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The first day of school is quickly approaching and we would like to welcome you to a new year at Seoul American High School (SAHS) 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 High School (SAHS) 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! SAHS 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.

SAHS 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 SAHS 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 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@pac.dodea.edu or erin.grazak@pac.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
Erin Grazak, 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 High School is located on Yongsan Army Base in the center of Seoul, Korea. The school complex is comprised of five buildings containing over 60 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.

SAHS 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.

In addition to the main, arts, and gymnasium building, a new structure, this includes a JROTC section, opened in 1987. The JROTC facilities have two classrooms, three offices, a supply room, arms room, a four-point indoor rifle range, and a hard top area used for inspections and drills. Additionally, JROTC formal inspections are held on the Falcon Field, the school’s full-sized AstroTurf football and soccer field.

This year’s (2016-17) enrollment is approximately 530. SAHS is one of the larger schools in DODEA Pacific and also has a reputation for being one of the leading academic schools. Our graduates are high-achievers and often are admitted to both prestigious Universities as well as the Academies.

MASCOT
- the Falcon

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

SEOUL AMERICAN HIGH SCHOOL VISION
 Students Prepared for Success!

CONTINUOUS SCHOOL IMPROVEMENT (CSI) GOAL
 All Students will increase their reading comprehension.
  o Strategy: Cornell Notes (submitted regularly to dept. chairs)
  o Assessments: TN Reading, SRI, PSAT
  o Teacher Reflection Form

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

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

COMMUNITY STRATEGIC PLAN
DODEA is proud to present the Community Strategic Plan (CSP) for School Years 2013/14 – 2017/18. The CSP demonstrates DODEA’s commitment to continuously improve in its efforts to educate and prepare military-connected students to excel in today’s increasingly competitive, global 21st Century environment.

http://www.dodea.edu/csp/
**DODEA CHAIN OF COMMAND**

Department of Defense Education Activity (DODEA) | Director

Director: Mr. Thomas Brady

<table>
<thead>
<tr>
<th>DODEA Pacific</th>
<th>Director of Student Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Excellence: Ms. Lois Rapp</td>
<td></td>
</tr>
<tr>
<td>DSN: 644-5878  From US: 011-81-644-5878</td>
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<thead>
<tr>
<th>DODEA Pacific-West</th>
<th>Superintendent</th>
</tr>
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<tbody>
<tr>
<td>Superintendent: Dr. Judith Allen</td>
<td></td>
</tr>
<tr>
<td>DSN: 738-5922</td>
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<table>
<thead>
<tr>
<th>DODEA Pacific-West</th>
<th>USAG Humphreys Community Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Superintendent: Dr. Jeff Arrington</td>
<td></td>
</tr>
<tr>
<td>DSN: 754-9433</td>
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<table>
<thead>
<tr>
<th>Seoul American High School</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal: Donald Williams</td>
<td></td>
</tr>
<tr>
<td>DSN: 738-5263</td>
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</table>

<table>
<thead>
<tr>
<th>Seoul American High School</th>
<th>Assistant Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal: Erin Grazak</td>
<td></td>
</tr>
<tr>
<td>DSN: 738-5263</td>
<td></td>
</tr>
</tbody>
</table>

**SAHS’s OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

**WE WANT YOU!!**

- **PARENT/TEACHER/STUDENT ORGANIZATION** (PTSO) meets every first Tuesday of the month from 1730-1830 in the Information Center.

