion	12 for promotion	19 for promotion	26 for Graduation

SECTION 1: DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/ students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures may be found on the DoDEA [Web site](#). Policies can change throughout the school year. The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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).

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 (5,1). Please refer to your school’s Web site for specific dress code policy.

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.

<https://www.dodea.edu/StudentServices/index.cfm>

Emergency Notification Procedures (DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003)

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.

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.

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.

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.

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

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent 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.

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](https://dodea.gradespeed.net/gs/Default.aspx) for instructions. <https://dodea.gradespeed.net/gs/Default.aspx>

Graduation Requirements (DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3 in the DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 2014:

- 1). Minimum 2.0 GPA;
- 2). Completion of 26.0 units of credit; and
- 3). Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

- 1). Completion of all requirements for a standard diploma and additional course requirements;
- 2). Minimum 3.8 GPA at the end of the second semester of the graduating year; and 3). Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.

High School Graduation Course Requirements:

Minimum Requirements		
Content Area	Standard Diploma	Honors Diploma
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit
Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	20.0 credits	20.0 credits
Elective Courses	6.0 credits	6.0 credits
AP and/or IB Courses and requisite exams	-	4 courses
Minimum GPA	2.0 GPA	3.8 GPA

*AP and/or IB courses may be used to meet DoDEA requirement

In Bahrain only, an IB diploma is awarded upon completion of the established requirements for the IB diploma. Students unable to successfully meet requirements for receipt of the IB diploma must meet all requirements for the standard or honors diploma to receive a DoDEA diploma.

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.

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.

Home-School Students

DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in a DoDEA-Pacific and DoDEA-Europe and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony.

Illness

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.

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.

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.

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

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.

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.

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.

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.

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.

Parent/Student/Teacher Communication

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

Parent-Teacher 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.

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.

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.

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged, other than official school social media communication.

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.

School Advisory Committees (DoDEA Pacific & DoDEA Europe) 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-Pacific and DoDEA-Europe) or School Board meetings (DoDEA-Americas).

School Psychologist (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.

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.

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>.

Student Meals

Please contact your local school for information and an application for the Free and Reduced Lunch Program.

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.

System-wide Assessment Program (DoDEA Regulation 2000.06, “System wide 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, “System wide 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.

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, <https://www.dodea.edu/students/transcripts.cfm>, for further instruction based on your situation or discuss with the counseling department at your student’s school.

Transferring Course Credits to a DoDEA School (DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004)

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7-8) and high school (grades 9-12) students who transfer into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state- supported system of accreditation for public or private education programs in a foreign nation in accordance with Enclosure 3, Section 10 of the DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2004. Please contact your child’s school for questions regarding course credit transfer process and approval.

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.

SECTION II: SCHOOL INFORMATION

SCHOOL ACCREDITATION

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

ACCELERATION

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. 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.

The acceleration request must be initiated at least four weeks before the final school day. The DoDEA-Pacific Office establishes the dates for acceleration. They are yet to be determined for first semester and for second semester. Students must be in attendance for the entire day prior to these dates.

1. Parents need to see the registrar to complete the [**REQUEST FOR ACCELERATED WITHDRAWAL FORM**](#) at least four weeks before the final school day.
2. Students receive an [**ACCELERATION OF CREDIT FORM**](#) from the registrar. It is the student's responsibility to consult with teachers to develop a timeline for assignments and semester examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit.
3. Two days prior to departure, students receive a [**STUDENT CLEARANCE FORM**](#), which must be completed by teachers and other staff members before departure.
4. The student returns all forms to the registrar. At that time, payment for books or other items must be made before clearance can be completed. An updated transcript may not be immediately available. It will be sent as soon as possible. Parents must call ahead to arrange for records pick up.

MILITARY AND FAMILY LIFE COUNSELOR PROGRAM (MFLC)

Military families face unique challenges. They may struggle with issues such as deployment-related stress,

reintegration and pressures of managing parenting and finances while a loved one is deployed. To support military families facing these or additional challenges, the MFLC program:

- Provides short-term, non-medical counseling services to service members and their families at no cost
- Must receive parental consent before counseling a child.
- Provides psycho-education to help military service members and their families understand the impact of deployments, family reunions following deployments and other stresses related to the military life
- Augments existing military support services
- Offers flexible service delivery
- Can provide services on or off of military installations
- Can provide services to individuals, couples, families and groups

With the exception of child abuse, domestic abuse and duty to warn situations services are private and confidential.

ABOUT MILITARY AND FAMILY LIFE COUNSELORS

- Masters or Doctorate-level licensed counselors
- Work with families, individuals, couples and children
- Work with existing military and family support programs to complement services provided

NON-MEDICAL COUNSELING SERVICES

Life skills:

- Anger management
- Communication
- Relationship issues
- Conflict resolution
- Parenting
- Decision-making skills

Military lifestyle:

- Deployment stress
- Coping skills
- Homesickness
- Relocation adjustment
- Reintegration
- Separation
- Building resiliency
- Sadness, grief and loss

The OMHS MFLC can be reached at DSN: 784-9094

BEFORE OR AFTER SCHOOL STUDY GROUP

OMHS offers free tutoring on designated days after school (see daily bulletin for a listing of days). The “After School Study Group” sessions are supervised by OMHS teachers and volunteers

from the professional, military and civilian community.

ATTENDANCE PROCEDURES

It is the parents' responsibility to call DSN 784-9098 or from a cell: 0505-784-9098 between 0730 and 0930 to inform the school of the student's absence and the reason for the absence. At or prior to the student's return to school, the attendance should receive a valid note signed by the sponsor or a parent, to verify the reason for the absence. This note should be given to the attendance clerk within three days of return. The note can also be sent from an official email address to Attendance.OMHS@dodea.edu.

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. When the pupil completes a course or transfers from the school, all books and equipment must be returned to OMHS.

Lost books and other lost equipment or materials must be replaced. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio-visual equipment, computer materials, musical instruments, and any other school property or equipment that may be lost or damaged. It is suggested that parents obtain the book's ISBN number and order the book from one of the internet book sellers and have it sent directly to the school.

BULLETINS

New information from the daily announcements is read each morning to inform the students of upcoming activities. The OMHS Facebook page <https://www.facebook.com/Dodea-Osan-MHS-1425237554277688/> is also available to keep the community informed about school activities. Additionally, a Weekly BLUF email is sent every Monday.

DANCES

Students wishing to bring a non OMHS guest to school dances must have written permission from their parents and the prior approval of the administration. Middle school students are not allowed to attend high school dances. The **PERMISSION TO BRING A GUEST TO A SCHOOL EVENT** must be given to the sponsor of the dance at least one day before the dance unless otherwise designated. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances.

The Prom is for juniors and seniors. An age limit for the dances is determined internally with an agreement between the student council and the administration.

DROPPING AND ADDING COURSES

Courses may be added or dropped prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. No courses may be dropped after this time. *Classes will not be changed for teacher preference.*

EMERGENCY PROCEDURES

Emergency procedures are established in coordination with base officials and DoDEA safety and security personnel. In all cases of emergency, parents should not call the school. Phone lines will be needed to coordinate instructions and communicate needs with base authorities. You will receive an ATHOC notification to email, by phone, and by text. Most times information will also be available via AFN.

Fire drills are the most common drill practiced. Throughout the year, the school will practice and/or review lockdown, shelter in place, earthquake, and bomb threat procedures.

Please keep the school (registrar) informed of any changes in cell, duty, home phone and emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

EXAMINATIONS (SEMESTER EXAMS)

Examinations are given throughout the school year. Semester exams are scheduled for the last week of each semester. Parents and students must make arrangements to ensure attendance during these times. The only excused absences during semester exams will be for emergency situations. If a student is absent for any other reason during this time, it is unexcused.

GRADE POINT AVERAGE

Grade point average is calculated on a point system with an "A" counting four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. A weighted point value has been assigned to each letter mark in Advanced Placement (AP) courses. This weighting will be used to determine class rank and for other competitive purposes. The weighting will be as follows: A-5, B- 4, C-3 and D-2. The Valedictorian and the Salutatorian will be determined at the end of the eighth semester during the senior year.

Students have an opportunity to earn weighted grades by taking Advanced Placement classes at OMHS or via the DoDEA Virtual School.

Students enrolled in Advanced Placement (AP) classes **MUST take the AP exam in that subject area in the spring in order to receive AP weighted credit on their transcripts.*

HOMEWORK

DoDEA policy is to assign homework to all students capable of completing assignments. Homework is part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

Students enrolled in AP classes can expect 15-20 hours of outside work per week. See further information on the homework make-up policy under attendance.

HONOR ROLL

Honor roll is based on Semester Grades. No D's or F's are allowed.

