

DAEGU AMERICAN
ELEMENTARY / MIDDLE
SCHOOL



DoDDS - KOREA

DAEGU AMERICAN ELEMENTARY/MIDDLE SCHOOL 2012-2013 Parent - Student Handbook



MESSAGE FROM

Daegu American ES/MS
Unit 15623
APO AP 96218-5623

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Nurse (on-post)	768-9504
School cafeteria DSN:	768-7791

THE PRINCIPAL

Welcome to Daegu American School (DAS). Every one of our staff will work to provide the best possible education for your child/children. This handbook provides you with a wealth of pertinent information. It is extremely important that you review the contents with your child and refer to it throughout the year.

The success of our students depends upon close and active partnerships with parents, the military community, and our Korean neighbors. Research indicates that “When parents are involved in children’s schools and education, children have higher grades and standardized test scores, improved behavior at home and school, and better social skills and adaptation to school.” (<http://childparenting.about.com/cs/parentinvolvement/a/parentschool.htm>, August 2010)

DAS offers a number of programs, clubs, and extracurricular activities in addition to a first class curriculum. Student-2-Student helps students transition from one school to the next; AVID is a college-readiness system designed to increase the number of students who enroll in four-year colleges; JROTC provides quality citizenship, character, and leadership development, while fostering partnerships with communities and the school; and a variety of sports activities that foster healthy bodies and minds, sportsmanship, and working as a team.

Parents are important to our school. The School Advisory Committee (SAC) is a forum for communicating recommendations, concerns or advice to the principal on educational matters; the Booster Club supports our athletic program; and the Parent Teacher Organization (PTO) provides parents and families with a powerful voice to speak on behalf of every child and the best tools to help their children be safe, healthy, and successful - in school and in life.

To remain a fully accredited school DAS undergoes accreditation visits every five years; regularly reviews data to determine school wide needs; and uses research to identify best practices to support improved learning. Continuous school improvement is a process that involves constantly reviewing the growth and progress of students over time. Parents are an essential part of this process. Please consider becoming an active member of one of our CSI committees. DAS goals for this year are: “All students will improve their comprehension of nonfiction text in all content areas” and “All students will improve their reasoning skills to solve problems in all curricular area.”

We look forward to new challenges, new students and parents, and the return of familiar faces.

Laurel Eisinger – Principal
Nedra Jones – Assistant Principal



DoDDS Pacific (Korea)

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
DAEGU AMERICAN SCHOOL
KOREA DISTRICT
UNIT 15623
APO AP 96218-5623

26 August 2012

MEMORANDUM FOR PARENTS AND STAFF

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

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been inspected or re-inspected for asbestos-containing materials (ACM). The most recent inspection was conducted on 2009-10-18 in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy. The results of the inspection indicate we have asbestos materials in our school.

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

Sincerely,

Laurel Eisinger
Principal

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DoDEA VISION

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



DAEGU AMERICAN SCHOOL

Mission Statement

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Vision Statement

The vision of the Daegu American School community is to empower students to be literate, critical thinkers with the academic and technical skills necessary to succeed in a changing world.

Goal 1: **By June 2012** all students will show growth in reading and comprehending of nonfiction text

Goal 2: **By June 2012** all students will show growth in using reasoning skills to solve problems across all curricular areas

School Color - Green/Black/White

School Mascot - Dragon



Daegu American School

Home of the Dragons



GENERAL INFORMATION

Office Hours
0700 - 1600

SCHOOL HOURS

	Full Day	Half Day
Sure Start	8:15-2:00	8:15-11:00
Grades K-5	7:30-2:00	7:30-11:00
Grades 6-8	7:30-2:00	7:30-11:00

Middle School Schedule SY 2012-2013

Period 1:	0730-0820
Period 2:	0825-0915
Period 3:	0920-1010
Period 4:	1015-1105
Period 5:	1110-1200
Advisory:	1205-1225
Lunch:	1225-1305
Period 6:	1310-1400

ES Specialists & ES/MS Lunch Schedules
 SY 2012-2013

Time	Day 1		Day 2		Day 3		Day 4		Day 5	
7:40-8:25 Session 1 4 th & 5 th Grade	Art/PE	4-1	Art/PE	5-2	Art/PE	5-1	Art/PE	4-3	Art/PE	4-2
	H.N.	4-2	H.N.	4-1	H.N.	5-2	H.N.	5-1	H.N.	4-3
	Music	4-3	Music	4-2	Music	4-1	Music	5-2	Music	5-1
	Tech	5-1	Tech	4-3	Tech	4-2	Tech	4-1	Tech	5-2
	FLES-P	5-2	FLES-P	5-1	FLES-P	4-3	FLES-P	4-2	FLES-P	4-1
7:40-8:25 Session 1	FLES-O	2-1	FLES-O	E-2	FLES-O	2-2	FLES-O	E-3	FLES-O	2-3
8:30-9:15 Session 2 3 rd Grade	Art/PE	3-1	Art/PE	E-1	Art/PE	3-4	Art/PE	3-3	Art/PE	3-2
	H.N.	3-2	H.N.	3-1	H.N.	E-1	H.N.	3-4	H.N.	3-3
	Music	3-3	Music	3-2	Music	3-1	Music	E-1	Music	3-4
	Tech	3-4	Tech	3-3	Tech	3-2	Tech	3-1	Tech	E-1
	FLES-P	E-1	FLES-P	3-4	FLES-P	3-3	FLES-P	3-2	FLES-P	3-1
8:30-9:15 Session 2	FLES-O	K-1	FLES-O	K-2	FLES-O	1-3	FLES-O	1-2	FLES-O	1-1
9:20-10:05 Session 3 K-1 st Grade	Art/PE	K-1	Art/PE	1-3	Art/PE	1-2	Art/PE	1-1	Art/PE	K-2
	H.N.	K-2	H.N.	K-1	H.N.	1-3	H.N.	1-2	H.N.	1-1
	Music	1-1	Music	K-2	Music	K-1	Music	1-3	Music	1-2
	Tech	1-2	Tech	1-1	Tech	K-2	Tech	K-1	Tech	1-3
	FLES-O	1-3	FLES-O	1-2	FLES-O	1-1	FLES-O	K-2	FLES-O	K-1
9:20-10:05 Session 3	FLES-P	4-3	FLES-P	4-2	FLES-P	4-1	FLES-P	5-2	FLES-P	E-1
10:10-10:55 Session 4 2 nd Grade	Art/PE	E-2	Art/PE	2-3	Art/PE	2-2	Art/PE	E-3	Art/PE	2-1
	H.N.	2-1	H.N.	E-2	H.N.	2-3	H.N.	2-2	H.N.	E-3
	Music	E-3	Music	2-1	Music	E-2	Music	2-3	Music	2-2
	Tech	2-2	Tech	E-3	Tech	2-1	Tech	E-2	Tech	2-3
	FLES-O	2-3	FLES-O	2-2	FLES-O	E-3	FLES-O	2-1	FLES-O	E-2
10:10-10:55 Session 4	FLES-P	3-3	FLES-P	3-2	FLES-P	3-1	FLES-P	3-4	FLES-P	5-1
10:55-11:35 Prep										
11:35-12:25 MS P5										
12:25-1:05 Lunch										
1:10-2:00 MS P6										

