School Purpose: To prepare and empower all students for success in a global society

School Motto: SAMHS – Succeeding at Multiple Higher Standards
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WELCOME LETTER SCHOOL YEAR 2018-2019

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC WEST DISTRICT
Seoul American Middle High School
Office of the Principal
Unit 15549
APO AP 96205-5549

The first day of school is quickly approaching and we would like to welcome you to a new year at Seoul American Middle High School (SAMHS) in Seoul, South Korea, the Land of the Morning Calm. We are excited to have you here and trust you will find your educational experience to be fulfilling. Our focus remains steadfast on providing a rigorous standards-based, data-driven, and student-centered educational experience. We strive to enhance academics, athletics, the arts, and other activities to assist in the development of the whole student. This helps ensure many opportunities for success in many different areas.

This handbook was designed to better help you learn what Seoul American Middle High School (SAMHS) is all about. We ask you use this handbook as a resource throughout the course of the school year to gain a basic knowledge of some of the policies, procedures, practices, and programs that will affect you and your student. Information regarding student expectations, progress reporting, academic schedules, extra-curricular programs, health services, and bus safety are just some of the many entries you’ll find within this handbook. Parents are asked to review its contents and to discuss these items with students.

We believe in the team approach! SAMHS encourages parents to take an active role in their student’s learning. Teachers, students, parents, and support staff all work together to support students in their quests to attain their goals. We invite you to work alongside us at the school site so the educational programs at the school will be fulfilling, and rewarding for all involved. We also encourage you to join us at school activities establishing strong foundations and being positive role models for your children. Our hope is you will find us approachable and that you won’t hesitate to contact us if you ever have questions or concerns.

SAMHS encourages the highest degree of integrity and character in everyone. We are respectful, responsible, dependable, and considerate of others. Additionally, all are aware that being properly dressed for the instructional venue also aids in the overall learning environment, while enhancing the community’s and visitors’ perspectives of our exemplary school. Our expectation is that our students dress and act with the highest regard at all times.

Since this handbook offers only a snapshot of what SAMHS is all about; students, parents, and visitors are encouraged to ask questions to school staff at any time so individual needs can be addressed and met. Please remember this handbook is to be used as a guide and school administration reserves the right to determine consequences and final course of action in all situations.

On behalf of the entire Seoul American Middle High School staff, we welcome you! If you have any questions, please do not hesitate to call or email us at DSN: 738-5265 or +82-2-7918-5265 and donald.williams@dodea.edu or amanda.schwerdtjohnson@dodea.edu, we look forward to working with you and your student throughout the school year to provide a productive and safe learning environment that supports student success.

Once again, welcome to the new school year; we will do all we can to make it a great one and we know you will too!

Donald “Willy” Williams, Principal

Amanda Schwerdt-Johnson, Assistant Principal
SCHOOL HISTORY

Seoul is the capital city of South Korea. Approximately sixteen million people live here, 35 miles from the North Korean border. The country is about the size of Great Britain, 525 miles from north to south and about 100 to 150 miles wide. The climate is temperate with four distinct seasons and can be compared to that of our New England States.

Seoul American Middle High School is located on Yongsan Army Base in the center of Seoul, Korea. The school complex is comprised of five buildings containing over 35 classrooms and special purpose rooms. The school has two well-equipped combination faculty lounges and work areas. The library/media center houses 12,000 books and a full complement of audio visual materials. The educator staff is comprised of the usual range of education specialists in addition to classroom teachers.

Seoul American High School opened in 1959 with approximately 150 students, and the first class graduated in 1960. The classrooms at that time were Quonset huts, all located across from the main Army Community Service building. Daegu, Busan, and Chinhae students boarded at SAHS as there were no high schools in those areas until 1967. In the fall of 1967, Daegu opened its high school which alleviated the long drive for students. Construction began on the new high school in 1981 and was completed in the fall of 1982.

This year Seoul American Middle School has combined with Seoul American High School. The 2018-19 enrollment is approximately 350 for grades 6-12. SAMHS has a reputation for being one of the leading academic schools in DODEA. Our graduates are high achievers and often are admitted to both prestigious universities as well as the academies. The class of 2018 had military academy appointments, full-ride ROTC scholarships, and Ivy League school acceptances.

MASCOT

- the *Falcon*

SCHOOL COLORS

- Blue and White.
ACCREDITATION
Seoul American Middle High School is a fully accredited member of AdvanceED (Advancing Excellence in Education Worldwide), the leading accreditation organization in the US.

SEOUL AMERICAN MIDDLE HIGH SCHOOL PURPOSE
To prepare and empower all students for success in a global society

SEOUL AMERICAN MIDDLE HIGH SCHOOL MOTTO
SAMHS – Succeeding at Multiple Higher Standards

CONTINUOUS SCHOOL IMPROVEMENT (CSI) GOAL
All Students will increase their reading comprehension.
- Strategy: Varies from department to department, multiple strategies adopted and available through the FalconNet Toolbox
- Assessments: SRI, PSAT, PARCC

Supporting Data Used to Select Goal and Monitor Progress
PSAT
SRI
AP Test
SAT
PARCC

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

COMMUNITY STRATEGIC PLAN/BLUEPRINT FOR CONTINUOUS IMPROVEMENT
Our Community Strategic Plan (CSP) for School Years 2013/14-2017/18 came to a close last school year. It is replaced by our new Blueprint for Continuous Improvement. The sunset of the Community Strategic Plan for SY 2013/14- SY 2017/18 presents an important opportunity to update DoDEA’s stakeholders on the progress that has been made towards fulfilling the commitments made in the plan. The CSP Closeout report describes DoDEA progress over our five-year journey, celebrates our many success, as well as the lessons we learned from the challenges we faced.
http://www.dodea.edu/csp/
DODEA CHAIN OF COMMAND

Department of Defense Education Activity (DODEA) | Director
Director: Mr. Thomas Brady

DODEA Pacific | Director of Student Excellence
Director of Student Excellence: Ms. Lois Rapp
DSN: 644-5878  From US: 011-81-644-5878

DODEA Pacific-West | Superintendent
Superintendent: Dr. Judith Allen
DSN: 755-1168

DODEA Pacific-West | USAG Humphreys Community Superintendent
Community Superintendent: Dr. Jeff Arrington
DSN: 755-1168

Seoul American Middle High School | Principal
Principal: Donald Williams
DSN: 738-5263

Seoul American Middle High School | Assistant Principal
Assistant Principal: Amanda Schwerdt-Johnson
DSN: 738-5263

SAMHS’s OPPORTUNITIES FOR PARENTAL INVOLVEMENT
WE WANT YOU!!

PARENT/TEACHER/STUDENT ORGANIZATION (PTSO) meets every first Tuesday of the month from 1600-1700 in the PTSO Room.

SCHOOL ADVISORY COUNCIL (SAC) meets quarterly on the last Tuesday of the designated month beginning @ 1600 in the Information Center.

CONTINUOUS SCHOOL IMPROVEMENT (CSI) Committees meet the 1st and 2nd Tuesdays of the month.
Below you will find the school calendar for the school year 2018-2019. It includes the no school days for teacher in-service, records days, holidays, winter, and spring recess. In-service days are used for professional development and working on Continuous School Improvement (CSI). CSI provides a focus for improving instruction, student learning, and enabling students to achieve their maximum potential. Our school's goals are based upon DODEA's Blueprint for Continuous Improvement and the unique needs of our school and student population. As soon as the school is notified of training dates and or additional in-service days we will update the planner.

### Seoul School Complex Calendar

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### School Holidays

- Spring Break: No school for all students on April 15-19.
- Memorial Day: No school for all students on May 28.
- Memorial Day: No school for all students on May 29.
- Independence Day: No school for all students on July 4.
- Labor Day: No school for all students on September 7.