Principal's Honor Roll	4.0 or higher
High Honor Roll	3.5 - 3.99
Honor Roll	3.0 - 3.49

INCLEMENT WEATHER

In cases of inclement weather, the Mission Support Group Commander coordinates school closure with the school Principal. When school is canceled because of inclement weather, or when the school will experience a two-hour delayed start in the morning, announcements will be made on the following local stations beginning at 0630:

LOCAL STATION	CHANNEL
AFN	14
AFN Radio	FM 88.3

As soon as a closure or delay decision is made you will be notified by our automated ATHOC system. You will receive an ATHOC notification to email, by phone, and by text. You may also check the school website at <https://www.dodea.edu/OsanMHS/>. As always updates will also be posted to our Facebook page.

Parents can be proactive in the morning in finding-out the current road conditions by accessing the Osan home page at <http://www.osan.af.mil/> and view "Road Conditions". When road conditions are "Red", school is normally delayed for two-hours (bus departures are delayed two-hours from their normal departure times).

INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency, emergency leave, or other extenuating circumstances. Incomplete grades must be approved by the administrators. Incomplete work must be made up within ten (10) instructional days following the marking period. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will automatically be changed to an "F" grade after ten instructional days. It is the student's responsibility to make arrangements with the teacher to update the incomplete grade.

INFORMATION CENTER

The Information Center (IC) provides students with resources for academic research, study, and recreational reading. The book collection supports the school curriculum in all areas, offering a variety of print and non-print materials covering numerous topics and interests. These include, but are not limited to, books, audio books, computers, test prep, college and vocational school listings and information, career information. If the IC does not have resources you desire, let us know and we do our best to update the collection with student needs and interests in mind.

Patrons have access to numerous online research databases provided by DoDEA and OMHS; the login information is available in the IC. The IC is open from 8:15-3:30. Students may use the IC during the school day with a pass from their assigned teacher. Outside of normal class times, students may also use the IC before school, during the lunch period, and after school so long as the Librarian is present. Eating/drinking in the Information Center is not permitted.

LOCKER RULES

Lockers are available for student use. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search.

- School lockers are not to be shared.
- No graffiti is allowed inside or outside lockers.
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker.
- The locker area inside and out must be kept clean.
- **NO Personal locks are allowed on any lockers.**
- Gym lockers are available to PE students for daily use only. Student athletes may apply for a locker for their sports equipment and clothes during the season.
- It is the student's responsibility to lock up valuables/money to prevent theft.

LOST AND FOUND

Students who find lost articles are asked to take them to the cafeteria, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to the Osan Thrift Store.

LUNCH

AAFES provides a hot school lunch program. Students, grades 6-8, are not authorized to leave campus for lunch. Students, grades 9-12, are allowed across the street to buy lunch at the commissary. Students are not authorized to eat at the food court, main gate, Turumi Lodge or the bowling alley during lunch. Students are NOT allowed to leave Osan Air Base during school hours. Students leaving campus when not authorized will be considered truant and lose commissary lunch time privileges. **Students who desire to go home for lunch must have completed a lunch release form that permits the student to go home for lunch. This needs to be approved by school administration prior to the student leaving for lunch.**

Students without lunch privilege (or electing to stay on campus) must eat in the cafeteria or supervised classroom. Students are not allowed to congregate in hallways or foyers of any building. Students are not to be on the second floor of any building. HS students are the only ones allowed to get lunch from the Commissary across the street. While in the cafeteria during lunchtime, remember to:

- Be respectful and courteous at all times.
- Do not throw items.
- Line up in a single file in the lunch lines. Do not "cut" in line.

- A la carte can be bought via the mail line.
- Be responsible for the proper disposal of your trash.
- Do not be late to class after lunch.

Students who choose not to follow these guidelines may be given After School Detention, Saturday School, or suspension from school.

LUNCH PRIVILEGE (off campus lunch)

It is important that OMHS students behave in a mature, appropriate manner wherever they choose to eat lunch. Those students with LP must follow these guidelines:

- Do not cut through the dorms or hospital areas. Use main thoroughfares.
- Use crosswalks to cross streets
- Be respectful and courteous at all times.
- Be responsible for the proper disposal of your trash.
- Do not be loud and rowdy in public eating places.
- Do not be late to class after lunch. Allow yourself plenty of time to walk back to school.

PARENTAL CONTACT WITH STUDENTS DURING THE SCHOOL DAY

Classrooms are not to be interrupted to deliver personal messages (except in emergency situations approved by administration), lunch money, or school supplies/assignments. This can be accomplished at the lunch break or after school. Please do not text or call students during class time. Deliveries and telephonic contact can be accomplished before school, during lunch break, or after school.

PARENT, TEACHER, STUDENT ORGANIZATION PTSO

The OMHS PTSO is a volunteer organization dedicated to supporting students, teachers and educational programs. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent. Find our more at <https://www.facebook.com/OMHSPTSO/>.

PARTICIPATION IN GRADUATION EXERCISES

Senior students who have fulfilled all requirements, academic and otherwise, will be allowed to participate in the June graduation exercises. Those students failing to meet the requirements will be notified prior to the ceremony and their privilege of participating withdrawn. Students will be required to purchase the selected cap, gown and tassel. All graduation rehearsals in June are MANDATORY in order to participate in the graduation ceremony. The graduation ceremony is a privilege, not a right. Students are expected to conform to the [GRADUATION PROTOCOL](#) in order to be eligible to attend the graduation ceremony. Questions are to be referred to the senior class sponsor.

PARTIAL SCHEDULES

Students with partial schedules due to home schooling or other reasons may only be on campus during their scheduled classes. A student may make prior arrangements to meet with a teacher if they require assistance.

PRE-ARRANGED ABSENCES

- a. For preplanned absences: a request needs to be submitted by the sponsor by filling out the pre-arranged absence form. This form may be obtained from the attendance or registrar's office.
- b. Please follow the following steps:
 - 1) Student/Parent fills out a preplanned absence form (available from the attendance office).
 - 2) Students have teachers complete the pre-approval form and then submit it to the attendance office.
 - 3) Administration sign the form.
 - 4) A copy is then kept by the attendance clerk for records.
- c. Students going on school/sports trips need to meet with their teachers in advance. Pre-arranged absence forms will be provided by the sponsor/coach.
- d. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment. If this is not possible, then the lunch/seminar block should be used on B days.
- e. Prior to approving an excused absence, school administrators must consider the following factors:
 - 1) The student is in good academic standing.
 - 2) The student has a record of consistent school attendance during the current school year.
 - 3) Review of the impact previous extended absences from school have had on the student's educational program during the current school year.

PROTECTION OF CURRICULAR TIME

Forgotten items (such as books, assignments, or money) from home need to be delivered during lunch time or after school. It is part of your student's responsibility to be prepared each day with the items needed for school. Please contact the Attendance Office to leave urgent messages for your student.

Preservation of curricular time is a priority during the school day.

RANK IN CLASS

Many colleges use rank in class as one consideration for college entrance. Final class rank is determined on 8 semesters of work and is recorded as a fraction (for example 16/124). This means that a student is ranked number 16 from the top in a graduating class of 124 students. OMHS computes class rankings for each senior student using weighted GPA at the end of the 12th grade year. Only final senior transcripts will include class rank.

ACADMIC ENRICHMENT

All full time students will be enrolled in a Academic Enrichment period on B Days. The purpose of Academic Enrichment is to provide students an opportunity to get assistance where they may need additional help. It is a time when you can work on special projects with teachers, a time to study or catch up on homework, a time to do make-up work following an absence, a time to do work in the information center, or a time to meet with counselors, etc. Students are expected to bring materials / work to keep them busy the entire period.

Academic Enrichment is not a social hour, a time to catch up on sleep, or a time to take a late lunch or early dinner. Normal attendance and tardy procedures apply to the Academic Enrichment period. If a student is truant from seminar, they will be disciplined the same as for any other class.

The seminar schedule is as follows:

- SSR - The first 20 minutes of seminar is for Sustained Silent Reading.
- Seminar - If needed, students are released to their teacher(s.) Students may go to any teacher who has given them a seminar pass.
- Students stay only as long as necessary and may go to as many teachers as needed. Each teacher visited must sign the student's arrival and departure time.
- All students report back to their seminar when they have seen all the necessary teachers.

GROUND RULES FOR SEMINAR

- Students may only go to classes for which they have a seminar pass. If you do not have a pass from the requesting teacher, you do not leave seminar. Do not request passes from teachers directly before seminar. Plan ahead.
- Students must go only to teachers listed on their seminar pass. Otherwise, truancy may result.
- If a teacher is going to keep a student for the entire seminar time, the initial seminar pass must indicate that so that the seminar teacher can note it on the seminar card before it is given to the student.

SCHOOL HOURS

The administration office is open Monday through Friday from 0745-1600 hours. Classes begin at 0830 and end at 1510 hours. Students may remain on the school campus after hours to take part in school-sponsored activities. Students may only gather in the Cougar Café before school. They will not be allowed in the hallways or to go to their lockers until 8:15am.

STUDENT SUPPORT TEAM

The Student Support Team (SST) consists of the counselors, psychologist, nurse, teachers, and administrators. The team monitors, evaluates and refers students who are experiencing difficulty in social or academic settings as well as students with a GPA under 2.0, on a Student Educational Monitoring Plan (SEMP), or having at least 7 absences in a semester. The team meets regularly to review crisis and safety plans. Parents and teachers can refer students to the SST team.