Elementary/Middle School Lunch Schedules:

Grade Level	Lunch			Recess		
	Start	End	Min.	Start	End	Min.
K-1/1-2	10:30	11:00	30	11:00	11:20	20
1-1/2	10:30	10:50	20	10:50	11:20	30
2-3	11:10	11:30	20	11:30	12:00	30
4-5/3-4	11:30	11:50	20	11:50	12:20	30
6-8	12:25	NA	NA	NA	13:10	45

Half Day ES Specialist /Middle School Schedule

ES Specialists	Prep	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
MS Schedule	1	2	Advisory	3	4	5	6
Time Block	0730-0750	0755-0815	0820-0840	0845-0905	0910-0930	0940-1000	1005-1025

There are no advisory classes on half day.

2 Hour Delayed Start ES Specialist/Middle School Schedule

<i>ES Specialist Sessions</i>	1	3	Prep	4	2	Lunch		
<i>MS Periods</i>	1	2	Advisory	3	4	Lunch	5	6
30 min blocks	9:40-10:10	10:15-10:45	10:45-11:15	11:15-11:45	11:50-12:20	12:20-12:50	12:55-1:25	1:30-2:00

2 Hour Delayed Start ES/MS Lunch Schedule

Grade Level	Lunch			Recess		
	Start	End	Min.	Start	End	Min.
2-3	10:15	10:35	20	10:35	10:55	20
K-1	10:45	11:15	20	11:15	11:35	20
4-5	11:35	11:55	20	11:55	12:15	20
MS	12:20	12:50	45			

ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the school nurse. If it is necessary for the student to go home or to be referred to a medical facility, the school nurse will contact one of the parents or the person listed as the emergency contact. In the event of serious illness or injury requiring immediate medical attention, a parent will be notified and an ambulance will be called. For a student, who takes prescribed medication, the school nurse will administer and keep the medication for him/her. **No medication will be dispensed at school unless the school nurse has a Hold-Harmless letter signed by the physician.**

ACCREDITATION

AdvanceED is the accreditation agent for all DoDDS schools. This is an accreditation program that proves an on-site team visitation every five years. Daegu American School was visited during the spring of 2010 and was found to be fully accredited. DoDDS schools are evaluated by using Department of Defense Educational Activity (DoDEA) standards as well as the accreditation standards of NCA and the School Improvement Process (SIP).

ATTENDANCE

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

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

- 1) Call the school between 0630 and 0800 to inform the attendance clerk of the absence (768-9501).
- 2) Notify the attendance clerk by e-mail.
- 3) Send a written note upon your child's return. Include your child's name, your signature, date of absence, and a phone number on the note.

Examples of excused absences include:

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

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

Tardiness

Regular attendance and promptness are expected in all classes and are essential for success in school. Promptness is an essential school and work-related behavior that must be learned and practiced in order for it to become a habit. Being tardy (unexcused) to school more than three (3) times per quarter will result in a detention. Each subsequent unexcused tardy to school per quarter may result in further disciplinary action.

Truancy

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

BOOKS AND EQUIPMENT**Textbooks**

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

Lost & Damaged Books

When textbooks are lost, we ask that the book be purchased at an on-line bookstore and returned to the teacher.

If that is not possible, when books or equipment are lost or damaged, the student will be given a DD Form 1131, CASH COLLECTION VOUCHER. Students should take Form 1131 to the Accounting & Finance Office and pay the indicated amount, return the paid voucher to the Supply Clerk, then show the voucher to the teacher as proof of payment.

Charges for damages will be assessed according to the following:

- Like new book or equipment.. Full list price
- In fair condition..... 1/2 of list price
- In good condition.....3/4 of list price
- In poor condition.....1/4 of list price

CHAIN OF COMMAND

Daegu American School is part of the Department of Defense Dependents' Schools in the Pacific Region of Korea. If you have questions or concerns regarding Daegu American School, go first to the source and use the appropriate chain of command.

Students/Parents/Community Members				
Teachers	Counselors	Nurse	Psychologist	Support Staff
Ms. Laurel Eisinger, Principal				
Ms. Nedra Jones, Assistant Principal				
Dr. Irby Miller, District Superintendent DoDDS—Korea Unit #15549 APO AP 96205-5549 Telephone: 738-6826				
Ms. Martha Brown, Acting Director DoDDS—Pacific Unit #35007 APO AP 96376-5007 Telephone: 644-5878				
Ms. Marilee Fitzgerald, DoDEA Director DOD Office of Dependents' Schools 4040 N. Fairfax Drive, Webb Bldg. Arlington, VA 22203 Telephone: (703) 588-3200				

CHILD ABUSE/NEGLECT

DS Regulation 2050.2 states, "Any staff member of DoDDS who has reason to believe that a student has been abused or neglected shall report that information to the school FAP representative on the installation. The obligation to make such reports is one of the official responsibilities of each staff member." Discretion and confidentiality are maintained at all times. As a further reminder for you, within 24 hours of the discovery of the allegation, an administrator should complete the attached fillable 2050.9 form and address it to Pacific-ChildAbuseReporting@hq.dodea.edu and to your superintendent. No Serious Incident Report should be completed for child abuse allegations. This form should not be sent to any other addressee.