- **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 2016-2017. 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 DOD’s Community Strategic Plan 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 22</td>
<td>Report Date for Teachers K-5 CCRSM Training, 6-12 CCRSL</td>
</tr>
<tr>
<td>Tuesday, August 23</td>
<td>Report Date for ALL School Staff</td>
</tr>
<tr>
<td>Thursday, August 25</td>
<td>ES New Student Orientation, Cafeteria, 0900</td>
</tr>
<tr>
<td>Thursday, August 25</td>
<td>MS New Student Orientation, Cafeteria, 1000</td>
</tr>
<tr>
<td>Thursday, August 25</td>
<td>HS New Student Orientation, SAHS Auditorium, 1300</td>
</tr>
<tr>
<td>Friday, August 26</td>
<td>ES “Meet and Greet”, SAES, 1300</td>
</tr>
<tr>
<td>Monday, August 29</td>
<td>First Day of School, ES (PSCD, 1st-5th) 0740-1400, MS/HS (6th-12th) 0840-1520</td>
</tr>
<tr>
<td>Friday, September 2</td>
<td>First Friday Late Start, ES 0825-1400, MS/HS 0925-1520</td>
</tr>
<tr>
<td>Monday, September 5</td>
<td>Labor Day – Federal Holiday - No School</td>
</tr>
<tr>
<td>Tuesday, September 6</td>
<td>First Day for Kindergarten, SAES, 0740-1400</td>
</tr>
<tr>
<td>Friday, September 16</td>
<td>ES/MS/HS Staff Training - No School for Students (Chuseok) – PD for Teachers</td>
</tr>
<tr>
<td>Tuesday, September 20</td>
<td>SAHS Open House – 1600</td>
</tr>
<tr>
<td>Wednesday, September 21</td>
<td>SAMS Open House – 1600</td>
</tr>
<tr>
<td>Tuesday, September 27</td>
<td>SAES Open House – 1600</td>
</tr>
<tr>
<td>Monday, October 10</td>
<td>Columbus Day – Federal Holiday - No School</td>
</tr>
<tr>
<td>Friday, November 4</td>
<td>ES/MS/HS No School for Students - Teacher Record Day - End of 1st Quarter</td>
</tr>
<tr>
<td>Tuesday, November 8</td>
<td>ES Parent/Teacher Conferences – No School for Elementary Students</td>
</tr>
<tr>
<td>Wednesday, November 9</td>
<td>ES/MS/HS Parent/Teacher Conferences – No School for Students</td>
</tr>
<tr>
<td>Thursday, November 10</td>
<td>ES/MS/HS CCRS Staff Training – No School for Students</td>
</tr>
<tr>
<td>Friday, November 11</td>
<td>Veteran’s Day - Federal Holiday - No School</td>
</tr>
<tr>
<td>Thursday, November 24</td>
<td>Thanksgiving Day - Federal Holiday - No School</td>
</tr>
<tr>
<td>Friday, November 25</td>
<td>Thanksgiving Recess - No School</td>
</tr>
<tr>
<td>Wednesday, December 7</td>
<td>Accelerated Withdrawal Date (Fall Semester) Student must be in school.</td>
</tr>
<tr>
<td>Mon, Dec 19 – Mon, Jan 2</td>
<td>Winter Recess - School Resumes Tuesday, January 3, 2017</td>
</tr>
<tr>
<td>Monday, January 16</td>
<td>Martin Luther King Jr. Day - Federal Holiday - No School</td>
</tr>
<tr>
<td>Friday, January 20</td>
<td>ES/MS/HS No School for Students - Teacher Record Day - End of 2nd Quarter</td>
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<tr>
<td>Thursday, January 26</td>
<td>ES/MS/HS CCRS Staff Training – No School for Students</td>
</tr>
<tr>
<td>Friday, January 27</td>
<td>ES/MS/HS CCRS Staff Training – No School for Students (Lunar New Year)</td>
</tr>
<tr>
<td>Tuesday, February 14</td>
<td>NAEP (National Assessment of Educational Progress) Testing, 8th Grade</td>
</tr>
<tr>
<td>Thursday, February 16</td>
<td>NAEP (National Assessment of Educational Progress) Testing, 4th Grade</td>
</tr>
<tr>
<td>Monday, February 20</td>
<td>President’s Day - Federal Holiday - No School</td>
</tr>
<tr>
<td>Friday, March 10</td>
<td>ES/MS/HS CSI Staff Day – No School for Students</td>
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<tr>
<td>Tues-Fri, Mar 21-24</td>
<td>Seoul School Complex Re-Registration</td>
</tr>
<tr>
<td>Friday, March 31</td>
<td>ES/MS/HS No School for Students - Teacher Record Day - End of 3rd Quarter</td>
</tr>
<tr>
<td>Monday, April 3-7</td>
<td>Spring Recess - School Resumes Monday, April 10, 2017</td>
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<tr>
<td>Monday, April 17</td>
<td>ES/MS/HS CCRS Staff Training – No School for Students</td>
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<tr>
<td>Thursday, May 18</td>
<td>Accelerated Withdrawal Date (Spring Semester) Student must be in school.</td>
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<tr>
<td>Monday, May 29</td>
<td>Memorial Day - Federal Holiday - No School</td>
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<tr>
<td>Thursday, June 15</td>
<td>ER: ES/MS/HS Last Student Day of School Year 16/17 (ES 1045, MS/HS 1150)</td>
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<tr>
<td>Friday, June 16</td>
<td>ES/MS/HS No School for Students - Teacher Record Day - End of 4th Quarter</td>
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Last Updated: August 19, 2016
# Seoul American High School Calendar 2016-2017