STUDY TRIPS

Authorized study field trips are scheduled throughout the school year for the purpose of enriching

the curriculum. **PARENT PERMISSION SLIPS** must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students may be required to turn in work ahead of time or upon return to school.

TELEPHONES

Students will not be called from class unless an emergency exists. Students needing to use the telephone during the school day may use cell phones only outside the building while traveling between classes or during lunch. Sending/Reading texts during class will result in loss of device.

TRANSCRIPTS

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. OMHS maintains transcripts for five years after a student graduates.

<http://www.dodea.edu/transcript/>

For current OMHS Students, please see the Counselor in the main office to request a copy of your transcript in person.

To obtain a copy of an official transcript up to four years after graduating, write to:

Osan Middle High School

Attention: Registrar

Unit 20377

APO AP 96278-0005

Or email the registrar at oaahs.registrar@pac.dodea.edu

After five years, transcripts are sent to the following address for one year:

Area Superintendent's Office – DoDEA Pacific

Attention: Transcript Request

Unit 35007

APO AP 96373-5007

After the 5-year period from graduation: <https://www.dodea.edu/StudentServices/transcripts.cfm>

TRUANCY

Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note, or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. If the student is truant for one period, an afterschool detention will be assigned. Truancies for multiple periods will result in Saturday school. Unaccounted time away from seminar can also result in truancy. Students who habitually skip class may also be suspended. The command will be notified if disciplinary consequences do not correct behavior. Truancies will be considered cumulatively for the year.

UNEXCUSED ABSENCES/TARDIES

Students may not make up work after an unexcused absence resulting from truancy.

Disciplinary consequences are invoked in the case of unexcused absences resulting from truancy.

Participation in extra-curricular activities may be denied due to excessive and/or unexcused absences at any time.

- a. Absence from school or a class without written verification from a parent or sponsor will be unexcused.
- b. The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- c. School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- d. Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), command notification, along with loss of credit, if the student does not comply with an intervention plan. **An administrative conference with the sponsor and student will take place after 7 unexcused absences in a semester.**

TARDINESS (BY QUARTER)

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

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

All consequences will be determined on a case-by-case basis. Mitigating circumstances will be taken into account when determining final discipline. Students with multiple infractions will be dealt with more severely with consequences of additional days, etc.

UNPLANNED EXCUSED ABSENCES

When students return to school after an unplanned absence, they must bring in a note if the parents have not called or emailed the school. Three days are allowed to verify the absence. In the case of unplanned excused absences, students are allowed to make up the class work. It is the student's responsibility to obtain the required assignments. Upon return to school, students will have the opportunity to make up tests, quizzes, or class work and get clarification from teachers. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. **Students have one A/B day for each absence to do make up work.** For

example, a student misses school on A Day Monday; they return to school on B Day Tuesday, they request work from the teacher on A Day Wednesday and are expected to return completed work on A Day Friday.

An exception to this policy is when a teacher has a published syllabus of assignments and due dates that the student is in possession of, then, students are expected to turn the work in upon their return.

Additionally, students must make arrangements to schedule tests missed due to absences upon their return to school

GRADING POLICY

Timely and accurate reporting of student progress shall be accomplished using Gradespeed. All assignments (e.g., quizzes, tests, examinations, homework, speeches) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in Gradespeed, and if appropriate, returned to the student. At a minimum, all teachers are required to record one assignment or grade per week in Gradespeed. Reports from Gradespeed are used for athletic eligibility, mid-quarter, and end-of-quarter grades.

Grade Coding	Classroom Grading Policies
<p>EXC for Excused</p> <ul style="list-style-type: none"> ❖ Calculated as blank cell ❖ Assignment is not required for the student <p>Abs, Inc, or Blank</p> <ul style="list-style-type: none"> ❖ Student did not finish an assignment for an excused reason ❖ Students are out for approved Student Activities or Sports ❖ Excused Absences ❖ Medical Leave ❖ Assignment not yet graded ❖ Not calculated as part of the grade <p>Msg for Missing</p> <ul style="list-style-type: none"> ❖ Assignment is not turned in on time ❖ Counted as 0 ❖ Can result in delayed entry into Gradespeed when turned in late <p>0 (Zero)</p> <ul style="list-style-type: none"> ❖ Student scores a 0 on an assessment/assignment ❖ Student get a 0 for not turning in an assignment 	<p>Please see Classroom Grading Policy for information regarding late work and class grade calculation.</p> <p>In the case of unplanned excused absences, students are allowed to make up the class work. It is the student’s responsibility to obtain the required assignments.</p> <p>Upon return to school, students will have the opportunity to make up tests, quizzes, or class work and get clarification from teachers. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established.</p> <p>An exception to this policy is when a teacher has a published syllabus of assignments and due</p>

	<p>dates that the student is in possession of. Then students are expected to turn the work in upon their return. Additionally, students must take scheduled tests upon their return.</p>
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STUDENT ACADEMIC ELGIBILITY
<p>Sports and Extracurricular</p> <ul style="list-style-type: none"> ❖ No more than 2 Fs or a GPA below 2.0 on extraction dates ❖ Grades are extracted weekly on Tuesday at 1700 <p>Missing Work (counted as 0 in Gradespeed) made up later will not change the eligibility status unless there was an excused absence or teacher mistake. If you think there is a mistake with one of your class averages, please see your teacher to rectify the situation. Following that, you can discuss the situation with your counselor or administration.</p>

SECTION III: BEHAVIOR EXPECTATIONS/CONSEQUENCES

INTRODUCTION

In all discipline cases the administration reserves the right to determine the consequences. In addition, host nation authority will prevail when students are involved in potential criminal matters to include, but not limited to: bullying, harassment, theft, vandalism and the possession of illegal substances or weapons. School administrators have the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students as well as search student possessions and person when there is a reasonable suspicion that a student is in possession of prohibited items. Students may be disciplined based on evidence gathered through online, digital and surveillance equipment.

For discipline purposes, the school day begins the moment the student arrives on campus and ends the moment they leave campus.

Behavior Expectations

Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Discipline referral to administration

Students who wish to clarify a situation with a staff member have an obligation to do so

privately after class or after school. Students may not disrupt classrooms to settle differences of opinion, argue, or question a teacher's authority.

Each student is responsible for following four basic rules established at the beginning of the school year:

- 1. Respect yourself.**
- 2. Respect others.**
- 3. Obey any reasonable request by a staff member or adult volunteer in the school.**
- 4. Take responsibility for one's behavior.**

DETENTION

TEACHER DETENTION

Teachers may assign detention to students who disrupt or misbehave in class or fail to do the assigned classroom work. Teachers will also assign detention to students who are habitually late to their classes. After school detention requires 24-hour notice. Failure to attend a teacher's detention will result in a referral to administration.

ADMINISTRATIVE DETENTION

Detention may also be assigned by the administration on an as-needed basis. Students will receive an email at the time a detention is assigned. The email will state the date of the detention and the reason for it. (A copy will also be sent electronically to the sponsor.) Students placed on detention must report with materials necessary to do assignments. The student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will be assigned a Saturday school.

SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. A letter of suspension will be sent home to the parents, the school liaison officer, and the district superintendent with the conditions of the suspension fully noted.

Suspensions are considered excused absences; therefore, suspended students have the privilege of making up work for credit per regulation. A condition of the suspension may be a referral to the Alcohol Substance Abuse Counselors (ASACs). Upon return to school, the student must contact his/her teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student was in class.

During the time students are suspended, they may not be present at the school or attend any school-sponsored activities. This includes weekend events that fall within the suspension period. Students who violate this prohibition from being at school or at school activities will have additional consequences. A parent conference will be requested prior to readmission. In addition, student athletes who are suspended may not participate in the next scheduled DoDEA-Pacific competition as stated in the DoDEA-Pacific Interscholastic Athletic Policy.

A formal Discipline Committee Hearing, governed by [DoDEA Regulation 2051.1](#), will be held in the event that a student is suspended for **more than ten days**.

WEAPONS

According to DODEA Regulation 2051.1, August 16, 1996, Disciplinary Rules and Procedures, “Weapons are items carried, presented, or used in the presence of another person in a manner likely to make a reasonable person fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots, nun chucks, any flailing instruments such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, brandished in a manner that reasonably provokes fear.” Students are not permitted to have weapons or replica weapons in their possession at school, during school-sponsored events or while traveling on DoDEA provided transportation.

Any student using a weapon to threaten or harm another individual will be suspended ten days and expulsion proceedings will be initiated. Students should not possess toy or fake weapons, or any item that can be used as or misconstrued as a weapon. In all instances, weapons will be turned over to the Security Police. Note: British Law prohibits the carrying of any type of knife (typically pocket knives) that can be opened with one-hand and locked. This is considered a misdemeanor and you will be convicted if caught.

EXPULSION

Expulsion from OMHS will result from any serious offense to include, but not limited to: weapon possession and/or use, drug possession and/or use, bodily harm to another person or any criminal act. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to American reputation and position overseas.