CLUBS/ACTIVITIES

DSM Manual 2000.1, Administrator's Guide, states that the school cannot have a role in providing funding, sponsoring, or providing released time for an overnight class trip. Further, day trips will not be school-sponsored unless they have educational value.

While this institution takes full responsibility for school sponsored programs; it cannot be held accountable when there is participation in non-school activities. We hope that parents closely examine social activities to determine who is involved in the planning and participation and who is responsible for the sponsorship needs. Please call the school anytime you have a question regarding the sponsorship of programs involving our students.

COMMUNICATION HOME/SCHOOL

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

CONTROVERSIAL MATERIALS/ISSUES

DS 2500.1, “DoDDS Administrator’s Guide,” provides the basic guidance for the handling of controversial materials and issues in the school. It is the policy of DAS to inform parents prior to the presentation of such materials in the classroom or within the curriculum. It is intended that controversial and sensitive issues are presented objectively and in an informational manner with all aspects of the subject provided. The DoDDS curriculum includes topics regarding ethics, the family, and morals. The instructional program will ensure that controversial matters are handled in an appropriate manner for the protection of all parties concerned.

CURRICULUM

The elementary program, Kindergarten through grade six, operates in self-contained classrooms with specialists available in music, art skills, Korean culture, computer education, physical education and a foreign language. Some students may also have supplemental support in reading from a different teacher. Grades seven and eight follow the pattern of curriculum for general education in United States secondary schools. Daegu American School is fully accredited by the North Central Association of Schools and Colleges, the largest school accrediting agency in the United States. Specialists in Learning Disabilities, Speech Therapy, English as a Second Language, and Reading are available to students PK- 8 who require additional services.

DISCIPLINE

Our goal is that each student will develop and maintain positive self-discipline. Self-discipline includes self-control and an understanding of appropriate standards of conduct. As a student matures, he/she becomes increasingly capable of accurately judging which conduct is appropriate in any given situation. The guidance from parents and teachers helps a student to develop self-discipline and understanding required for proper and appropriate conduct, which will bring credit to him/her self, their parents, Daegu American School, and the United States of America.

Discipline will be maintained at an appropriate level, which will result in: (a) maximum growth of a student in self-control, (b) high regard for other students and staff, and (c) pride in the school and community. We expect each student at Daegu American School to abide by the rules and regulations as established by the administration, staff, and student government. School rules apply at all school functions. The staff at Daegu American School strongly believes in the rights of the all students in order that they can learn in an environment, which is free of distractions from their peers. Thus, it is sometimes necessary to remove a student temporarily or permanently from the school.

DISCIPLINE COMMITTEE

The Discipline Committee is a committee (comprised of school officials/teachers, parents, and community members) which meets to decide disciplinary action for which a student has received ten or more suspensions (in-house as well as out-of-school) or in which expulsion has been or could be recommended. DoDEA Regulation 2051.1 defines a formal hearing as, “The process by

which the school Disciplinary Committee reviews the evidence and affords the school and the student accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. These include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witness in the student's behalf, an opportunity to request that certain questions be asked of witnesses against him or her, a written findings of fact and disposition, and a right to appeal to a higher authority."

In cases where the suspension of a student is due to frequent and/or serious offenses, and the student has not been successful in changing the unacceptable behavior, a formal hearing (with a formal statement of charges) will be held. The Discipline Committee will listen to the defense and make a recommendation to the principal. The school principal will then notify the sponsor of the Committee's decision.

Behavior at Assemblies and School Sponsored Events

The same high standards of student conduct are expected and required at school assemblies, athletic events, concerts, drama presentations, study trips, school dances, or any other school sponsored events. This includes events before, during, and after school, in the evenings, and on weekends, whether at school or at an off-site location. Inappropriate behavior at school-sponsored events will be dealt with as inappropriate behavior occurring during the school day in accordance with the Table of Consequences.

Behavior in Common Areas

The expectations for appropriate behavior in common areas of the school are the same as for those in individual classrooms. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school. A student is expected to abide by all requests. A student is required to give his/her name to a staff member when requested to do so. Failure to comply will result in an administrative referral with appropriate consequences for the nature of the offense as outlined in the Table of Consequences.

Behavior on the Playground

Courtesy and good manners as well as common sense should dictate a student's behavior on the playground. The following rules must be observed during recess.

1. Avoid fighting or play/"pretend" fighting.
3. Keep your hands, feet, and objects to yourself. Examples of unaccepted behavior are wrestling, tackling, pulling, or holding.
4. Avoid throwing rocks, sticks, and other objects. Throwing balls during a game is acceptable.
5. Avoid dangerous behavior on the swings, such as jumping out of the swing, hanging onto the chains, or having more than one person on a swing. Staying seated on the swings is the safest way to be on the swings.
6. Eat food in the appropriate areas, such as the cafeterias.
7. Stay in the supervised areas of the playground during recess. The school building is not supervised. Time to go to the rest room or get a drink of water will be given when students

return with their teacher to class. If there is an emergency, a student will be given permission to see Mrs. Chandler in the nurse's office.

8. When the recess monitors blow the whistle for a grade, students are to: (a) line up immediately, (b) settle down, and (c) be quiet in line.

Classroom Behavior

Each teacher has and enforces a classroom discipline plan that has been turned in and approved by the administration. From fourth grade on, teachers send a copy of their classroom discipline plan home for parent and student signature. Teachers will review these plans with the students during the first week of each semester. Plans are designed to encourage appropriate behavior and involve parents in the discipline process for routine disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer a student to the administration for appropriate action (See Table of Consequences). Serious misconduct in the classroom may result in immediate referral to the administration.