## August

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<tbody>
<tr>
<td></td>
<td><strong>August 22</strong></td>
<td>CCRS Training</td>
<td><strong>August 29</strong></td>
<td>All Teachers Report to Work</td>
<td><strong>September 5</strong></td>
<td>Labor Day - Federal Holiday - No School</td>
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## November

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## December

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## January

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**KEY**

- Mid-Term Exams: January 17 - 18, 23 - 24
- C/Day Conference: January 23
- School Start Time: 8:35 every Friday
- Special Schedule Day: January 27
- Student Non-Attendance: February 8
- Spring Week/Day Every Friday: March 10
- School Vision/Students Prepared for Success: Revised August 11, 2016

---

**NOTES**

- CCRS Training: **January 19**
- C/Day: **February 5**
- AP Testing Dates: **April 1 - 12**
- Student Non-Attendance: **February 8**
- Spring Week/Day Every Friday: **March 10**
- School Plan: **March 21 - 24**
- End of Third Quarter: **April 3 - 7**
- Spring Break: **April 7**
- April 10: **CCRS Training**
- April 18: **CCRS Reassessment Program @ UNESCO**
- May 1 - 12: **AF Testing Dates**
- May 8: **Run/Go Concert**
- May 10: **Piano/Go Concert**
- May 11: **Spring Choir Concert**
- May 12: **Spring Band Concert**
- May 18: **Accelerated Withdrawal Date (Spring Semester)**
- May 20: **Senior Breakfast**
- May 24: **Memorial Day - Federal Holiday - No School**
- June 2 - 7: **Senior Final Exams**
- June 8: **Year-End Awards Ceremony**
- June 10: **Graduation**
- June 9 - 15: **Final Exams (1st - 7th Grade)**
- June 16: **End of Fourth Quarter**
- June 16: **Last Day of School / Early Release at 11:00**
- June 16: **Senior Class Graduation**

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**Revised August 11, 2016**

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### SEOUL AMERICAN HIGH SCHOOL ROTATING BLOCK SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>20</th>
<th>30</th>
<th>18</th>
</tr>
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<tbody>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>October</td>
<td>4</td>
<td>5</td>
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<tr>
<td>November</td>
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<td>8</td>
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<tr>
<td>December</td>
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</tr>
<tr>
<td>May</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>June</td>
<td>28</td>
<td>29</td>
<td>30</td>
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</tbody>
</table>

We utilize a Rotating Block Schedule:
- A1, A2, A3, A4
- B1, B2, B3, B4
- C1, C2, C3, C4
- D1, D2, D3, D4
- E1, E2, E3, E4
- F1, F2, F3, F4

Updated: August 12, 2020

### SEOUL AMERICAN HIGH SCHOOL BELL SCHEDULE

#### C-Day Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>0840 - 0928</td>
</tr>
<tr>
<td>C2</td>
<td>0933 - 1020</td>
</tr>
<tr>
<td>C3</td>
<td>1025 - 1112</td>
</tr>
<tr>
<td>C4</td>
<td>1117 - 1204</td>
</tr>
<tr>
<td>C5</td>
<td>1209 - 1259</td>
</tr>
<tr>
<td>Lunch</td>
<td>1258 - 1339</td>
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#### A/B Day Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1/B5</td>
<td>0840 - 1010</td>
</tr>
<tr>
<td>A2/Seminar</td>
<td>1015 - 1140</td>
</tr>
<tr>
<td>A3/B6</td>
<td>1145 - 1316</td>
</tr>
<tr>
<td>Lunch</td>
<td>1210 - 1259</td>
</tr>
<tr>
<td>A4/B7</td>
<td>1355 - 1520</td>
</tr>
<tr>
<td>Lunch</td>
<td>1310 - 1350</td>
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</tbody>
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#### Late Arrival Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>B5</td>
<td>0925 - 1003</td>
</tr>
<tr>
<td>Seminar</td>
<td>1100 - 1140</td>
</tr>
<tr>
<td>B6</td>
<td>1145 - 1310</td>
</tr>
<tr>
<td>Lunch</td>
<td>1310 - 1350</td>
</tr>
<tr>
<td>B7</td>
<td>1355 - 1520</td>
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</tbody>
</table>