### Special Events

- New Student Orientation: August 21.
- First Day of School: August 27.

### Contact Information

- Seoul American Middle High School Parent/Student Handbook
- Seoul Schools Calendar
- Seoul Schools Complex Calendar
- Seoul Schools Calendar for the School Year 2018-2019

### DOD Mission

- Educate, Engage, and Empower Each Student to Succeed in a Dynamic World.
# Seoul American Middle High School Calendar Year 2018-2019

## August

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**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

## September

<table>
<thead>
<tr>
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<tbody>
<tr>
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</table>

**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

## October

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**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

## November

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**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

## December

<table>
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<tr>
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<td><strong>Winter Break - No School</strong></td>
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<td><strong>4th Quarter</strong></td>
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**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

## January

<table>
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<td><strong>Special Schedule Days</strong></td>
<td><strong>Exam Schedule Days</strong></td>
<td><strong>Half Day Release @ 11:10</strong></td>
<td><strong>Student Non-Attendance</strong></td>
<td><strong>School Holiday</strong></td>
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**School Purpose:** To prepare and empower all students for success in a global society

## February

<table>
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<tr>
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<td><strong>Summer Break - No School</strong></td>
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<td><strong>Spring Break - No School</strong></td>
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</table>

**School Start Time:** 08:00

**Early Release:** 1:00 pm every Tuesday

**Special Schedule Days**

**Exam Schedule Days**

**Half Day Release @ 11:10**

**Student Non-Attendance**

**School Holiday**

**Spirit Wear Day Every Friday**

**School Purpose:** To prepare and empower all students for success in a global society

**Key**

- JANUARY: January
- FEBRUARY: February
- MARCH: March
- APRIL: April
- MAY: May
- JUNE: June
- JULY: July
- AUGUST: August
- SEPTEMBER: September
- OCTOBER: October
- NOVEMBER: November
- DECEMBER: December

**Acceleration Dates:** December 5 / May 16

**Seoul American Middle High School Parent/Student Handbook**
<table>
<thead>
<tr>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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**SEOUL AMERICAN MIDDLE HIGH SCHOOL ROTATING BLOCK SCHEDULE**

<table>
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<tr>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<th>Fri</th>
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<tr>
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</table>

**School Year Calendar Notes**

- Early Release days: 1st, 2nd, 3rd, 4th Thursday
- Birthday, Friday, 7:00 AM
- Teacher Work-Related - 7:00 AM
- School Closed - 7:00 AM

**School Year Calendar Notes**

- Early Release days: 1st, 2nd, 3rd, 4th Thursday
- Birthday, Friday, 7:00 AM
- Teacher Work-Related - 7:00 AM
- School Closed - 7:00 AM
# SEOUL AMERICAN MIDDLE HIGH SCHOOL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Normal Schedule (Mon, Wed, Fri)</th>
<th>Early Release (Tues)</th>
<th>Academic Enrichment (Thurs)</th>
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<tr>
<td>6 Periods</td>
<td>5 Periods</td>
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<tr>
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<td>1200-1241 - LUNCH</td>
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<tr>
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## TIME

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<td>6 Periods</td>
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<tr>
<td>0800-0900</td>
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<td>4</td>
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<td>1</td>
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<tr>
<td>LUNCH</td>
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<td>2</td>
<td>7</td>
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<td>Focused Collab</td>
<td>3</td>
<td>1</td>
<td>7</td>
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### School Start Time

- 0800

### School End Time

- 1440

### School Start Time FC (Tuesday)

- 0800

### School End Time FC (Tuesday)

- 1340

- All periods, all days 54 minutes
- 5 minutes passing periods
- 41 minute lunch

## Half Day Schedule

<table>
<thead>
<tr>
<th>Half Day Schedule</th>
<th>Afternoon Assembly Schedule (5 periods)</th>
<th>Morning Assembly Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-1110 7 periods</td>
<td>0800-1440</td>
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<td>1246-1340 - ASSEMBLY</td>
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<td>1345-1440 - ASSEMBLY</td>
<td>1345-1440 - ASSEMBLY</td>
</tr>
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REGISTRATION

STUDENT ENROLLMENT – REGISTRATION PROCESS
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.

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.

STUDENT ENROLLMENT – IMMUNIZATION
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.

SAMHS – REGISTRATION PROCESS
Below are the required registration documents needed in order for us to enroll your child. Please pick up the registration packet at the SAMHS main office from the registrar. Ensure that these completed forms are turned in as soon as possible.

- DODEA Student Registration Form 600—completed and signed by sponsor in section V.
- Sponsor’s PCS orders originally bringing the student and family to Korea. If you are a locally-hired civilian, we need the Notification of Personnel Action and Letter of Employment.
- Order Extensions, amendments to original orders and command sponsorship approval letter if orders do not show command sponsorship.
Dependent verification if dependents are not listed on orders. This could be one of the following:
- Birth Certificate showing link between dependent and sponsor
- Dependent entry approval
- Approved DEERS application form
- (For Civilians) Letter of Employment with authorized dependents listed on the letter

- Mailing and quarters address
- Local emergency contact person
- Immunization/Vaccination Record

The above records MUST be completed and submitted BEFORE your child can be enrolled in school. Please make certain you have provided an accurate e-mail address as well as telephone numbers.

Other records that must be submitted as soon as possible:

- Report Cards and other academic records
- DODEA Form 620—Educational Pre-Screening Questionnaire
- DODEA Form 700 – Consents and Authorizations
- DODEA Form 600A – Home Language Survey and F4 ESL Program Guide Questionnaire
- DODEA Form 2942.0 – Student Health History

NOTE: While students are admitted without records, parents must get these in as soon as possible. Teachers are required to record 0s for missing grades.

If you would like to volunteer, these two forms need to be completed and submitted as well:
- DODEA Form 4700.3 – School Volunteer Application
- DD Form 2793 – Volunteer Agreement

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.

TUITION

- If you need to pay tuition please contact the district office at 755-1225.
TRANSFERRING COURSE CREDITS TO A DODEA SCHOOL
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. Please contact your child’s school for questions regarding course credit transfer process and approval.

HIGH SCHOOL ELECTIVES
Six elective credits are required for graduation and are courses that allow students flexibility in choosing subjects in which they have an interest to pursue. Elective courses are chosen after consultation with the counselor to meet a student’s future educational and vocational needs. Students should check with their counselor upon registration to discuss career plans and begin a 4-year graduation plan, including all necessary classes for graduation. For information about online classes or credit by examination, see your counselor.

SCHEDULE CHANGES
Students have an opportunity to select courses for the entire school year during the spring or upon registration. Parents, students, teachers, and counselors are involved in the course selection process. The expectation is that through this process, thought and judgment are exercised in the careful selection of courses and alternatives.

Once schedules are issued in the fall, schedules can be changed ONLY if a student is in the wrong class or a teacher sees that a student is not properly placed. Requests for schedule changes for frivolous reasons (“I don’t like the teacher,” “I don’t like the course,” “I don’t need the course to graduate,” etc.) will not be honored. All changes must happen within the 10 day drop/add period of each semester.

SCHOOL RECORDS
Persons other than authorized school officials will not have access to student records without the written permission of parent and/or student. Exceptions may be necessary when a student’s record is formally requested by an authorized investigative agency.