Detention

In some cases, detention may be used as an intermediate step before suspension. Detentions are of two types: (a) classroom, and (b) administrative. Individual teachers assign classroom detention, which is based on their classroom management plan. A student who does not attend classroom detention will be assigned administrative detention. Missing an administrative detention will result in consequences shown in Section B of the Table of Consequences.

Suspension/Expulsion

Suspensions are a disciplinary action given by the school administration in accordance with the Table of Consequences. When suspension is imposed, it will be done following due process procedures and in compliance with DoDDS “Students Rights and Responsibilities” regulations. The length of the suspension may vary from one to ten days. A suspension is an excused absence. During the time that a student is suspended, he/she may not be present at school or attend any school-sponsored activities. A student, who violates the prohibition from being at school or at school activities, will have his/her suspension extended for one day for each violation. A parent conference may be required prior to readmission. All suspension actions are also reported to the Base Commander.

Out-Of-School Suspensions/Expulsions

Suspensions require involvement of school administration and the sponsor. Command officials will be involved when necessary. The student and sponsor will be notified by the school administration of the reason for the student’s suspension. Suspension will be from one to ten days in duration, and the student will be allowed to make up schoolwork given during the period of the suspension. Additionally, suspensions for the same offense are cumulative. Students who are suspended or expelled may not participate in any school activity nor be on the school grounds until the suspension has been successfully completed. This includes any weekend activity such as sports’ events, dances, plays, etc. SEE DAS Activities Policy.

Direct Escort

Direct Escort is an alternative to out-of-school suspension and allows a sponsor or parent to

directly escort the student to all classes throughout the regular school day. The accompanying sponsor or parent attends ALL classes with the student, eats lunch with the student, and is with the student for the entire daily routine from the opening until the close of the school day. Family friends and older siblings may not act as a student's Direct Escort.

Direct Escort is a method of parental intervention; it communicates to the student that inappropriate behaviors are not acceptable and that, if necessary, the parent will spend an entire day at school with his/her student to support the importance of an education. It is an optional program and offered at the administrator's discretion. A Direct Escort may be delayed for as many as three school days to allow a sponsor or parent to arrange for leave so that the student can be escorted to his/her classes.

Additionally, Direct Escort affords sponsors or parents an opportunity to personally see and experience their student's school environment. It is especially helpful for truants, disrupters, and non-performers because it is another method of intervention that keeps the student in school. During a period of Direct Escort, students may earn credit for their work.

Dismissal

There may be occasions when parents will want to have their child walk home with a friend, take the CYS bus, etc. **This is a safety issue.** Any changes must be accompanied with either a written note or verbal communication with the classroom teacher. Without this step the students will be expected to return home the usual way.

Electronic Devices

Prior to entering the school building, the cell/smart phone must be turned off.

During regular instructional hours cell/smart phones must be turned off, secured, and out of sight, unless a classroom teacher has given a student authorization to use the device for an educational activity. Once the activity is completed the cell/smart phone must be turned off, secured, and removed from sight. The use of Kindle's or similar devices will be approved on a case by case basis.

Expulsion

When a serious act of misconduct occurs, or a total disregard of DoDDS policies/rules occurs, expulsion may become necessary to protect the rights and safety of other students. When the principal determines that an expulsion is necessary, a letter will be sent to the sponsor. Before final expulsion takes place, a formal hearing in front of the School Discipline Committee will be held unless the student's actions are so severe as to require immediate expulsion and notification of the base commander.

DISCIPLINE POLICY

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

Alcohol

The possession, use, or being under the influence of alcohol at school or at any school-related function is strictly prohibited. The penalty for violation of this policy is suspension in accordance with Section C of the Table of Consequences. In addition, a mandatory referral to the alcohol and substance abuse counselor (ASACS) will be initiated before the student is allowed to return to school.

Legal liability recommends that DAS staff and personnel who witness students participating in dangerous or illegal activities (such as drinking) off school premises call the military police.

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 that a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended from school until the expulsion process is complete.

Bullying

Bullying is a form of control. Generally a bully has low-self esteem and receives self worth through controlling others. Any behavior that is repetitive and has a negative intent is bullying. The penalty for violation of this policy is suspension in accordance with Section B of the Table of Consequences. Bullying can take the form of:

- Physical Aggression
- Social Alienation
- Verbal Aggression
- Intimidation
- Racial and Ethnic Slurs
- Sexual Harassment

Warning signs of bullying include

- A Bully believes that the/she is entitled to what they want, even if they have to be mean to others to get it
- A Bully blames others for his/her behavior
- A Bully shows little empathy for others and shows no remorse

Girls report being bullied by both boys and girls. Boys are generally bullied by other boys. “Girl Bullying” is generally in the form of gossip, being ostracized, or left out of an activity “Boy Bullying” often turns aggressive.

Cheating

Cheating is not an acceptable practice at Daegu American School. A student, who is found guilty of cheating, will receive a zero on that particular assignment, test, project, or examination. Further disciplinary action may be administered as described in the teacher’s classroom discipline plan.

Dress Code

Students enrolled at Daegu American School are in Korea because they are accompanying either a military or civilian sponsor assigned to this area. Consistent with their status as guests in the host nation, students should refrain from wearing clothing that would offend our host country either by style or message. Additionally, dress in the school environment should contribute to the overall learning environment and should not detract from it. Opinions can and do vary about personal appearance. Students will wear clothing that is neat and clean. Daegu American School students are not permitted to wear the following:

- Halter tops, midriff tops (exposing the stomach and area above the waist), t-strap tops, see-through tops with t-strap tops, or tank tops that expose undershirts or bras (Arm holes on all shirts/blouses must be acceptable widths so as not to expose any undergarments.)
- Pants exposing the waist or hips, or baggy pants worn excessively below the waist, i.e., rear-end area
- Skirts and/or shorts that are shorter than mid thigh or end of fingertips with arms naturally at sides (Long skirts with slits/splits above mid-thigh are not acceptable.)
- Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, and religious slurs) or display illegal substances (such as tobacco, alcohol, marijuana leaves, needles, etc.)
- Articles that can cause injury to other students or property (studded bracelets, studded necklaces, and chains)
- Dark glasses/shades inside the building unless medically approved
- Headgear (males or females) such as bandannas, doo-rags, and stocking caps are not allowed on campus or at any school event. Hats and sweatbands should not be worn in classrooms, MPR, gymnasium, office area, or inside school buildings during the school day or at any in-door school events
- ‘Heelies’: Shoes with wheels built into the soles present a safety hazard and will not be tolerated at school.