BEHAVIOR POLICIES & DISCIPLINARY ACTION

ACTIVE PARTICIPATION

Students have a responsibility to be active participants in the learning process. Non participation can result in student/parent conference and/or administrative referral. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

ALCOHOL USE/ POSSESSION

Students may not consume, nor be in possession of, alcohol during the school day or at any school event. Suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC) / Military Family Life Consultant (MFLC)

BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal. Actions may include but are not limited to: intimidation, assault; extortion;

oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Complaint/Investigative Procedure

Students should see an administrator to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, detention, suspension, expulsion, or referral to local law enforcement agency.

CHEATING

OMHS has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking/cell phone/electronic device use during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student.

Plagiarism is a form of cheating and is not acceptable. Copying information and pasting it into personal work without giving credit to the source is also plagiarism. (This is not all-inclusive.) Additionally, students involved in cheating will receive a “0” grade for the assignment and the parents will be notified by the classroom teacher.

DRESS CODE

General Information

Appropriate dress is the responsibility of the sponsor and the student. School personnel determine inappropriate dress. Students are expected to dress in a manner that does not interfere with the educational process of the school. Good judgment and commonsense should be used in selecting clothing that is neat, comfortable, and appropriate for a school environment. Shirts and footwear are required at all times. Dress code applies to ALL school activities during the school day. No form of clothing or accessory that creates distractions, is “suggestive” in nature, or is considered hazardous to student safety or health will be permitted. The following are not allowed:

1. Visible undergarments;
2. Displays of inappropriate language or graphics on clothing, accessories, or body, (i.e., using profanity or displaying violence or weapons, alcohol, drugs or tobacco, gang and/or sex symbols);
3. Any clothing that contains offensive or obscene symbols, signs, slogans or words degrading any genes.

Tops	
Tops should be long enough not to expose any skin between the shirt and trousers/skirt/shorts or undergarments; no see through clothing or spaghetti strap tops; tank tops may be worn only if completely covered; sleeveless shirts are permissible;	
Male (not allowed)	Female (not allowed)
Muscle shirts, undershirts (unless worn under other garments)	Extremely low-cut blouses or dresses that reveal cleavage or back; (wear a camisole or tank underneath a low cut blouse); tube tops and halter tops; backless, strapless, or one shoulder tops.
Bottoms	
The hem of shorts, dresses, skirts cannot exceed fingertips when arms are held to the side. Holes/tears in clothing must adhere to the fingertip rule as well. Skinny jeans are allowed. Jeggings/leggings are allowed only with an appropriate top that falls midway on the thighs. Pajama bottoms are not allowed.	
Male (not allowed)	Female (not allowed)
Sagging pants; excessively long or baggy so as to drag on the floor that can cause possible tripping hazard	Provocative dress (skintight dresses/trousers/body suits) or any clothing that exposes the lower back or bare shoulders; short skirts, dresses and apparel with slits more than 6 inches above the top of the knee while standing;
Accessories (not allowed)	
Hats, hoods, visors, caps; gang insignia bandanas worn on any part of the body; sunglasses worn inside buildings; very large wallet chains, jewelry with spikes, including chokers and rings, chains that could cause injury or damage; any jewelry or accessory that can be used as or is perceived to be a weapon;	

1st Offense –Warning and discussion of violation(s) and review of student handbook. Student will be required to adjust or change clothes. Students who do not have immediate change of clothing may be provided with a sweatshirt or T-shirt. Student will notify the parent about the offense.

2nd Offense – After School Detention. Parent will be contacted.

3rd Offense – Saturday school detention

ELECTRONIC DEVICES

Cell phones are not to be used in school buildings during the school instructional day (0800-1510). Texting is not permitted in classrooms or during the school day. Some teachers may allow the use of electronic devices to support the educational process/program. Headphones/Earphones should not be on/in both ears during passing times and while walking to or from classes before

and after school. If electronic devices are out during class time without instructor permission, **the items may be confiscated and turned into the principal's office.** The item will be returned to the student following the first offense. Subsequent incidents are treated as insubordination and the sponsor will have to come to the school to claim the item. The school takes no responsibility for lost/stolen items. **Repeated abuse of the policy will result in loss of the item until the end of term.**

FIGHTING

Conflict should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflict before it escalates, but it is the student's responsibility to inform an adult of conflict situations. If there is a fight, involved students will be suspended. A student who attacks another student and causes injury can expect a longer suspension or referral to a discipline board. Students involved in more than one fight may be referred to the school psychologist for a behavior management plan.

FOOD/DRINK

In order to maintain a clean attractive campus, students are expected to maintain clean hallways. Students will not be allowed to eat in the hallways or auditorium unless under the guidance of a staff member. Generally, **NO FOOD IS PERMITTED IN CLASSROOMS** unless a teacher is holding a meeting during lunch or in conjunction with a curriculum related activity. Food sales are allowed before school and at lunch. There are to be NO sales during class time. Students will not be allowed to bring open cans and beverage cups into the hallways. Students are encouraged to stay well hydrated using water in screw top bottles. Closed bottles will be allowed in the hallways and classrooms. No energy drinks are permitted.

FORGERY/ALTERATION OF NOTES

Students who forge sponsor or school signatures will be subject to discipline. In addition, alteration of notes and passes and use of sponsor email accounts will fall into this category.

GANG BEHAVIOR

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the command, the parents, and the schools. DoDEA-Pacific, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDEA-Pacific schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Gang related behavior includes; joining a fight in progress, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension or expulsion depending on the nature and severity of the offense.

GRAFFITI

Graffiti in any form will not be tolerated. A person or persons who; without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings; to include inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason **MUST** have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

HAZING

Students that engage in or have association with acts of hazing on or off base are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.” Students who feel that they are being hazed need to tell a coach, teacher, counselor and/or administrator.

ILLEGAL DRUG USE/POSSESSION

Students should not have illegal substances in their possession at any time. If this occurs during school time, security forces will be notified of the suspected drug presence or use. At a minimum, students will be suspended for ten days and may face a disciplinary board for possible expulsion.

INSUBORDINATION

Students who willfully refuse to follow directions of a teacher or other staff member are considered insubordinate. Violators face a minimum of detention. The severity of the act and the student’s previous record of offenses will determine the length of the consequence. Open defiance, inappropriate language or profane gestures may result in suspension.

INTIMIDATION/HARASSMENT

Rude, abusive, or threatening comments/behaviors towards others will not be tolerated. Violators will be subject to disciplinary action. Students who feel that they are being intimidated or harassed need to tell a parent, teacher, counselor and/or administrator.

ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for all personal property and therefore should not bring items that may easily be stolen. It is recommended that electronic items not be brought to school.** If they are, they should not be visible in the hallway before, during, or after school. Some teachers may allow the use of electronic devices to support the educational process/program. Cell phones are not to be used in the school buildings during instructional time (0830-1510).

Note: The above list is not all inclusive.

Violations will result in confiscation of the banned article and possible consequences.

MISCONDUCT IN THE CLASSROOM

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

OFF LIMITS AREAS

Elevators are for faculty and staff use only. Elevators may only be used with permission when a student is injured. Staff workrooms and staff restrooms are for staff only. Signs are posted in these areas that no students are allowed. Students violating the off limits areas will be referred to administration for discipline.

OFF CAMPUS DEFINITION

Off campus is defined as outside of the high school complex without permission at any time during the school day with the exception of lunchtime or under the supervision of a teacher. The airmen dorms are off limit to students. Students should not be at or around the elementary school unless they have specific business.

PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, horseplay, play-fighting/hitting and throwing objects in the halls or classrooms is dangerous and is not acceptable behavior. This also includes the throwing of snowballs.

Playing/jumping on/from the retaining walls is also considered dangerous. In addition, any behavior that has the potential to harm another person is not acceptable at school.

PROFANITY AND INAPPROPRIATE LANGUAGE

The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable conduct at OMHS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

PUBLIC DISPLAYS OF AFFECTION

Kissing is not allowed. Hugs lasting longer than 3 seconds on campus, during school, or at school functions are not allowed. Such conduct can interfere with the school's academic mission and can create an offensive environment. Handholding is permitted.

SOCIAL MEDIA GUIDELINES FOR STUDENTS

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promote a positive image to the world.
2. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.
4. Linking to other Web sites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for school setting.

5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s), be sure to cite your source with the specific web address. Verify you have permission to use the material.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyber-bullying is not tolerated. Inform an administrator if you are being bullied.

SPREADING RUMORS

If a person contributes to an altercation by spreading information ("He said/She said" situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely, privately and via the chain of command (teacher, counselor, and administrator).

THEFT

A student guilty of theft will be suspended and restitution of the property or equivalent value must be made. Students are reminded to lock up valuables in their locker using the school issued lock or bringing a lock for the PE/Sports locker room. If you find an item that doesn't belong to you (such as an iPod or cellphone), then you should turn it in to the administration. The British law defines possession of "found" items as theft.

TOBACCO USE

Osan Middle High School follows DoDEA-Pacific smoking policy at all times. Students are prohibited from possessing or using tobacco products (to include e-cigarettes or vape devices) or lighters during the school day on or off school property, on buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action which may include referral to counseling or appropriate authority. For discipline purposes, the school day begins the moment the student arrives to school and ends when they leave school.