DODEA GRADUATION REQUIREMENTS
A standard diploma is awarded upon completion of the following requirements as stated in the High School Graduation Requirements and Policy Administrative Instruction 2000.1:
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:

<table>
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<tr>
<th>Content Area</th>
<th>Standard Diploma</th>
<th>Honors Diploma</th>
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<tbody>
<tr>
<td>English Language Arts</td>
<td>4.0 credits</td>
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<tr>
<td>Social Studies</td>
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<tr>
<td>Mathematics</td>
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<td>Science</td>
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<tr>
<td>World Language</td>
<td>2.0 credits</td>
<td>2.0 credits</td>
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<tr>
<td>Career Technical Education</td>
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<td>2.0 credits</td>
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<tr>
<td>Physical Education</td>
<td>1.5 credits</td>
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<td>Fine Arts</td>
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**Summary**

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<th>Minimum Total Credits</th>
<th>Honors Diploma</th>
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<td>Required Courses</td>
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<tr>
<td>Elective Courses</td>
<td>6.0 credits</td>
<td>6.0 credits</td>
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<tr>
<td>AP and/or IB Courses and requisite exams</td>
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</table>
Minimum GPA | 2.0 GPA | 3.8 GPA
---|---|---
*AP and/or IB courses may be used to meet DoDEA requirements.

**GRADUATION**
The school’s official celebration honoring our graduates is held in June. Students must maintain a 2.0 GPA or better and meet all graduation requirements in order to graduate.

**EARLY GRADUATION**
SAMHS expects all students to complete a full four-year high school program. Should economic necessity, medical or other family emergencies require that a senior consider early graduation, the sponsor must submit a request in writing to the Principal.

**GRADING POLICY**

**HIGH SCHOOL CLASS RANK**
Computation of relative student achievement (class ranking) is determined on the basis of grade point averages. Official senior class ranking is computed at the end of the 1st and 2nd semesters. The class ranking at the end of the 2nd semester determines Valedictorian and Salutatorian.

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

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

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

To create an account and access the EGB System please visit the [DoDEA Web site](#) for instructions.
### MARK REPRESENTS GRADE POINT WEIGHTED AP

<table>
<thead>
<tr>
<th>MARK</th>
<th>REPRESENTS</th>
<th>GRADE POINT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Excellent</td>
<td>90-100%</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B = Good</td>
<td>80-89%</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C = Average</td>
<td>70-79%</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D = Poor</td>
<td>60-69%</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>F = Failing</td>
<td>59% - below</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MARK</th>
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</thead>
<tbody>
<tr>
<td>P = Pass</td>
<td>0</td>
</tr>
<tr>
<td>I = Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>WP = Withdraw Passing</td>
<td>0</td>
</tr>
<tr>
<td>WF = Withdraw Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

### ACCESSING GRADES ONLINE
- Parents should gain access to GradeSpeed in order to monitor both students’ attendance and grades.
- Please see the SAMHS website for instructions:

### GRADE CLASSIFICATION

- **Grade 6**: Satisfactory completion of 5th grade
- **Grade 7**: Satisfactory completion of 6th grade
- **Grade 8**: Satisfactory completion of 7th grade
- **Grade 9**: Satisfactory completion of 8th grade
- **Grade 10**: 6 units of credit earned and satisfactory completion of 9th grade
- **Grade 11**: 12 units of credit earned and satisfactory completion of 10th grade
- **Grade 12**: 19 units of credit earned

Kindergarten and grade 1 placements are determined by minimum age requirements. 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. 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.

**INCOMPLETE GRADES**
Incomplete grades are only granted in the case of a medical emergency or emergency leave. **School administrators must approve incomplete grades.** Incomplete work must be made up within ten (10) instructional days following the marking period or assignments will become F’s. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame.

**REPEATING A HIGH SCHOOL CREDIT COURSE**
With the recommendation of the teacher and permission of the principal, on a space available basis, a course for which credit has been granted may be repeated for content or skill mastery. **Credit will be given only once and the grade computed will be the grade from the most recent course taken.**

**WEIGHTED GRADES**
“Several years ago, DODEA researched practices on honors classes and weighted grades used in schools from across the United States. As a result DODEA implemented a practice that does not weight honors classes or assign a weighted grade when computing GPAs on incoming transcripts from previous schools.”

- Advanced Placement (AP) classes carry a weighted grade only when the student has completed the course and taken the AP exam for that class.
- Honors classes will not carry a weighted grade. DODEA will not assign a weighted grade for Honors classes when computing GPAs on incoming transcripts from previous schools.
- DODEA does not change any letter grade on the transcripts but will assign the point values based on DODEA’s grading scales.
- Second Year Higher-Level International Baccalaureate (IB) classes (Bahrain only) carry a weighted grade upon completion of the class.

**GENERAL INFORMATION**

**NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY STATEMENT**
No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or 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.

**STUDENT RIGHTS AND RESPONSIBILITIES**
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.

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.

BEFORE/AFTER SCHOOL ON CAMPUS
Please note, there is no adult supervision before or after school unless a student is in athletics or attending one of our numerous after school clubs. Students must be off campus by 4:00pm if not in a sponsored club.

ACADEMIC RECOGNITION
SAMHS recognizes students’ academic accomplishments for each semester through the Renaissance program. Renaissance award criteria are by grade point average groups and overall grade point improvement (Blue Card, Gold Card, and Platinum Card). High school students receive an academic letter “S” the first time they meet Renaissance criteria. Subsequent recognition is awarded by presenting the student with a pin to be placed on the letter each quarter they meet Renaissance criteria.

CELL PHONES
Cell phones will not be visible inside classrooms and are to be turned off during class times. Cell phones that are visible or audible are subject to confiscation. Parents who need to contact their children must do so by calling the School Office at 738-5261 or 738-5263. A message will be delivered. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR CELL PHONES BROUGHT TO SCHOOL!

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ELECTRONIC DEVICES BROUGHT TO SCHOOL!

CORRESPONDENCE COURSEWORK
PRIOR to enrolling in any type of correspondence course your counselor and school administration must approve the course and the program for credit at SAMHS and complete the Seoul American Middle High School Correspondence Coursework Contract.
Correspondence coursework will only be authorized for credit purposes when required to fulfill minimum graduation requirements that can’t be met through face-to-face courses at SAMHS.

**DRIVING TO SCHOOL**
Student who drive vehicles (i.e. automobiles, motorcycles, etc.) are required to register their vehicles with the front office. The purpose of this registration is to ensure everyone is aware of the responsibilities associated with driving and the expectations the school administration has for those students electing to drive to school. The application for student drivers is available in the main office at the high school. The application along with a copy of your USFK Motor Vehicle Operator’s Permit is to be brought to the Main Office to request a parking pass. Your “parking pass” will be issued following administrative approval and must be clearly displayed from your dashboard while parked on school grounds.

**HIGH SCHOOL EXAMINATIONS**
DODEA requires semester examinations, assessments or projects in all courses. These examinations take place during the last week of each semester during scheduled exams and may count as much as 20% of a student’s semester grade. Students are not permitted to have cell phones in their possession during any routine or semester/final exams. Cell phones must be stored in the student’s backpack, purse, or locker. ONLY VALID EMERGENCIES ARE ACCEPTED FOR EXCUSED ABSENCES DURING FINAL EXAMS.

**FIRE DRILLS AND EMERGENCY PROCEDURES**
Fire drills are conducted monthly. Directions for the drills are posted in each classroom in addition to instructions from teachers. When the alarm sounds; students, teachers, staff, and visitors will vacate the building in a calm and orderly fashion and reassemble in the appropriated areas. Emergency procedures are practiced throughout the year in accordance with DODEA policy.

**FOOD AND DRINK POLICY**
Food and drink are permitted in hallways and common areas provided that students clean up after themselves. If at any time students fail to be responsible, this privilege can be suspended. Food and drink are not permitted in the classrooms during instructional time. Food and drink are also not permitted in the auditorium and Falcon Gym. Students are not permitted to eat lunch in class following the lunch period. The only exception to this policy is water.

**GRADESPEED/PARENT CONNECTION**
You can stay up-to-date with your student’s academic progress through GradeSpeed, an electronic grade book that parents are able to access its contents at any time. Please contact your child’s counselor for information or go to the school’s website for login instructions.