Any violation will result in the sponsor being called and requested to bring appropriate clothing to school before a student will be allowed to go to class.

Hats or headgear are not authorized in classrooms or assembly areas. If a student is asked to remove headgear and cooperates with the instruction, no further action is necessary. If a student becomes disrespectful or fails to obey the instructions, the penalty will be in accordance with Section A of the Table of Consequences and confiscation of the headgear. Final decisions on the appropriateness of garments will be made by the administration.

Drug-Free Schools

DS Regulation 2792.2 Drug-Free School and Learning Environment establishes policies and procedures for ensuring drug-free schools and learning environments for DoDDS students by instituting clear and specific rules regarding drug possession, use, and distribution. Substance abuse is unacceptable and will not be tolerated at Daegu American School. It is the opinion of the school administration that substance use and abuse of any kind is a symptom of individual problems that require medical and psychological evaluation and assistance. If substance abuse is suspected while a student is attending school, the sponsor will be called to accompany the student to the Camp Walker Dispensary for examination. Follow-up arrangements will be made

between the clinic, school, and the parents. Drug possession, use, and/or distribution by any student will result in suspension pending an expulsion hearing in accordance with Section E of the Table of Consequences.

Fighting

Fighting will not be tolerated at Daegu American School. Fighting is defined as any physical contact between two or more individuals (that potentially could lead to physical abuse), which includes, but is not limited to, play fighting, horse-playing, or antagonizing (being a bully). Fighting in school or at school-sponsored events will result in suspension from school and a possible referral to the Military Police.

Inappropriate Language

The use of inappropriate language or gestures is unacceptable conduct at Daegu American School. Students are expected to use appropriate communication in all settings at all times. When the inappropriate language includes an ethnic, racial, or sexist slur, the student's counselor will counsel the student, and a referral to the administration will be included as part of the school's disciplinary action.

Insubordination

The failure of a student to follow a request by any staff member is insubordination. The penalty for insubordination will be in accordance with Section A of the Table of Consequences. If the insubordination is accompanied by profanity or disrespect, it may be treated as a Section B suspension. This will be determined by the school administration.

Lunch

Snacks: Many teachers provide time for students to have a snack. Please be sure the snack is healthy/nutritious such as fresh fruit, dried fruit, granola bars, nuts, raisins, etc. Candy is not an acceptable snack.

Beverages in the classroom: Water is the only beverage allowed in the classroom on a day to day basis. The exception is parties or special celebrations.

No soft drinks/carbonated beverages are allowed in school for any grades at any time with the exception of a party or special celebration.

Nuisance Items

Possession of items, which are disruptive to the school environment, are not permitted at school. A nuisance item is any item that causes a problem for someone in the classroom or makes it difficult for others to learn. These items will be confiscated and given to the assistant principal. The student may pick up the item at the end of the day. A student's parent will be required to reclaim the item the second time it is confiscated.

Plagiarism

Plagiarism is defined by Webster's New Collegiate Dictionary, 9th edition, (Springfield, MA: Merriam 1981, p. 870), as stealing and passing off (the ideas or words of another) as one's

own: using (a created production) without crediting the source vi: committing literary theft: presenting as new and original an idea or produce derived from an existing source.

Daegu American School has a no-tolerance policy regarding plagiarism. High school teachers teach students the meaning of plagiarism and extensively review the meaning of plagiarism as well as the consequences of plagiarism prior to any writing assignment.

Students found plagiarizing will be subject to disciplinary measures by the teacher. Behaviors associated with plagiarism are copying/pasting other authors' works from the Internet, books, and other written resources and claiming them as the student's own original work. Parents will be notified by the classroom teacher when a student is involved in plagiarism. Continued plagiarism will result in disciplinary action by administration upon referral from the teacher.

Profanity

Students using profanity will be asked to refrain from further use of such inappropriate language. If it continues, the student will be referred to administration for action outline in Section A of the Table of Consequences. If a student becomes disrespectful, suspension will be in accordance with Section C.

Public Display of Affection

Any public display of affection, such as kissing, caressing, embracing, etc., is against school policy. Staff members will request students to refrain from this type of behavior. If the students comply, no further action will be taken if it's the first time for this type of behavior. Failure to comply with this request or a disrespectful response will result in actions according to Section A of the Table of Consequences.

Sexual Harassment

Sexual harassment will not be tolerated at Daegu American School. Students reported to administration for verbal sexual harassment will be subject to Section B of the Table of Consequences. Students referred for instances of physical sexual harassment will be subject to Section D of the Table of Consequences.

Smoking

Students are not authorized to smoke on school grounds. Students smoking on school grounds will be subject to consequences under Section B of the Table of Consequences. Possession of tobacco or smoking materials will be considered the same as smoking and punished according to Section B.

Theft

A student caught stealing will be disciplined appropriately. To protect him/her self from being the victim of theft, students should: (a) not bring valuables or large amounts of money to school; the school is not responsible for losses, (b) not leave purses or book bags unattended, (c) keep lockers locked at all times to keep books from disappearing, (d) not use or share another student's locker, (e) not share locker combinations, (f) report any theft immediately to a teacher or administrator, and (g) check at the main desk in the office for missing items. Theft of personal

or government property at school will result in consequences found in Section C of the Table of Consequences and may be reported to the Military Police.

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 will not be tolerated. A student, who conveys a verbal threat to a staff member, will be suspended in accordance with Section D of the Table of Consequences. Expulsion proceedings will be initiated for physical actions taken against a staff member.