#### 2nd Period on B-Day is always Seminar

#### 2 Hour Delay C-Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>1040 - 1119</td>
</tr>
<tr>
<td>C2</td>
<td>1133 - 1214</td>
</tr>
<tr>
<td>C3</td>
<td>1205 - 1256</td>
</tr>
<tr>
<td>Lunch</td>
<td>1255 - 1335</td>
</tr>
<tr>
<td>C5</td>
<td>1340 - 1410</td>
</tr>
<tr>
<td>C6</td>
<td>1415 - 1454</td>
</tr>
</tbody>
</table>

#### 2 Hour Delay A/B Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1/B5</td>
<td>1040 - 1135</td>
</tr>
<tr>
<td>A2/Seminar</td>
<td>1140 - 1235</td>
</tr>
<tr>
<td>A3/B6(1)</td>
<td>1240 - 1310</td>
</tr>
<tr>
<td>Lunch</td>
<td>1310 - 1356</td>
</tr>
<tr>
<td>A4/B7</td>
<td>1425 - 1520</td>
</tr>
</tbody>
</table>

### 2 Hour Delay A/B Day Schedule (See Day Calendar)

- A1: A1, A2, A3, A4
- A2: A2, A3, A4, A1
- A3: A3, A4, A1, A2
- A4: A4, A1, A2, A3
- B5: B5, B6, B7
- B6: B6, B7, B5
- B7: B7, B5, B6

Updated: August 12, 2010
SEOUL AMERICAN HIGH SCHOOL CAMPUS MAP

SEOUL AMERICAN HIGH SCHOOL
REQUIRED REGISTRATION DOCUMENTATION
Department of Defense Education Activity – Pacific-West

Below are the required registration documents needed in order for us to enroll your child. Please pick up the registration packet at the SAHS 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.
- 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

TUITION

- If you need to pay tuition please contact the district office at 738-5922

CREDIT FROM OTHER SCHOOLS

When a student transfers in the middle of a grading period, the work being done at the time of transfer will be averaged with the work completed here to determine the grade at the end of the current reporting period. Students must be in attendance at least 20 instructional days here in order to receive credit from SAHS.

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
Please visit: http://www.dodea.edu/StudentServices/Graduation/ for more information on DODEA Graduation Requirements.

DIPLOMAS
Seoul American High School uses Carnegie Course Units to determine high school placement and to qualify students for graduation with an American Diploma.

HONORS DIPLOMA
DODEA will award an Honors Diploma to students achieving the high school graduation requirements with honors.

DIPLOMA REQUIREMENTS
Specific requirements to earn a diploma or honors diploma for students who entered 9th Grade in 2012-13 (Class of 2016), 2013-14 (Class of 2017), 2014-15 (Class of 2018) are available at: http://www.dodea.edu/StudentServices/Graduation/upload/req_tables_16-18.pdf

Specific requirements to earn a diploma or honors diploma for students who entered 9th Grade in the 2015-2016 school year (Class of 2019) and subsequent years are available at: http://www.dodea.edu/StudentServices/Graduation/upload/150408_GRAD-Req-Tables.pdf

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
SAHS expects all students to complete a full four-year 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**

**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**
The computation of grades and grade point averages is determined as follows and is established by DODEA:

<table>
<thead>
<tr>
<th>MARK</th>
<th>REPRESENTS</th>
<th>GRADE POINT</th>
<th>WEIGHTED</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARK</th>
<th>GRADE POINT</th>
</tr>
</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 SAHS website for instructions:

**GRADE CLASSIFICATION**
- Grade 9: Satisfactory completion of 8th grade
- Grade 10: 6 units of credit earned
- Grade 11: 12 units of credit earned
- Grade 12: 19 units of credit earned

**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 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

ACADEMIC RECOGNITION
SAHS recognizes students’ academic accomplishments for each quarter 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). 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!

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.

HOMEWORK
DODEA policy requires that 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. SAHS 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 Seminar Pass from the IC prior to Seminar class that day if they wish to visit the IC during Seminar.

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
- Cell phone use
INTERNET POLICY
The DODEA Computer and Internet Policy are available at:
http://www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageid=93099

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
SAHS is an open campus. Students may go to restaurants located on South Post only. The
school cafeteria is located at the 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. NOTE: Following lunch, students are expected to report to their 4th or 8th period classes 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.

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
SAHS 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
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.

PLAGIARISM
Teachers at SAHS 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.

REPORT CARDS
Report cards not picked up by the sponsor will be mailed home at the end of every quarter.

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.

TRANSCRIPT REQUESTS
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
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.

DODEA 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.

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
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.
SPECIAL PROGRAMS AND SERVICES

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 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
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)
SAHS 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)
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.