**HIGH VALUE ITEMS**
Personal items of high value should NOT be brought to school. Students may not use personal laptops on the school’s premises. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF HIGH VALUE ITEMS.
HOMESCHOOL 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 DoDEA-Europe and DoDEA-Pacific on a space-required basis 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.

HOMEWORK
DoDEA policy requires that middle and high school students complete homework assignments. Students can expect between one and two hours of homework each school night, depending on the demands of their courses and assignments. As some teachers have a “no late homework policy”, it is imperative that all students complete all homework on time, otherwise their grades will suffer. Homework is important for the retention of information and knowledge. Students enrolled in AP courses can expect an additional one to two hours of required study/homework per AP class each night on top of their regular course load.

INCLEMENT WEATHER
Late openings and early school closure are determined by the Garrison Commander. Listen to AFN or watch AFN TV for scrolling informational updates and announcements about school and bus operations. SAMHS will update late opening or early closure information on the school’s Facebook page (https://www.facebook.com/seoul.american.HS)

(Note: Please see the Bell Schedules in this handbook for appropriate times.)

INFORMATION CENTER
The Information Center is located in Building 3644 on the second floor. Students will find books, videos, newspapers, magazines and computers with vast databases and production programs. In order to come to the IC during class periods, a student must have a teacher-signed pass. Students are expected to work productively and quietly while there. Students must obtain a Academic Enrichment pass from the IC prior to Academic Enrichment class that day if they wish to visit the IC during Academic Enrichment.

Behaviors prohibited in the IC during class time are:
- Socializing or hanging out with friends
- Surfing the internet for non-instructional content (see Internet Policy)
- Sleeping
- Consuming food and drink
- Listening to music
o Cell phone use

COMPUTER ACCESS/INTERNET POLICY/ELECTRONIC DEVICES
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. 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.

LOCKERS
DODEA owns and maintains school lockers that students may use for their convenience to store books, coats, and other items during the school year. Because the lockers are government property, the school reserves the right to search them at any time without prior notice. Searches may be coordinated with the military police or community officials. Students are advised to use lockers for storage of books. THEY ARE NOT INTENDED FOR STORAGE OF VALUABLES, SUCH AS IPODS, E-READERS, MONEY, CELL PHONES, ETC. THE SCHOOL WILL ACCEPT NO RESPONSIBILITY FOR VALUABLES STORED IN SCHOOL LOCKERS. These types of items are not required or necessary in an educational environment and should be left at home. Students are also advised not to leave personal property such as book bags, gym bags, purses, etc. unattended in the halls or lobbies. All book bags must have identifying information on them. Students opting to use a locker will be required to sign a locker agreement annually outlining student responsibilities surrounding the use of a school locker.

In the past, fewer than 10% of students have used lockers; therefore, students will be issued lockers on request by student/parent in the main office. Students are responsible for their lockers and are not to share their locker or combination with other students.
GENERAL LOCKER RULES
- No graffiti is allowed inside or outside lockers.
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers. Appropriate pictures and 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.
- Nothing is allowed on the outside of lockers with the exception of official school team decorations.
- Only use of your assigned locker is allowed.
- Lockers are to be kept locked at all times.

LOST AND FOUND
Lost items are turned in to the Main Office. Items found in common areas should be turned in and claimed in the Main Office. If an item is found in a classroom, it should be given to the teacher. Usable items not claimed at the end of each semester will be donated to charity.

LUNCH
SAMHS is both an open and closed campus. Middle school students are restricted to campus. The school cafeteria is located behind the old middle school and is available for students to have a hot meal or salad from the salad bar if they wish. Students may also bring a lunch from home and eat in the cafeteria. High school students may go to restaurants located on South Post only

NOTE: Following lunch, students are expected to report to their next period class on time, regardless of where they choose to eat.

Students that return late from lunch are to report to the Main Office for an admit slip and will be marked, “unexcused tardy.” Students returning late from lunch will automatically receive an After School Detention. (See Tardy Table of Consequences)

NOTE: The following examples are considered “unexcused tardy” from lunch:
- Having lunch with parents and returning late.
- Long lines at local dining establishments.
- Waiting for the crosswalk light.
- Printing homework/classwork in the IC.

MIDDLE SCHOOL BALL RULES
Ball rules for before and after school and during lunch and all other times: Basketball, volleyball, footballs, soccer balls, frisbees, and four square are allowed in the designated areas. We do not play tag or chase each other unless specific permission is given.

MAKE-UP WORK
Students are responsible for ALL required classwork.
- Students who know they will be on extended absences must contact the principal in advance for approval.
- When an absence is excused by the school or is due to school sponsored activities, students must present their work in accordance with the amount of time they were absent.
- Work due on a day a student is absent is to be handed in on the student’s return to class, however, if the assignment has been on-going (long term projects/readings, etc.) it will be up to the teacher to determine how the assignment acceptability will be handled.
- When homework is assigned on the day a student is absent, the work will be assigned the next time the student and teacher meet. Students are advised to meet with teachers during seminar so as to avoid falling behind. The assignment(s) will then be due the succeeding class period.
- Failure to complete make up work in the established time frame can result in a student becoming academically ineligible to compete in extracurricular activities for a week.

**NOTICE OF UNSATISFACTORY ACHIEVEMENT**

Notices may be sent to parents any time a student is not performing to standard. Such notifications may be sent via email or home with students for parent signatures. Telephone calls may also be made to the sponsor at either home or his/her duty station. Parents are urged to maintain contact with teachers, especially if your student is struggling in a course.

Parents may access their child’s grades electronically through GradeSpeed. Parents may access GradeSpeed, via the school webpage or may contact the school counselors for help.

*NOTE:* GradeSpeed should not be viewed as a tool to determine what assignments are forthcoming in any course. The student will have all information regarding assignments, their due dates, and other information needed. If a student does not have this information, the parent should contact the teacher for a calendar of assignments.

**OPEN HOUSE**

SAMHS invites and encourages parents to visit during the annual Open House. This is an opportunity to become familiar with your student’s courses, teachers, and the school in general. Discussion of individual student performance is not possible at this time. However, you may schedule a conference with your student’s teachers for another date.

**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.

We encourage conferences, including the student, his/her teachers, parents and a counselor in order to see constructive solutions to any academic problems. Conferences may be arranged through individual teachers or through the counseling office with any of our counselors. Please arrange times and dates through email or telephone calls.

*NOTE:* Formal parent-teacher conferences are held once a year. Please check the school calendar for specific dates.

**PARENT-STUDENT-TEACHER COMMUNICATION**

DoDEA requires official school communication take place through official school email accounts.

**ROLE OF SOCIAL MEDIA**

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

**PLAGIARISM/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.

Teachers at SAMHS will frequently assign challenging activities that require independent thinking and competent writing skills. There may be a temptation to plagiarize, which is both unethical and illegal. Plagiarism is using another person’s words or ideas without clearly acknowledging the source, even unknowingly. Resources are available for teachers to check the authenticity of student work.

Consequences for plagiarism may include, but are not limited to the following:

- “0” on the paper/assignment which could significantly lower the quarter grade.
- Possible removal from the National Honor Society and/or AVID Program.
- Referral to administration for disciplinary action.

**PROGRESS REPORTS/REPORT CARDS**

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.

**SYSTEM-WIDE ASSESSMENT PROGRAM**

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program. 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.

**TEXTBOOKS**

Because students must sign for issued textbooks, they should carefully inspect textbooks before signing an acceptance sheet. Textbooks are school property and are entrusted to students for their use and safekeeping. It is good practice to cover the books. Lost and/or damaged textbooks must be replaced by the student/sponsor.

**THEFT**

If personal property has been stolen, it must be reported immediately to the teacher and Main Office. Although it is not usual that items are recovered, an investigation will occur. It is recommended that students advise both parents and the military police of the incident.