UNPREPARED FOR CLASS

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire. Repeat offenders will be

dealt with by the teacher and may result in a referral to the administration.

VANDALISM

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

Types of Consequences		
ASD	After School Detention	Student reports to designated detention room with assignments to work quietly throughout the detention time; students must report by 1515.
SS	Saturday School	Saturday School begins at 0800 and ends at 1200; report prepared to work on class assignments /study for tests; bring all necessary materials/supplies to complete work: textbooks, notebooks, pen/pencil etc.; bring enough work to occupy the full 4 hours.
OSS	Out of School Suspension	Student is not allowed at school during an OSS; a readmit conference with an administrator, at least one parent and the student will be requested prior to the student attending classes following the OSS; Home consequences/extra chores will be recommended; athletes cannot participate in next DoDEA-PAC event.
<ul style="list-style-type: none"> • School campus community service may be administered in some cases for acts that occur during the school day. • Community service may also result from certain actions that take place off campus. 		

Osan Middle High School Administration may offer the following alternatives to Out-of-School (OSS):

- A parent may opt to shadow his/her child for 1 day instead of any 1 day of OSS. A parent who elects to shadow his/her child is not to be an active participant in the class and is to be a

monitor only for his/her child.

- The OMHS Administration may limit the number of times that shadowing is allowed in lieu of OSS.

A special note to parents concerning discipline: The school staff takes no pleasure in disciplining students; yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case. In most cases, home consequences will also be recommended.

OSAN AMERICAN HIGH SCHOOL CONSEQUENCES FOR BEHAVIOR INFRACTIONS

Effective 26 August 2013

Infraction:	Consequences:		
	1 st Offense	2 nd Offense	3 rd Offense
**Alcohol Possession/Use	5 Day Suspension and ASAC Referral	10 Day Suspension and Expulsion Hearing	
**Physical Assault towards a Staff Member	10 Day Suspension and Expulsion Hearing / 51 st Security Force Notification		
Computer Abuse or Crime	Restricted Use / Possible Forfeiture of Use	2 week suspension	Semester loss
Destruction of Property	5 days/restitution/51 st SFS notified	10 days/ restitution/ 51 st SFS notified	
Disruptive Behavior	Detention/parent notified	Detention/work detail	1 Day Suspension
Dress Code Violations	Warning / Correction of Dress Parent called	Correction of Dress Parent called/ detention	1 Day Suspension
**Drug Possession/Sale/Use	10 Day Suspension / Expulsion Hearing and 51 st SFS Notification		
False Fire Alarm	5 Day Suspension and 51 st CES/CEF Referral for safety training/referral to 51 st SFS	10 Day Suspension, Expulsion Hearing 51 st SFS Referral	
Fighting	5 Day Suspension (unplanned) double Suspension (premeditated)	9 Day Suspension	10 Day Suspension and Expulsion Hearing
Cheating/Plagiarizing	Parent notified by teacher,	Parent notified by	Parent notified by

	zero for the assignment or test. Information will be put into ASPEN and student will receive a lunch detention.	administration, zero for the assignment or test and student is suspended for one day.	administration, zero for the assignment or test and student is suspended for two days. Suspensions are cumulative.
Contributing to fights	1 Day Suspension	3 Day Suspension	5 Day Suspension
Forgery	1 Day Suspension	2 Day Suspension	3 Day Suspension
**Inherently Dangerous Items (Weapons) additional penalties are listed in the DODEA Zero Tolerance policy grid	10 Day Suspension / Expulsion Hearing / 51 st Security Force Notification		
Defiance of Authority	Detention	Work detail 85 minutes	1 Day Suspension
** Physical Assault towards a student	5 Day Suspension and Expulsion Hearing / 51 st Security Force Notification		
Profanity / Vulgarity towards student	Detention	Work detail	1 Day Suspension
Public Display of Affection (beyond holding hands)	Counseling/Parent notification	Parent notification/Detention	Parent notification/ work detail and then suspension
**Sexual Assault	10 Day Suspension and Expulsion Hearing		
Sexually Offensive Behavior	3 Day Suspension and Counseling Referral	5 Day Suspension and Counseling Referral	10 Day Suspension and Command Notification
Sexual Harassment / Peer Abuse	5 Day Suspension and Counseling Referral	10 Day Suspension and Expulsion Hearing	
Horseplay	Detention	Work detail	1 Day Suspension
**Smoking / Possession of Tobacco Products	3 Day Suspension and Referral to ASAC	4 Day Suspension and Referral to ASAC	5 Day Suspension and Referral to ASAC
**Theft / Possession of Stolen Items	3 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Restricted from being in the school after 3:30pm	5 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Restricted from being in the school after 3:30pm	10 Day Suspension / Restitution / Counseling / 51 st SFS Notification/ Expulsion hearing
Verbal Assault towards a Staff Member Profanity/Vulgarity	3 Day Suspension	5 Day Suspension/Referral/ consider alternate placement	10 Day Suspension
Threat of Physical Violence to a Student	1 Day Suspension Notify 51 st SFS	3 Day Suspension	5 Day Suspension
**Threat of Physical Violence to a Staff Member	5 Day Suspension and Counseling	10 Day Suspension and 51 st SFS Notification Expulsion Hearing	
Truancy / Failure to Sign-out / Leaving Campus	Work detail 85 minutes for each period truant/parent notified	Work detail 85 minutes for each period truant/ parent notified/Referral MFLC	1 Day Suspension/ parent conference (progressive)
Use of cell phones, music, game and other electronic devices in the school building	Confiscated and turned into the secretary in the main office to be picked up at the end of the school day. Student will receive a warning and detention.	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it. Student will receive a detention	Confiscated and turned into the secretary in the main office and the sponsor must come to the school to collect it. In school suspension
Vandalism	3 Day Suspension / Restitution / Clean Up and 51 st SFS Notification	5 Day Suspension / Restitution / Clean Up and 51 st SFS Notification	10 Day Suspension, / Restitution / Clean Up / 51 st SFS Notification and Expulsion Hearing

This List Is Not All-Inclusive.

All consequences will be determined on a case-by-case basis. Mitigating circumstances will be taken into

account when determining final discipline.

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

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

SECTION IV: TRANSPORTATION

BICYCLES

Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

BUS RULES

Note:

1. All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
3. SLO to be informed when suspensions/expulsions from bus occur.
4. Possession of weapons or prohibited items, controlled substances, alcohol, or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges
5. Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

SCHOOL BUS TABLE OF CONSEQUENCES

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	<ul style="list-style-type: none"> • Boarding or exiting bus unsafely; to include crossing in front of or behind bus • No bus pass or improper bus pass • Unauthorized riding of bus; wrong bus • Standing while bus is in motion or not being properly seated • Obstructing an empty seat, door, stairs, or aisle • Disturbing, insulting, or harassing other students • Public display of affection (PDA) • Eating, drinking, chewing gum • Using profane or obscene language or gestures • littering 	Oral or written warning	1-5 day bus suspension	10 day bus suspension	20 day bus suspension	Suspension of riding privileges for the remainder of the school year.
B Serious Infractions	<ul style="list-style-type: none"> • Failure to comply with bus driver or other adult's instruction (being disrespectful, talking-back, lying) • Exchanging or refusing to show bus pass • Horseplay or spitting • Bullying at bus stop • Throwing objects at, within, or out of the bus • Sticking objects or body parts out of the bus • Full or partial nudity • Moving/damaging bus cameras • Damage, theft, or pilfering (<\$100) 	1-5 day bus suspension	10 day bus suspension	20 day bus suspension	Suspension of riding privileges for the remainder of the school year.	N/A

<p>C Severe Offenses</p>	<ul style="list-style-type: none"> • Tobacco or alcohol use • Sitting in driver’s seat/tampering with bus controls • Interfering with driver • Unauthorized operation of emergency door • Fighting, hitting, biting, pushing • Vandalism, damage, or theft (\$>100) • Any action that leads to a bus accident 	<p>10 day bus suspension</p>	<p>20 day bus suspension</p>	<p>Suspension of riding privileges for the remainder of the school year.</p>	<p>N/A</p>	<p>N/A</p>
<p>D Criminal or Illegal Acts</p>	<ul style="list-style-type: none"> • Possession or use of weapons or other prohibited items • Possession of illegal substances • Lewd or indecent acts • Threatening or causing injury to another person • Bomb threat 	<p align="center">SCHOOL SUSPENSION PROCEEDINGS INITIATED</p> <ul style="list-style-type: none"> • Serious incident report to appropriate authorities • Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate 				

SECTION V: EXTRA-CURRICULAR ACTIVITIES

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills as well as develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and participation time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing OMHS will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDEA, and National Federation policies.

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at OMHS. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDEA Pacific, **STUDENT BEHAVIOR EXPECTATIONS** memorandum. Anyone having any questions concerning athletics and extra-curricular at our school should contact the Athletic Director or Principal prior to signing these important documents.