Vandalism

The intentional damage or destruction to school property or the personal property of others is vandalism. Deleting files from a school computer or changing its configuration is considered vandalism. Incidents of vandalism will be dealt with harshly. Minor incidents will result in a suspension in accordance with Section C of the Table of Consequences. Major incidents will result in Section D of the Table of Consequences and will be reported to the Military Police and the Base Commander. Students will be expected to reimburse the United States Government or the person for all damages incurred. Students damaging or destroying school property or the personal property of others accidentally will not incur punitive action, but the student will be expected to reimburse the United States Government or person for the cost of the damage or destruction.

Weapons

DoDEA has a zero-tolerance for weapons of any kind. Student possession or use of a knife, gun, or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, knife, gun, BB gun, or any object that may be used to cause injury to another person. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials also shall be contacted to take whatever action necessary. A formal hearing will be conducted by the Discipline Committee to determine whether the student is guilty and recommend punishment. The student and his/her parent/guardian must be present at this hearing. The following are the DoDDS Korea District consequences for violation of this weapons policy:

Inherently Dangerous Items/Weapons

These are weapons that are deadly and have no use in school, e.g. firearms, knives, explosives, etc.

First offense - 36-week expulsion

Dangerous Items

These are items or replicas of weapons used as weapons or used to instill fear, e.g. small pocket knives, small fire crackers, or anything resembling a gun with propelling objects, tools, laser pointers, etc.

Grades	K-3		4-6		7-8	
Injuries	Yes	No	Yes	No	Yes	No

1st offense	10 day susp	5 day susp	20 day susp	10 day susp	9 wk expul	9 wk expul
2nd offense	20 day susp	10 day susp	40 day susp	20 day susp	18 wk expul	18 wk expul
3rd offense	18 wk expul	18 wk expul	18 wk expul	18 wk expul		

Potentially Dangerous Items

These are replicas of weapons or items inappropriate on school grounds, but are not inherently dangerous weapons and are not used to instill fear, e.g. toy gun, toy knife, etc.

Grades	K-3	4-6	7-8
1st offense	1 day suspension	3 day suspension	5 day suspension
2nd offense	2 day suspension	6 day suspension	10 day suspension
3rd offense	3 wk suspension	6 wk suspension	9 wk suspension
4th offense	18 wk expulsion	18 wk expulsion	18 wk expulsion

TABLE OF CONSEQUENCES

Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense	7 th Offense
A	Warning	Parent Contact	Retained in Office	Detention	Detention	Detention	
B	Suspension 1 day	Suspension 1 day	Suspension 1 day	Suspension 2 days	Suspension 2 days	Suspension 2 days	Expulsion
C	Suspension 2 days	Suspension 2 days	Suspension 3 days	Suspension 3 days	Expulsion		
D	Suspension 3 days	Suspension 3 days	Suspension 4 days	Expulsion			
E	Expulsion						
A Level Offenses*	<ul style="list-style-type: none"> Abusive Behavior to Peers Abusive Acts/Language Action Leading To Accident Aggressive Behaviors Biting or Spitting Did Not Obey Instructions Disrespect to Students Disruptive Behavior Dress Code Violation 		<ul style="list-style-type: none"> Engaged In Horseplay Excessive Noise Internet Agreement Violation Left Class without Permission Lunch Room Rules Violation Lying Playground Behavior Violation Prohibited Item Pushing/Shoving 		<ul style="list-style-type: none"> Scuffling Tardies Threats of Damage Throwing/Shooting Objects Unprepared For Class Unsafe Behavior Verbal Abuse/Gesturing 		
B Level Offenses*	<ul style="list-style-type: none"> Bullying Cheating/Plagiarism Damage to Property Disrespect to Adult 		<ul style="list-style-type: none"> Forgery of Signature Harassing Students Indecent Act/Language Refusal to Obey 		<ul style="list-style-type: none"> Threatening Behavior Truancy Uncooperative With Staff Willful Disobedience 		

	• Fighting	• Stealing	
C Level Offenses*	Extreme disrespect to a teacher/faculty member (i.e. use of profanity)	Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration) Theft	Use, Possession, or being under the influence of alcohol (mandatory referral to ASACS counselor) Vandalism (Minor incidents)
D Level Offenses*	Extortion/threats Sexual Harassment (Physical)	Threatening a staff member (Verbally)	Vandalism (Major incidents)
E Level Offenses*	Bomb threats	Threatening a staff member (Physically)	Use, Possession, or Distribution of drugs

* Other (To be determined at the discretion of the administration)

Eighth offense in Section A will automatically become a Section B first offense.

The consequence for any combination of offenses resulting in a total of 10 or more days of suspension will be EXPULSION.

BEHAVIOR MATRIX

DAS Dragons	<i>Be Respectful by:</i>	<i>Be Responsible by:</i>	<i>Be Learners by:</i>
Hallways	When in line: ✓ Silent/whisper voices ✓ Straight lines ✓ Walk around people ✓ Follow adult directions	✓ Walk safely ✓ Keep hands and feet to self and off walls ✓ Stay with the line	✓ Go directly to destination and use time wisely
Cafeteria	✓ Inside voices ✓ Raise your hand for assistance ✓ Leave when excused	✓ Eat only your food ✓ Report spills ✓ Pick up your area ✓ Walk at all times	✓ Use good Manners ✓ Help others if asked
Bathroom	✓ Wait your turn ✓ Leave others alone ✓ Clean up after yourself	✓ Quiet voices ✓ Report spills ✓ Keep water in sink ✓ Use restroom, wash your hands, and return to class/line	✓ Follow classroom procedures ✓ While waiting be respectful of the other learners and return to class promptly
Playground	✓ Include everyone that wants to participate in games ✓ Keep hands feet and objects to self ✓ Use equipment properly	✓ Follow playground rules ✓ Put away things you get out	✓ Learn new games and activities ✓ Be a problem solver