**TRANSCRIPTS/RECORDS POLICY/ACCESS TO STUDENT RECORDS/TRANSCRIPT REQUESTS**

Student records and transcripts may be requested from several different sources, depending upon the student’s last date of attendance or graduation date. Please visit the student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student’s school.
Copies of high school transcripts may be requested when withdrawing a student from school. Official transcripts will be sent at the request of the subsequent school the student attends. To ensure the timely preparation of transcript copies, withdrawal requests should be made to the Registrar and Counselor at least two weeks prior to checkout. Transcripts are maintained at the school for five years.

Seniors may also request official transcripts for college and scholarship application processes. Please request official transcripts at least five days in advance of the date you need them.

**TRASH**

Please show pride in our school by managing your own litter and cleaning up your messes in common areas, classrooms and the cafeteria. Use the containers located in the hallways to dispose of trash. Students who litter will be assigned after school detention.

**VISITORS/VOLUNTEERS**

*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. 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.

All visitors must sign in, show a photo ID, and obtain a badge at the Main Office in Building 3644. Parents wishing to visit classes must make appointments with the principal and teacher whose class they wish to visit. Students who are not enrolled at SAMHS must also seek school administration approval prior to visiting classes.

DOD{EA Regulation 4700.2, Enclosure 4, requires ALL VISITORS to report to the main office to obtain a visitor's badge prior to going anywhere in the school buildings. Unauthorized visitors will be reported to military police.

**WITHDRAWAL FROM SCHOOL**

Sponsors who wish to withdraw their students should notify the Counselor and Registrar at least TWO WEEKS in advance of the date of withdrawal. The counselor will inform the student and
parents about withdrawal procedures. Sponsors should ensure that all debts to the government are paid prior to withdrawal.

All schoolbooks, materials, courseware, athletic and JROTC uniforms, and laptops must be returned. Normally, students who withdraw during the school year will be provided only with a withdrawal grade. The gaining school will then determine final grades.

ACCELERATION POLICY

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.

A student whose sponsor is required to transfer with Permanent Change of Station (PCS) orders during the last twenty school days of a semester may request acceleration privileges.

Acceleration permits the student to complete all work prior to the end of the semester and obtain full credit for the semester. The parent and student must contact a counselor to obtain the acceleration forms.

- The acceleration process begins with a request initiated at least four weeks before the student’s final school day. To initiate a request, the sponsor, spouse or student informs the school office with a copy of orders and a letter indicating the student’s last day in school and the date records will be picked up.
- After this is completed, the students will get a “Request for Acceleration” form from the school counselor. At that time, the counselor will explain the specifics of the process for the student. Be aware this requires additional work for the student in order to meet the semester requirements.
- Only students whose sponsors have permanent change of station orders will be eligible for granting of acceleration.
- DoDEA sets a specific date after which accelerations can take place. Check with the school for the exact date.

INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

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. 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.

**SPECIAL PROGRAMS AND SERVICES**

**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 conductive 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.

**ASACS**

Adolescent Support and Counseling Services provides a wide range of counseling services to students and families. Assessment, individual, group and family therapy are available to those students experiencing emotional, behavioral, social, or academic problems that may be related to the abuse of alcohol and other drugs or those impacted by alcohol in the family. Students who are 15 or older may utilize ASACS counselors without their parental knowledge and/or consent.

ASACS provides screening services, prevention groups, and presentations. Participation is voluntary and confidentiality is respected. Referrals are accepted from students, teachers, parents, and community agencies.

**AVID PROGRAM**

AVID (Advancement Via Individual Determination) is a college-readiness system designed to increase the number of students who enroll in four-year colleges. AVID focuses on the least served students in the academic middle (www.avid.org). Please speak with your counselor to learn more about this program.

**CAREER INFORMATION**

Career information and counseling is available from both the career practicum teacher and school counselors.
CASE STUDY COMMITTEE
Seoul American Middle High School is fortunate to have a wide array of expertise in its multi-disciplinary team of support specialists. These specialists assist parents and teachers with the health, social, emotional, and academic concerns of students, as well as serving on the case study committee (CSC).

The procedure for processing an initial referral (presenting the problem) from a sponsor, teacher, or student is simple. If the problem concerns a student who is having learning difficulties that cannot be attributed to lack of student motivation or inadequate preparation, then a conference is called between the sponsors and teachers.

If the consensus of this conference is that the student does appear to have a learning problem, then a “permission to assess” form is signed. Testing will be done by the appropriate specialists to enable these personnel to diagnose the problem. The sponsors are then invited to the CSC meeting to discuss eligibility. The student records, teacher observations, and testing results are discussed. If the student is declared eligible, the committee, with the help of the sponsors, will discuss an appropriate program to meet student needs. This plan may or may not include the services of some of the specialists.

COUNSELING/GUIDANCE SERVICES
DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12. 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.

The Counseling Office is located in Building 3644. Counselors are available to meet with students individually or in small groups. The counseling staff will help students with educational, personal, social, or scheduling concerns. Parents who wish to meet or talk with a counselor can phone 723-3710 to schedule an appointment.

- **ACADEMIC OBJECTIVES:** The counselors are available to help students achieve their scholarly objectives and complete their academic plans to achieve their educational goals.
- **PERSONAL PROBLEMS:** Counselors are available to help students who wish to discuss personal problems and issues.

**PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)**
SAMHS has a very active PTSO. Information regarding joining can be obtained during registration, at sports events, new family orientation, and in the Main Office. PTSO meetings are held on the first Tuesday of each month during the school year. The PTSO President can be reached at: sahsptso.pres@gmail.com

**SCHOOL ADVISORY COUNCIL (SAC)**
This is one way for parents to get involved in their child’s education. Please consult your child’s school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

The School Advisory Committee is responsible for advising the principal on matters affecting the operation of the school. Committee matters include: school policies, instructional programs, staffing as it relates to instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, students’ standard of conduct, school meal programs, and other educationally related matters. Meetings are held quarterly on the last Tuesday of the designated month.

An election will be conducted at the beginning of each school year and completed by early October. Sponsors are encouraged to submit their names as candidates for membership on this important committee. The SAC can be reached at: sahs.sac@gmail.com

**SCHOOL PSYCHOLOGIST**
DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development. 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 SERVICES (SPED)**

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. 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.

**TESTING PROGRAM**

A number of nationally standardized tests are administered on national test dates throughout the school year. Test dates for the ACT, SAT and PARCC are available through the counseling department and students may pick up available specific information there.

**NURSE AND HEALTH SERVICES**

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. 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.

A full-time school nurse assists students with all physical concerns, illness, injury, and medical problems presented at school. The nurse is the official liaison between the school and all other medical services.

Special medical problems such as epilepsy or diabetes should be reported to the nurse. Students are not allowed to carry any over the counter or subscription medication with them at school. Any necessary daily medication must be left with the nurse and accompanied by a doctor's written order or it will not be dispensed at school.

Students who are ill should not be sent to school. Students who become ill at school require parent or authorized emergency contact pick-up.

DISABILITY SERVICES
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. 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. 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.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)/LANGUAGE SERVICES
An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. 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.

HEALTH POLICIES

CHILD ABUSE/NEGLECT
It is DoDEA policy that 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
FAMILY ADVOCACY PROGRAM
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. 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.

ADULT-TO-STUDENT SEXUAL ABUSE, SEXUAL HARRASSMENT, AND OTHER INAPPROPRIATE BEHAVIOR OR CONDUCT
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.

IMMUNIZATIONS
All students attending DODEA schools must be in full compliance with their immunizations for school enrollment. It is the parents’/guardians’ responsibility to ensure their student’s immunizations are updated as needed. Please check with the school nurse if you have any questions/concerns. The school nurse will notify the sponsor for any immunizations requiring an update. Parents are given 10 days to have them completed with written documentation or a waiver of immunizations. (DOD Instruction 6205.1)

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.