OMHS offers a wide range of curricular and extra-curricular activities for students. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. The final determination of eligibility for students in all curricular or extra-curricular trips rests with the Principal.

Extra-Curricular Activities

ATHLETICS

The athletic teams participate with other DoDEA-Pacific Division II schools and International Korean Schools. Tournaments are scheduled at the end of the regular season of play. See the athletic section for more detailed information.

DRAMA

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

MUSIC

When enrolled in band or guitar classes, students may participate in the community band, jazz band, honors music festival, recitals, concerts, band exchanges, and other special events as scheduled.

NATIONAL HONOR SOCIETY

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Students must be second semester sophomores or higher with a cumulative (weighted) GPA of 3.5 or higher and have completed a full semester at OMHS to be considered for membership. However, the semester rule may be waived for students transferring in from other DoDEA schools where the grading system and standards are the same. Exceptional scholarship alone does not guarantee membership. Each potential member is expected to fill out and return an information sheet about him/her. A student who ultimately does not turn in the information form is assumed to have no interest in being selected for NHS membership.

The Faculty Council is a five-member board appointed annually by the Principal and chaired by the NHS sponsor, (a non-voting member). The Faculty Council evaluates the student's current participation in school AND community service (which may include, but is not limited to Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; and work in charity shops, hospitals, special homes, or schools); leadership roles; and work experience. Recognition awards and evaluations by faculty members are also considered to ensure that each student selected meets the standards of the National Charter. In other words, the Council determines whether the student fulfills the requirements of scholarship, leadership, service, and character. The sponsor notifies students of results in person.

Students new to OMHS who have been inducted in their previous schools should contact the sponsor and present a membership card or certificate of membership. Membership in NJHS does not carry over into NHS. These are two separate organizations.

STUDENT COUNCIL

The executive student council is elected in the spring of each year for the following year. They are

responsible to assist with the beginning of the year orientation activities. Throughout the year the executive board is responsible for school-wide activities and directing class events. In the fall, students may run for student council class officer positions. Other students can join student council.

VIDEO PRODUCTIONS

Through video productions classes, students learn to produce and display video projects for special events.

YEARBOOK

The yearbook is published annually. Students are encouraged to talk with the yearbook advisor as enrollment in the yearbook class is required.

HONORS BAND, CHOIR, AND JAZZ BAND

Students compete to be selected to perform in these honors music programs at the DoDEA-Pacific level. Sessions end with culminating performances with students from all over the Pacific region

SECTION VI: ATHLETIC HANDBOOK

Osan Middle High School Department of Athletics OMHS Athletic Handbook

DoDEA Pacific, Interscholastic Athletics Program Manual, June 2016

<https://www.dodea.edu/Pacific/Activities/policies.cfm>

The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, OMHS resourcefulness, good sportsmanship character, high moral standards, loyalty and a healthy self- concept. Our coaching staff is dedicated to helping the student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athletic program.

Our coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment and facilities, and skilled instruction to reach their maximum athletic potential if

they dedicate themselves to our program.

Our goal is to also produce young men and women who have the capacity to be successful citizens in our highly competitive society. We are committed to achieving this goal. We want our athletes to leave Osan Middle High School and be able to say that they are proud to have been a “Cougar.”

High School Sports Offered			
Sport			Season
Cross Country			Fall Beginning of school until approximately the first week of November.
Football			
Volleyball			
Tennis			
JROTC Drill & Color Guard			
Golf			
Cheerleading			Fall and Winter inter—Mid November until
Basketball			
JROTC Marksmanship			
Wrestling			
Soccer			Spring Mid-March until approximately 1 June
Baseball			
Track and Field			
Fast pitch Softball			

KOREAN DISTRICT ACTIVITIES POLICY

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

GENERAL PROCEDURES FOR ATHLETICS:

1. Seniors will not participate in junior varsity competition unless the principal or designee has granted a waiver.
2. League practice and checking out of equipment will not take place prior to the beginning date designated by KAIAC or DoDDS for each season.
3. Individual dual participation is disallowed in all league sports, and a student may not forgo an extra-curricular sport commitment in lieu of a non-curricular activity. For instance, a student athlete may not attend a modeling appointment instead of attending a game.

4. The student athlete may, however, participate in a non-school sport as long as that activity does not in any way interfere with the school sport or event in which he/she has made a commitment. This will be at the coach's discretion.
5. Each parent or sponsor shall read these policies and certify that he or she understands the athletic eligibility rules and policies of Korea District. The coach will be responsible for this signed document.
6. Insurance: Students who are not ID cardholders must show proof of private insurance. Any injuries and subsequent medical care resulting from their child's participation in any aspect of interscholastic activities is the sole responsibility of the parents.
7. The coach will determine the amount and type of individual participation necessary to letter, and inform the participants at the beginning of the seasons.
8. The student athlete must be in regular attendance at all practices. Exceptions to this rule are only those made through prior arrangement with the coach of that sport or activity. Every player is expected to attend every practice session on days he/she is in attendance at school. Students who do not attend school for any part of the day for any reason, including health, will not be allowed to participate in any extra-curricular school activities on that date, including practice session, unless PRIOR NOTIFICATION was made through the school office. A note from the physician must be provided to the office after the absence.
9. Injuries: All injuries, minor or major, will be reported to the coach immediately. The coach will complete DS Form 4801 and will make referral to the proper medical authority. Copies are provided to the school nurse, administration, and the athletic director.

CODES OF CONDUCT:

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

1. All students who participate in activities are required to maintain, at all times, a standard of conduct that reflects the standards of Korea District.
2. All participants shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in activities affords. Any conduct that results in dishonor to the students, their activity, or the school will not be tolerated. Substantiated acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, fighting, truancy, or violations of the law tarnish the reputation of everyone associated with the activity program and will result in immediate dismissal. Specifically, the following behaviors are not acceptable:
 - a. Truancy
 - b. The possession or use of drugs, alcohol, or tobacco products

- c. Sexual misconduct
- d. Abusive or vulgar language
- e. Unauthorized absence from designated locations
- f. Presence at unauthorized or off-limit establishments
- g. Theft, vandalism, or misuse of equipment or facilities
- h. Travel in non-approved vehicles without sponsor permission
- i. Violation of all base (post, camp) regulations to include curfews

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

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

3. All participants will adhere to the rules and regulations concerning student behaviors. If a participant receives a suspension from school, to include ISS and direct escort, he or she will not participate in that activity for the duration of the suspension. In other words, the student will not participate in that activity until the morning he or she is reinstated. If behavior problems, and thus suspensions, continue, the Activities Council will convene to determine the student's future participation in that activity.
4. All students will conduct themselves in a satisfactory manner at all times. No student is dismissed early from the jurisdiction of the sponsor after any event unless the parent has specifically requested such a release in writing prior to the group's departure.
5. Proper Dress: It is mandatory that all members of the group be groomed and dressed in an appropriate manner especially when traveling as outlined in the Student Handbook.
6. For sports, any participant quitting a sport without the approval of the coach is not eligible to participate in the athletic program for the remainder of the sport season.
7. For all other activities, any participant quitting an activity without approval of the sponsor is not eligible to participate in any other activity for the duration of the activity at the discretion of all sponsors involved.

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

LETTERS AND AWARDS:

1. All letters and awards will be made in compliance with applicable regulations. (DoDEA Regulation 2740.01 – Interscholastic Athletic Program) Any student dropped from an activity for disciplinary reason or who quits an activity will not letter.
2. In regard to injuries and/or late arrivals, letters will be awarded at the coach's discretion.

3. Only students in grades 9-12 are eligible for a varsity letter.

Osan American High School's Athletic Lettering Policy

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

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

ACADEMIC ELIGIBILITY

To be eligible to compete in DoDEA sponsored interscholastic athletics events at OMHS, the following criteria must be met:

Student athletes (this includes all 9th graders and 7th and 8th graders who are participating in the authorized individual sports) who meet the 2.0 GPA and 1 "F" requirements are eligible, but **must be monitored on a weekly basis.**

- a. Any "eligible" student athlete who has more than 1 "F" during a weekly monitoring period will be ineligible for all scrimmages and DoDEA-Pac scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
- b. Eligible students can regain and lose their eligibility on a weekly basis.
- c. **A student participant identified as ineligible for three consecutive weeks following receipt of intervention assistance may be dropped from the activity**

Transfer students:

If a student enrolls in school without a transcript or any previous school record:

- a. A transfer student retains their eligibility if the student meets DoDEA-Pacific eligibility requirements which are verified and approved by DoDEA-Pacific.
- b. Documentation of participation from the student's former school is required to include a valid physical.
- c. Students transferring from another school may play immediately if no more than seven calendar days have passed from the last scheduled practice or competition at the previous school. If more than seven days have passed, but less than 14 days, the athlete must have a minimum of 5 practice days. If more than 14 calendar days have passed, the athlete must complete an additional 10 days of team practice before competing.
- d. The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period, then the student is ineligible for that week.
- e. Because the athlete has no previous semester GPA to determine if the GPA requirement has been met (this is only for students in grades 10 - 12) then this student must also meet the three-week GPA check. If, at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then he will be ELIGIBLE for the next three-week period (he must continue to be monitored weekly). If we still do not have an official transcript by the 5th week to determine the GPA eligibility requirement, then again, at the 5th week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.
- f. A student who is ineligible at a DoDEA Pacific school or a stateside school for disciplinary reasons shall not be permitted to participate at the receiving school during the current sport season or during the disciplinary period outlined by the departing school.