Assemblies	<ul style="list-style-type: none"> ✓ Come in quietly and sit down ✓ Listen and follow directions 	<ul style="list-style-type: none"> ✓ Sit on your pockets and cross legs ✓ Place hands in lap ✓ Applaud appropriately 	<ul style="list-style-type: none"> ✓ Stay focused ✓ Respect the “performers” ✓ Raise hand to speak
Public Areas	<ul style="list-style-type: none"> ✓ Sit/stand using quiet voices ✓ Follow directions from any adult 	<ul style="list-style-type: none"> ✓ Stay in public areas until bell rings ✓ Use whisper voices in line 	<ul style="list-style-type: none"> ✓ Go to class promptly and quietly ✓ Use time wisely
Bus/ Parent Pick-Up	<ul style="list-style-type: none"> ✓ Walk ✓ Listen for adult directions ✓ Quiet voices ✓ Hands to your sides 	<ul style="list-style-type: none"> ✓ Stay on sidewalk ✓ Keep your back pack on your shoulder or roll it ✓ Load the bus promptly 	<ul style="list-style-type: none"> ✓ Follow safety procedures
Bus	<ul style="list-style-type: none"> ✓ Keep hands and feet to yourself ✓ Follow bus driver’s and monitors directions ✓ Talk politely to the person sitting with you 	<ul style="list-style-type: none"> ✓ Keep backpacks on lap ✓ Stay in your seat facing forward and aisles clear ✓ Practice safety skills 	<ul style="list-style-type: none"> ✓ Show respect to the other students on the bus
Bus Stop	<ul style="list-style-type: none"> ✓ Walk ✓ Arrive at bus stop on time ✓ Leave sticks, rocks etc. on the ground ✓ Use respectful words ✓ Load promptly 	<ul style="list-style-type: none"> ✓ Keep backpacks on shoulder or in your possession ✓ Show respect to others by keeping hands/feet to self ✓ Be polite ✓ Wait for it to come to a complete stop and get on 1 a time 	<ul style="list-style-type: none"> ✓ Wait patiently ✓ Follow all directions from bus driver and monitor. ✓ Sit quietly, use whisper voices, show respect

DAILY DISMISSAL POLICY

The bell to dismiss students rings at 1:55 for the elementary and at 2:00 for middle school. Each student must observe the following rules:

1. A student, who walks home, must leave the school grounds as soon as he/she is dismissed. Students are not allowed in the area where the buses are being loaded.
2. Elementary grade bus riders will walk to the buses with their teacher.
3. Parents, who pick their children up at school, are asked to avoid the areas where the buses load.

EARLY DISMISSAL FROM SCHOOL

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

EMERGENCY PROCEDURES/SCHOOL CLOSURE

At times a natural disaster may occur. Parents should listen to AFN and await instructions. The closing of school can only occur by direction of the Base Commander and AFN will be notified immediately if this decision has been reached. In all cases of emergencies, parents should not call the school. Instead, get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities. Review disaster preparedness and emergency procedures. The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, political demonstrations, etc.

Emergency Contact

The school must be provided with the name and telephone number of a person who can be called in an emergency if a parent cannot be reached. **The telephone number provided should not be the sponsor's home telephone number.** If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor must be supplied to the school as the designated emergency contact person. It is recommended that a "Power of Attorney" be on file at the Dispensary in case a student needs urgent medical attention and a parent is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Dispensary. If the sponsor or emergency contact is not available, the school will contact the Security Police, Dispensary, and the sponsor's commanding officer, as needed to cope with the emergency. Keep your child's emergency data current. Please notify the school immediately if there is a change in home phone number, duty phone numbers, and/or addresses for your family and the alternate emergency contact.

Delayed School Closure

Prior to the opening of school:

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

While School Is In Session

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

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

Procedures for Closing School While In Session

Bus Riders

- The principal will call the transportation office and request busses.

- Bus students will be sent home. Bus departure time will be announced on AFN.
- A student in grades K-6 will not be released until verification that there is a parent, or an older brother or sister, or the emergency contact person to supervise him/her.
- If no one is at home, a student will be returned to school and placed under staff supervision until a parent can be contacted.
- The school bus will not make a second trip. If a student must be returned to school, a parent will be required to pick him/her up at school as soon as possible.
- When all school staff is dismissed to return to their home, all students remaining at school will be taken to the Military Police where their parents can pick them up.

Walkers

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

- The principal will inform teachers when students may be released.
- Students in grades K-6 will not be sent home to an empty house.
- The school will verify that a parent, or an older brother or sister is at home before a student is released.
- If no one is at home, a student will be kept at school under staff supervision until a parent can be contacted.
- When all school staff is dismissed to return to their home, all students remaining at school will be taken to the Military Police where their parents can pick them up.

Delayed Closing of School

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

- Parents should listen to AFN before calling the school office.
- When travel by bus and on foot has been deemed safe, the school will be closed and the students sent home following the procedures listed above.

Bomb Threat Procedures

If we have a bomb threat, please note the points listed below:

- ⇒ Students should bring all of their belongings and take them to the announced location
- ⇒ Everyone should exit the building following the evacuation route for his or her particular classroom. The students and teacher should stay together
- ⇒ Students are not to go to their lockers
- ⇒ Do not use elevators
- ⇒ Do not shut down computers

HEALTH SERVICES

A school nurse is on duty to assess any student who becomes ill or injured at school. The school nurse is **not a medical diagnostician**. Please keep your son or daughter home if he/she has a temperature of 100 degrees Fahrenheit and above and/or doesn't feel well. The following guidelines are strongly recommended in deciding whether or not your student should return to school.

- ⇒ Fever: Students should return to school after 24 hours of being fever free (below 100 degrees Fahrenheit) without taking any medicine to control the fever, i.e. Tylenol, Aspirin, Motrin, etc.
- ⇒ Pink eyes: Students should obtain a written permission from a doctor to return to school.
- ⇒ Strep throat/bacterial infection: Students should return to school after taking prescribed antibiotic medication for 24 hours.
- ⇒ Diarrhea or vomiting: Students should have no signs for 24 hours.

If a student becomes ill in school, he/she should request his/her teacher’s permission to visit the nurse’s office. The nurse will provide first aid and decide what steps should be taken next. The nurse may dismiss the ill student to go home after obtaining parental permission. Illnesses not reported to the nurse are not excused absences. If the nurse is not in, students are to report to the Main Office.