**FIRST AID AND EMERGENCY CARE**

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness. 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.

**EMERGENCY NOTIFICATION PROCEDURES**

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance. 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.

**STUDENT 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.

**INJURIES**

In the event of an injury, first aid will be administered by the School Nurse or designated representatives. The parent/guardian may be notified, if necessary, to take the student home or to the emergency room/clinic. School Nurses follow clinical guidelines as set forth by DODEA. In case of extreme emergency, the student will be transferred by ambulance to the Emergency Room and parents will be notified immediately.

It is very important, in case of emergency, for the school to have a current address, home phone number, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted.

**STUDENT HEALTH – ALLERGIES AND CHRONIC-ACUTE CONDITIONS**

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.

**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.

**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

**SCHOOL DISCIPLINE POLICY**

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general. 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. 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).

The following listed items are violations of school policy. This list is NOT comprehensive and exhaustive, but contains the most common violations of accepted school policy. School Administration will determine disciplinary action to be taken based on DODEA Regulation 2501.1, Disciplinary Rules and Procedures.

As a matter of practice disciplinary infractions are shared with the garrison commander and the garrison command team.

*Note: School administrators participate on the Garrison Juvenile Misconduct Board*

Each student is responsible for following three basic rules established at the beginning of the school year:
1. Respect yourself
2. Respect others
3. Respect our school and comply with any reasonable request by an adult in the school

Students will NEVER be permitted to stop the flow of instruction or prevent learning for others!

Seoul American Middle High School students should obey the following rules and procedures established. Any violations to the rules and regulations will have a disciplinary consequence.

This is not a complete list and school administration retains final authority regarding school disciplinary consequences.

**In all attendance/discipline cases administration reserves the right to determine the severity of consequences.**

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/teacher conference
- Referral to administration, at which time a discipline referral form is completed by the teacher and given to the administration.
  - Discipline referral forms are tracked by the administration
Students who wish to clarify a situation with a staff member have an obligation to do so privately and respectfully after class or after school.

Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher's authority.

REPORTING AN INCIDENT AT SAMHS
If a student or parent sees or knows about something that is wrong, they should report it immediately. Incidents can be reported in the following ways:

- Complete an incident report in the Main Office or Counseling Center.
- Send an email to a trusted adult. Student names will not be shared.
- Tell teachers, mentors, counselors, the office staffs, or administration about the incident/issue.
- Parents can notify the office on their student’s behalf.

All sources of the report will be kept confidential.

ACADEMIC DISHONESTY
The Seoul American Middle High School honor policy is adapted from the United States Military Academy Honor Code which states: “A cadet will not lie, cheat, steal, or tolerate those who do.”

Being a student at Seoul American Middle High School requires observance of school standards of academic integrity. Students have the responsibility to:

- NOT cheat or plagiarize
- Refuse to aid others in any form of academic dishonesty
- Notify teachers, counselors, or administrators about incidents of academic dishonesty.
  - Reports of academic dishonesty will be kept confidential.

Academic dishonesty applies to, but is not limited to, homework, tests, quizzes, essays, research papers, projects, electronic media text or images, and ideas. Students found violating this policy will not receive credit and will face disciplinary action depending on the severity of the offense.

Note: academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information, falsifying and altering records or official documents, and using cell phones to cheat. Students found to be in possession of a cell phone during a test will receive a score of zero. Cell phones are to be secured in a purse, backpack, locker or other location approved by the classroom teacher during testing periods.

AIDING AND ABETTING
Students who by their presence and/or actions encourage disruption, fights, bullying, harassment or other violations of the rules and regulations are subject to disciplinary action.
**ALCOHOL**
The use, possession, or being under the influence of alcohol is strictly prohibited. The penalty for violation of this policy is suspension. Additionally, a mandatory referral to the ASACS counselor will be initiated before the student is allowed to return to school.

**BOMB THREATS**
Bomb threats are serious crimes and will be dealt with severely. The military police will assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately establish a Disciplinary Hearing to consider expulsion proceedings. The student will be suspended from the time of the incident until the outcome of the Disciplinary Hearing is determined.

**SEXUAL HARASSMENT/BULLYING/CYBERBULLYING**
DoDEA is firmly committed to providing all students with a safe and supportive learning environment. Every child is entitled to feel safe in the classroom, in the hallway, and on playgrounds and buses. Bullying, verbal harassment, sexual harassment and cyber-bullying interfere with a student's ability to learn. All of us, teachers, administrators, students and parents, must work together to eliminate unacceptable bullying and harassing behavior. Together we can make our schools safe places to learn, grow, and thrive.

Seoul American Middle High School is committed to providing all students with a safe and supportive school environment. Such conduct interferes with an individual’s learning and well-being and creates an intimidating hostile and personally devastating environment.

Sexual harassment will not be tolerated. Students reported to administration for verbal sexual harassment will be subject to disciplinary action. Students referred for instances of physical or sexual harassment will be subject to disciplinary action.

SAMHS has a zero tolerance for bullying and harassment. Harassment can be verbal, sexual, physical, non-verbal, or electronic.

- Prohibited verbal conduct consists of comments regarding the race, national origin, marital status, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person. Verbal harassment includes, but is not limited to whistles, offensive comments, jokes, unwelcome terms of endearment (sweetie, babe).
- Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is an expression of power of one individual over another.
- Physical harassment can include hitting, pushing, touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping, and biting.
- Nonverbal harassment includes looking a person up and down, obscene gestures, sexually-oriented cartoons, pictures, or T-shirts.
- Electronic bullying addresses any of the above done through the internet or cyberspace using electronic devices to include but not limited to cell phones, computers, and related devices.
Please note sometimes cyber-bullying happens outside of school hours and is brought into the school. When this behavior is brought into the school and causes a disruption – school officials may contact law enforcement agencies.

Note: Violation of this policy will result in disciplinary action.

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

The standards for acceptable dress and grooming are neatness and cleanliness. Students are not to be attired in clothing that compromises safety or modesty, or that is disruptive to the educational process. A student will not be permitted to attend classes if his/her appearance does not meet the standards below.

Students are expected to dress for school attendance and any school-sponsored trips in a manner that is not offensive or distracting.

Students found to be in violation of the dress code will receive a warning on the first occasion and will have to correct the deficiency. SAMHS has a variety of clothing items available for students to wear when the student’s clothes are deemed inappropriate for school. Additional violations of the dress code will result in disciplinary action.

The following guidelines are to be used when selecting clothing appropriate for SAMHS:

- **Shirts**
  - No tank tops, halter tops, bare midriff shirts, muscle shirts, blouses or shirts with thin straps such as “spaghetti straps”
  - No see through blouses (even with tank tops underneath, or shrugs, overblouse, sweater, or jackets over.
  - Straps of blouses or dresses must be no smaller than two inches.
  - Undergarments may not be visible at any time.
  - Cleavage should not be visible
- **Pants/Shorts/Skirts**
  - No dragging, baggy, or sagging pants.
  - Shorts or skirts shorter must reach “mid-thigh”
  - No yoga pants
  - No leggings worn alone. (Leggings may be worn with a shirt or dress that falls to mid-thigh length.)
  - May not have holes or fashionable rips
- **PE Clothes** are not to be worn outside of the gym during the school day. Students are to change into PE clothes at the beginning of PE class. Students are to change out of their PE clothes at the end of PE class.
- Clothing, jewelry, or any other items, which have inappropriate pictures or logos, or make reference to drugs, alcohol, tobacco, or gangs are prohibited.
Dark glasses, dirty clothes, and bare feet are also prohibited.