ACADEMIC ELIGIBILITY APPEAL

If an athlete feels a grade is improperly reflected, he/she will contact the Athletic Director who will contact the teacher and once again, clarify the grade. The Athletic Director will then confer with the principal who has the final decision on the athlete's eligibility.

APPEAL PROCEDURE

In the event that an athlete is removed from a Osan Middle High School sports team, the following process will be in effect:

1. Student will inform the athletic director of his/her intention to appeal the removal. This may be in writing. If the Athletic Director is not available then the request should be submitted through the school administration.
2. The Athletic Director will then convene an appeal panel as soon as possible. The panel will have the following representation: 1 academic teacher, 1 coach not in season, president of the student council, president of the National Honor Society, and the chairperson to be the assistant principal. The assistant principal is to vote only in the case of a tie.
3. The chairperson may invite the coach and/or the sponsor of the activity involved to provide information about the infraction or the removal from the team.
4. The chair or person selected will explain the details of the incident that led to the dismissal. The student will then be able to make a statement on his/her behalf; the panel may ask questions of the student and/or the coach/sponsor. At this point, the student and the coach/sponsor will be asked to leave and a discussion will take place among the panel members. The panel will then vote by secret ballot to determine the outcome of the appeal. The student will be notified the next day as to the decision.

Sportsmanship

DoDEA-Pacific expects all coaches, volunteers, athletes, and spectators to adhere to the following:

- a) Be modest in victory and gracious in defeat.
- b) Respect the judgment and integrity of game officials.
- c) Recognize and respect good team play; individual skill and outstanding examples of sportsmanship.
- d) Harassment, physical or verbal abuse in athletics is never justified.
- e) All stakeholders at all times are expected to treat others with dignity and respect.
- f) Observe the rules, spirit and customs of the sport in both practice and competition
- g) All schools are required to read the published DoDEA-Pacific sportsmanship announcement at all athletic events where appropriate.
- h) All game Announcers must abide clear expectations regarding what a public-address announcer should and should not do when working at the high school level.
- i) Spectators, both students and adults, are an important part of DoDEA athletic events; however it is inappropriate for spectators to engage in the following:
 - Violence
 - Obscenity or obscene gestures

- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances

ATHLETIC CONTESTS

Athletic contests are where teams show the final result of their hard work and dedication. All the long, hard hours of work can pay off if you are mentally ready to compete. Fans from the local and visiting communities will judge athletes, coaches, school and our community by the way we perform and by our behaviors. Be ready to accept the challenges that arise during competitions. Compete and conduct yourself like the champion you can be.

Competition Appearance: Athletes will wear school-issued uniforms (including warm-ups) for competition and other team events as directed by the coach. Uniforms will be properly fitted and worn appropriately. During competition, athletes will wear jerseys tucked in their shorts unless otherwise designed. Hats, caps, headbands or other head apparel are not to be worn unless they fit within the uniform design. Athletes will be groomed and travel to the coaches specifications. Headphones will be worn only at appropriate, non-game times. Always remember when you are at a contest in Cougar uniform, you are no longer merely an “individual” but a representative of your team, school, and community. Always show Pride and Class!

ATTENDANCE POLICY

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Without pursuit of these, the athlete can do no justice to him or herself or our school. The athlete must discipline himself to be a good citizen and student in order to achieve athletic excellence. Our coaching staff believes that a tradition of winning is established and maintained based upon these principles. To achieve a determined course of action for the pursuit of athletic achievement and the character training of young people, the following policies and procedures must be understood and followed by the athlete:

- Athletes are expected to be at school and in class on time each day. Failure to attend class will result in poor grades leading to ineligibility. Unexcused absences during the week may result in forfeiture of the right to play.
- Athletes must be in school **all day** if the contest is on a school day in order to participate. If the contest is on a Saturday, athletes must be in school all day on Friday. The athlete is also expected to be in school all day on the **day prior to traveling** to an away game. Tardiness and late arrivals are not excused. Exception to this would include a pre-booked medical appointment. **All absence must be approved by the principal in advance.**

Coaches are responsible for athletes after school. With that in mind:

- Practice is mandatory. Athletes are to report directly to their respective assigned areas at the beginning of their athletic period. Loitering in the school buildings or areas is not acceptable. Athletes are expected to be at practice each day and practice as if they would play during a game.
- An athlete, who, for some reason, cannot make a practice, should notify the coach before

missing. The method of dealing with the athlete's absence is the responsibility of each coach.

- If athletes must miss all or part of practice for academic work with a teacher, they should alert the coach before missing and bring a written note from the teacher citing the time they left their tutelage.
- An athlete cannot be absent from school and attend practice except for an excused absence approved by administration in advance.

An athlete or team participating in the DoDEA Interscholastic Athletic Program is expected to participate in all DoDEA scheduled events and practices for the sport in which he/she participates. Participating in a non-DoDEA event in lieu of a scheduled DoDEA practice or event is not permitted. Any athlete or team who misses a practice or game for a non-DoDEA athletic activity loses the privilege of continued participation for the season.

BUS RULES

Athletes are expected to comply with all Osan Community bus rules. OMHS stresses the following when traveling to sporting competitions:

- Always enter and exit the bus through the front entrance unless instructed to do differently.
- Drivers will be treated with respect and requests obeyed immediately.
- Place trash in a trash bag; do not throw it on the floor of the bus. Trash will be disposed of in the dumpsters at the school (by the gym), not the trash bins in the front. Upon return from a trip, the buses will be cleaned before athletes are dismissed to leave.
- Do not climb or sit on the top of the seats.
- No "external noise" music/video. Headphones only.
- Two to a seat only. No movement on the bus while it is moving.
- Sit where instructed by the coaches.
- No horse play
- No sodas or canned drinks allowed. Only re-closable drinks are allowed.
- Food is allowed on the buses only with the permission of the bus company.

CONTROLLED SUBSTANCES AND MIND ALTERING SUBSTANCES *(Policy applies to all athletes regardless of age)*

1. Illegal/Controlled Substances/Alcohol/Tobacco/Other Drugs:

All participants in the DoDEA Pacific IAP will adhere to DoDEA and DoDEA Pacific regulations concerning unlawful possession, use, or distribution of illegal/controlled and mind altering substances. (See DoDEA Regulation 2051.1)

- a) This policy refers to the use, consumption, sale, distribution, transfer, promotion, and/or possession of tobacco/nicotine, alcohol or other drugs, drug paraphernalia (equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs) such as items used to consume tobacco, alcohol or other drugs, or tobacco, alcohol or drug use promotion or marketing.

Tobacco/Nicotine Products		
Tobacco products in any form (for smoking, chewing, vaping, etc.)		
	During School Time/Events	Outside of School
First Offense	<ul style="list-style-type: none"> • School Consequence: Level 1 • Attend 1 ASACS session • 1 game suspension from a DoDEA- Pac regularly scheduled game 	<ul style="list-style-type: none"> • ASACS Counseling – 1 session • 1 game suspension*
Second Offense	<ul style="list-style-type: none"> • School Consequences: Level 2 • Removal from team for remainder of the season 	<ul style="list-style-type: none"> • Removal from the team for the remainder of the season
Third Offense	<ul style="list-style-type: none"> • School Consequences: Level 3 • No athletic participation for remainder of the school year 	<ul style="list-style-type: none"> • No athletic participation for remainder of the school year

Alcohol and Other Drugs

Alcohol (any alcohol related product, such as beer, wine, distilled spirits, malt beverages, etc.) Alcohol may also include medicinal products such as mouthwash and cold medicine, which contain alcohol.

Other Drugs: refers to any mind-altering substance, legal or illegal. The only acceptable drugs are those medications prescribed by a board certified doctor or nurse practitioner to an individual, or over-the-counter medication given to a school nurse or other designated staff by a parent or legal guardian; that are registered with the school nurse or other designated staff; that are dispensed by or under the supervision of a parent, legal guardian, or the school nurse or other designated staff; and that are taken as prescribed or directed. To include any legally prescribed medications and/or drug that is used by a non-prescribed user.

Infraction	During School Time/Events	Outside of School
First Offense:	<ul style="list-style-type: none"> • School Consequence: Level 1 • Suspension from school • Removal from the team for the remainder of the season. Parents are liable for return travel if infraction occurs during at away competition 	<ul style="list-style-type: none"> • 1 game suspension* • ASACS Counseling – 1 session

Second Offense	School Consequence: Level 2 Removal from team for the current season and the next sports season; Parents are liable for return travel if infraction occurs during an away competition	Removal from team for the current season and next sports season
Third Offense	School Consequence: Level 3 Removal from the team and no athletic participation for 1 calendar year starting at the end of the current season (three consecutive sport seasons)	No athletic participation for the current season and removal from sports for 1 calendar year (three consecutive sport seasons)

Drug and Controlled Substances:
Includes any of the following: A controlled substance identified in Schedules I, II, III, IV or V of the Controlled Substance Act, 21 U.S.C. § 812 (c); but does not include such a substance that is legally possessed or used under the supervision of a licensed professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision such as school medication policy, in school buildings, on school property and grounds, in school sponsored vehicles or at school- sponsored events at other sites.