SCHOOL PSYCHOLOGIST
The school psychologist identifies and diagnoses pupils experiencing severe problems of learning and/or emotional and social adjustment. Testing and evaluation can determine probable causes of these problems and remediation for them.

SPECIAL EDUCATION SERVICES (SPED)
Students who have special needs and qualify are entitled to special education services. Please see your counselor for help.

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

HEALTH POLICIES

CHILD ABUSE/NEGLECT
DS Regulation 2050.2 states, "Any staff member of DODEA will immediately report any suspected child abuse to the local Family Advocacy Program (FAP) officer. The obligation to make such reports is one of the official responsibilities of each staff member."

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)

MEDICATIONS
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 physician, stating the name of the student, the medication, the dosage, and current date.

Prior to administering the medication, the physician and parent must complete and sign the Permission for Medication form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students.

ILLNESS
If your student is ill, please do not send him/her to school. For his/her benefit, it is best that the student gets the proper rest, nutrition and care by his/her parent at home. This will allow for a faster recovery and return to the routine. This also prevents other students from being in contact with those germs that can lead to illness. Students should be fever free for 24 hours prior to returning to school.
If a student becomes ill during school, the parent will be notified by phone to pick up the student. This will be based upon the assessment and evaluation by the school nurse. Students must be accompanied by the parent/guardian in order to be released from school. This should be done as soon as is feasibly possible.

**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.
SCHOOL DISCIPLINE POLICY

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 routinely 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 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.*
ACADEMIC DISHONESTY

Being a student at Seoul American 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.

BULLYING/CYBERBULLYING
Seoul American 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.

SAHS 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

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 have to correct the deficiency. SAHS 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 SAHS:

- 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, over-blouse, 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.
o Shorts or skirts shorter must reach “mid-thigh”
o No yoga pants
o No leggings worn alone. (Leggings may be worn with a shirt or dress that falls to mid-thigh length.)
o 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 SAHS.

Final decisions on the appropriateness of all garments will be made by the 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: Students are not allowed to travel to Main Post nor any Housing Area during lunchtime.

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 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 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 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).

SEXUAL HARASSMENT
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.

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 will result in disciplinary action. Students caught smoking will be subject to disciplinary action. ASACS counseling is required.

THEFT
Items stolen are seldom recovered; therefore it is advisable to leave all valuables at home. SAHS 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**

**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. 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 0840 and ends at 1520. 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 8:30 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.

**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, WITHOUT PARENTAL PERMISSION, REGARDLESS OF AGE.

**TARDIES**

The expectation at SAHS 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**

Participation in the extra-curricular program at SAHS 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 SAHS 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 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 SAHS 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 SAHS 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 SAHS. 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 SAHS students. Visitors to school sponsored dances must be approved by the School Administration. Potential guests must be current high school students at another school and are required to abide by the visitor procedure.

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.

SEMINAR CLASS POLICY
As required by DODEA regulation, the seminar and tutorial periods are instructional time. Curricular and co-curricular activities must focus upon the pursuit of increased student learning. Some valid uses of this time include, but are not limited to, developing study skills, independent study, research, make-up work, enhancement and enrichment activities, and academic reading.

Tutorial classes give students the opportunity to work more closely with teachers and peer tutors on subjects where students are experiencing difficulty as well as to explore aspects of coursework they would not normally cover in class.
Sport and extracurricular activities cannot be conducted during seminar without prior approval of the principal or assistant principal.

SEMINAR PROCEDURES AND EXPECTATIONS

Seminar time is for academic work and is not free time.
Below is the break-down of the seminar period and details of the protocol:

- Students must obtain a written seminar request pass from the receiving teacher in order to leave class.
- Students are to place the seminar passes on the teacher’s desk when the student enters the classroom. The teacher signs the seminar cards during SSR (silent sustained reading). At the end of SSR, the teacher hands out the cards one-by-one so that he/she is aware of which students have left the classroom.
- Teachers will keep a log of dates, names of incoming and outgoing students, and location of outgoing students.
- No student passes outside of designated passing time.
- All students will work constructively on academics; this includes core and all elective classes.
- Sustained Silent Reading time is strictly for reading.

Seminar is NOT for:

- Socializing with friends
- Eating lunch
- Listening to music
- Sleeping
- Cellphone usage

SCHOOL BUS POLICY, SERVICE AND STUDENT BUS BEHAVIOR

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.
ACTIVITY BUSSES
An activity bus is available to transport Area 1 students when after school activities are concluded. Sponsors of activities will distribute appropriate information/passes.

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

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.
Go Falcons!
Students Prepared for Success!