Headgear and hats to include sweatbands, animal ear headbands, do-rags, bandanas, etc. are not to be worn in the school buildings – including classrooms and the IC. Hats and other headgear may be worn on designated days to support school spirit weeks.

The USAG Yongsan/Area II Prohibited Attire Policy is in effect at SAMHS.

Final decisions on the appropriateness of all garments will be made by school administration.

EATING/DRINKING IN THE SCHOOL AND LUNCHTIME DECORUM

All students should act in an appropriate manner regardless of whether they are in a restaurant or in the school cafeteria. These behaviors should emulate self-respect, respect for the venue, and respect for others around.

NOTE: Middle school students are restricted to campus during lunch. High school students are not allowed to travel to Main Post nor any Housing Area during lunchtime.

CAFETERIA BEHAVIOR EXPECTATIONS

During lunch, students are expected to:

- Take their place at the end of the cafeteria line
- Not purchase items for another student
- Not hold a position in line for another student
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place
- Not run, chase or engage in physically unsafe activity
- Talk at a normal conversation level
- Stay seated unless putting away your tray and trash or exiting the cafeteria

Lunch may be eaten outside on the main SAMHS campus. Request a “to-go” plate and ensure all waste is placed in the appropriate trash receptacles. Use plastic ware only.

Students requesting a “to-go” hot lunch are not authorized to eat in the cafeteria. “To-go” meals must be consumed outside of the cafeteria.

Students may not enter buildings other than the cafeteria or main building during lunch. Students must remain in the cafeteria or in the courtyard areas during the lunch period. Middle School students are not authorized to go off campus during lunch.

EXTORTION/THREATS

Extortion is the practice of threatening or forcing another student to give up money, food, or any other item against the student’s will. This violation of school policy will result in disciplinary action.

FIGHTING

Fighting in school or at school-sponsored events will result in suspension from school. Suspensions will be administered to all parties involved in the fight.
GAMBLING
Gambling on school grounds is prohibited. Students involved in gambling activities will be referred to administration for disciplinary action.

GANG-LIKE BEHAVIOR
Within Seoul American Middle High School, 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-like, or wannabe activities may normally include but are not limited to: joining a fight in progress that is not yours, video-taping a fight and posting it online, making threats on behalf of another person or group, and intimidation using a group threat. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Seoul American Middle High School prohibits wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promotes or advocates the use of drugs, violence, or other undesirable behaviors.

HALL CONDUCT
Students are expected to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason MUST have a pass from a teacher. Any adult in the building may request to see the hall pass.

Students are to make every effort to use the restroom facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

INSUBORDINATION
The failure of a student to follow a reasonable request by any staff member is insubordination, which may result in suspension. If the insubordination is accompanied by profanity or disrespect, it will be treated as a more severe infraction.

INTERNET/COMPUTER VIOLATIONS
Student computer and Internet access through the DoDEA network is a privilege not a right.

Student computer and Internet access shall only be used for educational and research consistent with DoDEA’s educational objectives.

Students must sign DoDEA Computer and Internet Access Agreement for Students and, if they are under the age of 18, their parent/sponsor must sign it as well, before computer and Internet access will be granted.
Students are not allowed to use chat rooms or unauthorized free email accounts. Google Apps for Education is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.

- Students will not tax the network.
- Students are to leave the working system of any computer as they find it.
- Unauthorized downloading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.

Note: Students who violate the terms and conditions of the DoDEA Computer and Internet Access Agreement for Students will be disciplined and may lose computer privileges.

INAPPROPRIATE LANGUAGE/PROFANITY
The use of profanity, vulgarity, and inappropriate language or gestures is unacceptable conduct at Seoul American Middle High School. Students will be asked to refrain from use of such inappropriate language, and may be assigned either a detention or suspension, depending on the severity of the language. This includes any racial, ethnic, or sexual slurs. Students are encouraged to use appropriate language in all settings at all times. If the language is coupled with insubordination and/or disrespect, the student may be assigned multiple suspensions.

PUBLIC DISPLAY OF AFFECTION (PDA)
Public display of affection at school is not appropriate and may result in ASD (after school detention).

SMOKING
Students (dependents 21 and under) are not authorized to possess or use tobacco products on the installation. This is in accordance with school and base policies. Possession of tobacco or smoking materials, to include e-cigarettes or vaping devices, will result in disciplinary action. Students caught smoking will be subject to disciplinary action. ASACS counseling will also be required.

THEFT
Items stolen are seldom recovered; therefore it is advisable to leave all valuables at home. SAMHS is not responsible for items lost, damaged, or stolen at school.

THREATS
The safety and security of our students and staff is necessary to ensure the proper educational environment to maximize teaching and learning. Threatening a staff member, another student, or bus driver/monitor will not be tolerated. A student who conveys a threat will face disciplinary action. A Disciplinary Hearing will be initiated for physical actions taken against a staff member or any representative acting on behalf of the school.
VANDALISM/UNAUTHORIZED ENTRY
The intentional destruction or damage to school property or the personal property of others is vandalism. Minor incidents will result in disciplinary action. Major incidents will result in a Disciplinary Hearing and will be reported to the military police and the Garrison Commander.

WEAPONS
Bringing a dangerous weapon to school is a serious violation of both DODEA and base regulations and will result in expulsion. DODEA has a strict tolerance policy towards weapons in school. This policy includes replicas as well. Laser pointers are also considered weapons and are not to be brought to school. Bringing weapons of any kind to school, even items that in themselves may not be inherently dangerous but are used to instill fear or cause injury, is prohibited.

ATTENDANCE POLICY
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.

**PHILOSOPHY**

Regular school attendance is necessary for the successful education of our students.

It is the sponsor’s responsibility to ensure their dependent(s) is/are in school every day. Therefore, appointments and family trips should be scheduled on non-school days or after school hours. While sickness does and will occur, excessive absences due to sickness will require a doctor’s note to cover the extended absence.

It is the administration’s responsibility to keep sponsors informed of their dependent’s attendance record, to engage the assistance of sponsors, and if necessary, to involve the military commander in assisting to resolve persistent attendance problems.

Attendance records are maintained for each student. Chronic absences affect a student's school progress and may initiate a referral to the school student support team and a referral to the Garrison’s civilian misconduct officer. It is DODEA policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0800 and officially ends at 1440 on Monday, Wednesday, Thursday and Friday, and 1340 on Tuesday. For more information regarding the attendance policy visit, [http://www.dodea.edu/attendance/index.cfm](http://www.dodea.edu/attendance/index.cfm)

**EXCUSED ABSENCE PROCEDURE**

Sponsors must call 738-5261 or send an email to SAHS.attendance@pac.DODEA.edu before 8:15 am when students are absent.

A note is required ON THE MORNING OF THE STUDENT’S RETURN TO SCHOOL if the sponsor has not previously contacted the school AND SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Current date and date of absence
- Student’s name and grade
- Specific reason for absence
- Sponsor’s name, daytime phone number, and official email
- Sponsor’s signature

Students are to report to the Main Office upon return to school to pick up their re-admit slip.
PRE-ARRANGED ABSENCE
For extended absences of more than three days, i.e. family trips, unexpected emergency departure, etc... A pre-arranged absence form is required. Pre-arranged absence forms require a school administrator to determine if the absence will be excused or un-excused. Pre-arranged absence forms are available on request in the Main Office and should be completed as much in advance of your trip as possible. **Teachers are not allowed to give make-up work until an administrator has signed the form.**

UNEXCUSED ABSENCES, SKIPPING, AND TRUANCY
Students who are found to be skipping classes/school or truant will receive disciplinary action. In most cases, the student will be required to make up the time missed from school while truant through After School Detention and Saturday School. Sponsors will be called and then a follow-up email with proper documentation will be sent.

RELIGIOUS HOLIDAY OBSERVANCE
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.