It does mean controlled substances including, but not limited to, cannabis (marijuana); hallucinogens (LSD, psilocybin mushrooms); stimulants (cocaine, amphetamines such as “speed” or Ritalin); depressants (barbiturates, “Quaaludes”); narcotics (opium, heroin); inhalants (nitrous oxide, medical products, or other fume-producing substances); anabolic steroids and counterfeit (look-alike) controlled substances.

Prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications for personal use shall be allowed only as per DoDEA medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply to students and employees alike.

DRUG PARAPHERNALIA: Means equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

SUBSTANCE ABUSE: Means the use of any substance that alters a person’s ability to perform physically, intellectually, emotionally or socially.

Infraction	During School Time/Events	Outside of School
First Offense	School Consequences: Level 1 No athletic participation for remainder of the school year.	No athletic participation for remainder of the school year.
Second Offense:	School Consequence: Level 2 No athletic participation for remainder of high school years.	No athletic participation for remainder of high school years.

All infractions occurring during the post-season championships, at the minimum, will result in immediate removal from the team, loss of athletic letter and suspension from athletic participation for the next season which will carry over to the next school year, if

the infraction occurred at the end of the SY. If this is a second offense occurring during the school year, the athlete will be removed from participation for the remainder of the SY. However, if there is a violation of controlled substances, the athlete will be immediately removed from the team, loss of athletic letter and removal from athletic participation for 1 calendar year (three seasons).

All participants in DoDEA-Pacific will adhere to DoDEA and DoDEA-Pacific regulations concerning unlawful possession, use, or distribution of controlled and mind altering substances.

Possession, use, or distribution of tobacco, alcohol, mind altering substances, or drug paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by athletes is prohibited at any time. Improper use of controlled substances by athletes is prohibited at any time.

Case I: Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate this policy during the school day, on or off school property (to include while riding to or from school, school events or school busses) or while attending/participating in a

DoDEA-PAC function under the jurisdiction of the school, are subject to the following:

1. **First offense during the school year:** Team member is removed from the team for the remainder of the season.
2. **Second offense during the school year:** Team member is removed from athletic participation for the remainder of the school year.
3. Any athlete in violation of the policy during (departure from school until the championships are over and the team has returned to school), the post season championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate in the next season. Removal during the spring championship will be carried over to the next year. Parents are responsible for providing transportation from the championships when their athlete violates this policy.

ELIGIBILITY REQUIREMENTS

To participate in athletics, a student must:

- Be enrolled as a student at Osan Middle High School or home schooled in the community
- Be a student in good standing, with no significant discipline problems and maintain academic eligibility.
- Have on record in school: a current physical, a signed power of attorney, Osan Middle High School Athletic Code and a parent consent form.
- Not reached or passed his/her 19th birthday on **August 1** of the current year. Students beyond their eighth semester of high school are ineligible to participate in interscholastic athletics.

EQUIPMENT RESPONSIBILITIES

Athletes will be responsible for any equipment and/or uniforms issued to them during a sport's season. The athlete will be responsible for the **replacement cost** of anything that is lost or stolen.

INJURIES

There is always an inherent possibility of injury when participating in competitive sports. Coaches conduct practices to condition athletes appropriately and teach the proper methods of play to help avoid unnecessary injuries. Officials, to the best of their ability, control games to prevent injuries. However, in the event of injury, care will be taken of your athlete.

- You will be contacted by the coach as soon as s/he safely can.
- Powers of Attorney are on file to allow coaches to take your athlete to medical facilities.
- In the event medical attention is needed, OMHS will need a statement from the attending physician that your athlete is cleared for participation. This holds true especially for head injuries. Athletes who sustain head injuries are expected to be cleared by a doctor at a follow-up appointment.
- Parents are responsible for all medical expenses as a result of injury. The parent is also responsible for providing transportation and/or other costs for a student athlete who does not return to Osan with the team bus.
- Please provide the coaches and school offices with proper phone numbers and email addresses. Please keep these numbers updated. Also, let coaches know if emergency contact changes.

REQUIREMENTS

A physical is required annually prior to practice or competition in any sport. The completed physical form must be kept on file by the school nurse. Appointments may be made at our 51st Medical Facility or on the Korean economy.

PERSONAL APPEARANCE

Our student athletes are constantly in the eyes of the public and are a representative of the school, community and country. The athlete's personal appearance not only reflects his or her attitudes, it also reflects that of the team, the school, and our U.S military community. Athletes are expected to dress in an appropriate manner.

PLAYING TIME

All teams at OMHS are established to provide young athletes the best competitive experience. Teams will play to win in the fairest, competitive, sportsmanlike way. Coaches will do their best to see that all athletes get game time, but sometimes, in a very competitive game, this may not be possible.

SEXUAL HARASSMENT/ INTIMIDATING /HAZING

No student shall be subjected to sexual harassment or intimidation by any school employee or other students.

- "Sexual harassment" means any unwelcomed sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose of substantially interfering

with the student's educational performance or creating an intimidating, hostile, or offensive environment.

- "Sexual intimidation" means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.
- Incidents of sexual harassment/intimidation may be:
 - ✓ verbal, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature
 - ✓ physical such as unnecessary or offensivetouching
 - ✓ visual such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks or gestures

Student athletes who are guilty of sexual harassment or intimidation other athletes or any student in school, will be removed from their team for the remainder of that season and may face both school and community discipline.

SPECTATOR CONDUCT

Spectators, both students and adults, are an important part of DoDEA athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

At DoDEA-Pacific athletic events, it is inappropriate for spectators to engage in:

- Violence
- Obscenity or obscene gestures
- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism
- Throwing objects

Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDEA athletic events.

Under the direction of the school music department a school band may perform at appropriate times. Appropriate times are half times, time-outs, between quarters, and before/after games.

SUSPENSION/SATURDAY SCHOOL POLICY

If serving a Saturday detention, athlete cannot participate that day. Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDEA-Pacific competition.

TRAVEL

OMHS teams will often travel to Japan for competitions. We travel primarily by bus but will,

on occasion (and with approval from the area office), fly to competitions. Please note that in some cases not all members of a team travel.

IMPORTANT: Athletes will not be allowed to travel outside of South Korea without a valid passport and SOFA stamp. Please contact your coach immediately if this is an issue. If an athlete is on a passport that requires a VISA to Japan, please contact your coach at the beginning of the season.

- All team member are required to travel and return on the team bus unless written arrangements have been made by the parent and/or sponsor prior to the trip
- During Far East Tournaments outside of the local commuting area, teams stay in hotels near their competitions. Athletes are chaperoned at all times and future travel depends upon behavior on the trips.
- Return times to school after trips are often very late in the evening. Please be prepared to pick-up your athlete as soon as you receive the call they are within 30 minutes of the base. If you will be unable to do so, please make alternative arrangements and alert the coach to any changes.
- When flying to our destinations, we must strictly adhere to our weight restrictions as determined by the airlines. Please help your athlete with his/her packing. Any cost for excess baggage is the responsibility of the athlete.

Basic Travel Kit (for bus travel. This may be restricted when flying)

Toiletries	Weather appropriate clothing
All Uniform & Game Equipment	Towel
Water Bottle	Snacks
Study Aides	Ear phoned music/video devices
Any other equipment required/directed by the Coach	

Important: Before making family travel plans to go to watch your athlete play, please make sure he/she is eligible!! Eligibility is announced by Wednesday morning. OMHS cannot be responsible if you have made previous plans and grades prevent your athlete from traveling!

TRYOUTS

Tryouts will last a minimum of three days before cuts are made. This is to insure that all athletes are given a fair chance of making the team. Although coaches do not like making cuts, due to large numbers, it is sometimes necessary. Every effort will be made to give each athlete an equitable chance at making the team.

For student-athletes arriving after the beginning of the season, every effort will be made to allow them an opportunity to try out for the team. However, to prepare for competitions, at some point tryouts must be concluded. Every effort will be made to accommodate students arriving late or after sports seasons have commenced.

Each athlete must have a valid physical on file with the school nurse before being allowed to try-out. It is sometimes difficult to get appointments in a timely fashion. Coaches try to be understanding, but seasons are short and competitions begin within three days of initial tryouts. All prospective athletes should strive to get their physical appointments weeks before seasons actually begin.

WEAPONS

The carrying of weapons is considered serious. Anything that can be construed as, used as or resembles a weapon is **STRICTLY** forbidden while on any team, at any game or while under the jurisdiction of OMHS personnel. Possession of weapons will be grounds for immediate dismissal from the team.