STUDY TRIPS
Students participating in class study trips must have a permission form completed by their sponsor and returned to the teacher prior to the scheduled trip. It is the student’s responsibility to make arrangements for make-up work PRIOR to taking the study trip. Parents with questions about the study trip should contact the sponsoring teacher directly. Parents are encouraged to participate as chaperones. **TEACHERS ARE RESPONSIBLE FOR STUDENTS ON AUTHORIZED SCHOOL STUDY TRIPS.** All chaperones must have completed a Volunteer Background check prior to the study trip. Volunteer packets are available in the Main Office.

CLASS TRIPS
So-called “Senior Trips” or other “Class Trips” are not sponsored, authorized, sanctioned or excused by the school. Senior “skip days” will be dealt with as unexcused absences. Truancy will result in disciplinary action and may lead to not participating in graduation.

LEAVING SCHOOL DURING THE SCHOOL DAY
Students, regardless of age, who need to leave the school during the day, must report to the Main Office with an appropriate written excuse or medical appointment slip to receive approval to leave the school and to sign out. Failure to do so will result in a designation of truancy.
We appreciate all efforts for medical appointments to be scheduled so as to avoid conflict with classes. Students who become ill must report to the teacher, then to the nurse, before going home. Students are NOT authorized to leave school without the sponsor’s permission. If the student does not sign out, it is considered truancy. STUDENTS 18 YEARS OR OLDER MUST COMPLY WITH SCHOOL PROCEDURES! STUDENTS MAY NOT SIGN THEMSELVES IN OR OUT, A PARENT/SPONSOR MUST BE PHYSICALLY PRESENT FOR A STUDENT TO LEAVE CAMPUS DURING THE SCHOOL DAYS, REGARDLESS OF AGE.

TARDIES
The expectation at SAMHS is that students attend class prepared and on time. Students who are chronically tardy create disruption and are subject to disciplinary action as outlined below.

*Tardy Table of Consequences:*
*(Tardies are counted cumulatively per Semester)*
- 1st unexcused tardy: no consequence
- 2nd unexcused tardy: no consequence
- 3rd unexcused tardy: 1 after school detention
- 4th unexcused tardy: 3 after school detentions
- 5th unexcused tardy: Saturday detention & Parent Meeting with the Administration *
- 6th unexcused tardy: Saturday detention & 3 after school detentions & SST Referral* to determine next steps
  - *Per DODEA Regulation 2095.01
- Students who are late from lunch will be given an automatic after-school detention at each occurrence.
- Tardy lock-outs will also be utilized to deter tardiness to class. In this scenario we will call a tardy lock-out over the public address system and ask teachers to close and lock their doors.
  - Any student who is locked out will be required to report to the office for a pass to class and will be assigned an automatic after-school detention.

*Note: If the student does not complete his/her initial ASD the student will receive an additional day of detention.*

EXTRA CURRICULAR POLICY

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.

Participation in the extra-curricular program at SAMHS is a privilege to all students who:

- Abide by the policies and philosophies established by the administration and sponsors
- Adhere to the principles governing interscholastic competition
- Meet DODEA and SAMHS eligibility requirements
- Have no more than one (1) failing grade as confirmed by weekly grade checks, and maintain a 2.0 GPA
  - Students on trips or in uniform are easily identified as members of Seoul American Middle High School and must be positive representatives of their school and community.
- Full day of attendance in school on the day of (or before if weekend) the competition/activity is required. (PAIAP pg. 5; 6c)
  - The sponsor must verify absences in writing. Absences due to illness will prohibit a participant from practice or competition that day.
  - Any student caught skipping one or more classes may not be allowed to participate in the next competition/activity.
- Any student who verbally, or in any other manner attacks, insults, or otherwise degrades a teacher, administrator, or coach from this or any other school may be suspended from extra-curricular participation for the remainder of the season. School disciplinary consequences may also be administered for conduct at extra-curricular events.
- Students who are absent for extra-curricular activities have one day per day missed to make up work, per SAMHS attendance policy.
- If a student is suspended from school for any reason they will not be allowed to practice/compete while on suspension.

The following may result in automatic suspension from athletics for the season and the loss of athletic letter:

- Use or possession of un-prescribed drugs, narcotics, alcoholic beverages, over the counter drugs, or tobacco products
- Stealing/forgery
- Destruction of property (home or away games)
- Sexual misconduct

**NOTE:** Head coaches/sponsors and/or activity sponsors at SAMHS are responsible for ensuring the enforcement of the above requirements and rules.

**REQUIREMENTS FOR ATHLETIC PARTICIPATION**
In order to participate in a DODEA athletic program a student must:

- Submit a valid physical, signed parental consent form and a team contract to their head coach.
- Must be 18 or younger on the first day of school
- Have fewer than 8 semesters of sports competition in grades 9 through 12 or fewer than 8 semesters of enrollment in grades 9 through 12.
- Be enrolled at the beginning of a sport season ready to begin practice on the first scheduled day.
- Must attend 10 practices before participating in a competition. (Exceptions are transfer students who’ve been participating in a particular sport at their former school.)
- Abide by the athletic regulations, to include physicals.
- Understand that only one Varsity and Junior Varsity letter will be given during a student’s enrollment at SAMHS. After the first letter, the athlete will receive a certificate stating that he/she has earned another letter.
- STUDENTS WHO HAVE SUSTAINED A CONCUSSION ARE NOT ELIGIBLE TO PLAY UNTIL CLEARED BY AUTHORIZED MEDICAL PERSONNEL.

EXTRA CURRICULAR CLUB AND ACTIVITY DIRECTORY
An extra-curricular club and activities directory is published annually. The directory contains information on all sponsored school activities and a point of contact. The directory is available electronically and in the main office.

SCHOOL POLICY AND EXPECTATIONS FOR SOCIAL ACTIVITIES

SOCIAL FUNCTIONS
School social functions are an important part of our extra-curricular program.

_Appropriate dress is expected at all school social functions._

The following is the dress code policy for formal dances:

- No overly revealing clothing including bare-midriffs or plunging necklines are permitted.
- Young men wear formal wear (tuxedo) or suit and tie.
- Final decision on appropriateness of attendees’ garments will be made by the organization sponsor or administration.

DANCES
Dances are organized for SAMHS students. Visitors to school sponsored dances must be approved by the School Administration. Potential guests must be current middle or high school students at another school and are required to abide by the visitor procedure. **Middle school students are not eligible to attend high school dances, and high school students are not eligible to attend middle school dances.**
Former graduates or active duty military members are not permitted to attend dances as a guest.

The deadline for such approval is 1530 hours the last school day before the dance.

SCHOOL BUS POLICY, SERVICE AND STUDENT BUS BEHAVIOR

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.

For information regarding transportation, please contact the Seoul Transportation Office at 738-3156 or Int'l. 011-82-2-7918-3156, Fax: 738-5021.

*Students riding the bus must adhere to all rules and policies set forth for this privilege:*

- Obey the driver, monitor or other adult at all times.
- Board and exit the bus in a safe manner and always show your bus pass.
- Stay properly seated and use seatbelts when available.
- Keep your hands and feet and other body parts to yourself.
- Do not throw things in or out of the bus.
- Remain reasonably quiet so as to not disturb others or the driver.
- No profanity, indecency, smoking, prohibited items, or vandalism.
- Be responsible and safe.

CLOSING NOTES

We wish you the very best and hope you will find this handbook helpful during your time at Seoul American Middle High School, whether you are new or returning to SAMHS.

While it should answer the most common questions, please feel free to contact administration, teachers, counselors, or other staff who are happy to assist you.

School Administration reserves the right to make a final determination on all matters pertaining to the school and this handbook.
Seoul American Middle High School

School Purpose:
To prepare and empower all students for success in a global society

School Motto:
SAMHS
Succeeding at Multiple Higher Standards