Medication at School

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

1. Hold-Harmless Letter (DSPA Form 126) (forms available from either doctor’s or nurse’s office)
- AND**
2. Medication in a pharmacy-labeled bottle; marked with the student’s name, name of the medication, time to be taken, and amount to be taken.

When short-term illnesses require the use of medication, the parent should make arrangements with the physician for administering the medication before and after school. If the medication must be taken during school hours, the above procedure must be followed.

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

HOMEWORK – DODEA GENERAL GUIDELINES

The following ranges of **hours per week** of homework are provided as guidelines under DoDDS system wide homework policy.

<u>Grades</u>	<u>Hours (Range)</u>
1-3	2-4 hours
4-6	5-6 hours
7-8	7-9 hours

If a parent is hearing "I don't have any homework" he/she should discuss the above information with their child. If necessary, call the school for a conference with the appropriate teacher(s). Good study habits and routines need to be established for a student to have a successful school record. This calls for parent and teacher cooperation and constant monitoring by parents.

HONOR ROLL RECOGNITION

Honor Roll Recognition for SY 12-13

4th through 8th grade students will be recognized for honor roll achievement after the 1st, 2nd and 3rd quarter grading periods. Students will be recognized approximately two weeks after the end of each quarter. Students will be recognized for achievement in one of the three following categories:

1. Principal's Honor Roll – A's in all subjects
2. Honor Roll – A's or B's in all subjects
3. Citizenship Award – One male and one female per grade will be nominated by teachers.

Proposed Honor Roll Recognition Dates SY 12-13

Monday, November 19, 2012 – 1st Quarter Honor Roll Recognition

Friday, February 8, 2012 – 2nd Quarter Honor Roll Recognition

Monday, April 22, 2012-3rd Quarter Honor Roll Recognition

HUMAN GROWTH AND DEVELOPMENT PROGRAM (GRADE 5)

The purpose of the DoD Dependents' Schools Health Program is to help each student achieve and maintain optimum physical, emotional, and social fitness. Students participate in a human growth and development program with assistance from the School Nurse. In these health classes, each student receives instruction on the male and female reproductive systems, physical changes which occur during adolescence, and birth and delivery of the newborn. It should be emphasized that education concerning physical maturation and acceptance of responsibility should be initiated in the home environment. Discussion in the school is limited. You will be notified during the year as to the date the program will begin.

INCLEMENT WEATHER



In case of severe inclement weather (high winds, snow, ice, etc.), please listen to AFN radio, log onto the USAG Facebook page, or AFN television for school closing announcements. Road conditions for installations can be checked by calling 738-ROAD, 738-7623 to hear recorded message. The decision to close school is made by the Area IV Commander in coordination with the military police and school principal. The following links may be helpful:

Daegu American School web page: <http://www.daegu-un.pac.dodea.edu/>

INFORMATION CENTER (LIBRARY)

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

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

DoDEA library information center programs have been strengthened for SY 10-11 through the addition of new materials that address critical contemporary topics in the areas of science, technology, innovation, global economy, careers, and international awareness. In addition to these materials, DoDEA provides 5 online databases for elementary students and 9 for middle school students. The elementary databases are especially designed for beginning researchers and feature developmentally appropriate graphical interfaces. The middle databases include electronic editions of magazines, newspapers, reference books; along with, archival coverage of topics and events addressing a growing range of research and curricular needs. The digital resources are accessible anywhere in the school via the Web and from home via a remote user password.

The Information Center is equipped with 25 computers with Internet access. At Daegu American School computers are used for instructional rather than recreational purposes. Students may have access to the Internet after they and their parents sign a DoDDS Internet Access Agreement. A student may use the Information Center before school and during the school day with a pass from a teacher.

Most books circulate for a period of two weeks. Family check out is also available. It is the responsibility of a student to return materials when due. Failure to do so can result in suspension of privileges. Lost or missing book policy requires hardback replacements of the same book. Student academic records cannot be cleared if materials are owed in the library.

Guidelines for use of the Information Center

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

1. Food, beverages, gum, backpacks, CD players or other electronic devices, or head coverings are not permitted in the Information Center at any time.
2. Computers are to be used exclusively to gather information relevant to the school

curriculum. Students may not visit sites designated as inappropriate by authorized school personnel. Use of chat rooms, games, on-line shopping and entertainment sites of any kind is strictly prohibited.

3. All students must have a pass in order to visit the Information Center during the school day. Upon entering the Information Center, students must clearly print their name and the time they entered on the sign in roster. Students must also sign out each time they leave the Information Center.
4. Failure to abide by these regulations will result in denial of visitation privileges to the Information Center.

LOCKERS

Lockers are for storage of books, coats, etc. Lockers must be kept locked at all times. Lockers are the property of Daegu American School and the administration has the authority to examine the contents of the lockers with just cause:

Guidelines

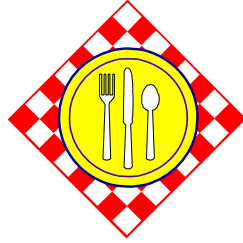
- There should be no graffiti inside or outside lockers. There should be no writing on the lockers and no stickers on the inside or outside of the lockers. Flyers advertising school events are acceptable.
- Pictures may be taped onto the inside of the lockers only. No obscene pictures or drawings are permitted.
- Avoid slamming locker doors.
- The school provides combinations for all lockers.
- Keep the locker area clean.
- Students should not share lockers.
- Vandalism of lockers will result in immediate suspension.

Security

Due to the large number of students/community organizations using the Daegu American School facilities, it is imperative that items of value not be brought to school. If it is necessary to bring such items to school, each student is responsible for safeguarding his or her personal property. The school cannot assume responsibility for lost or stolen items.

LOST AND FOUND ITEMS

Lost and found items are kept in the cafeteria. Money and valuable items that are found should be turned in to the office. Personal items or any other material brought to school should be clearly marked with the student's full name.



LUNCH PROGRAM

The Army/Air Force Exchange Service provides a hot lunch program in the school cafeteria. The school cannot hold funds for the school lunches and the teachers cannot hold or be responsible for a student's money. The teacher in each class will take a lunch count to determine how many students will purchase the AAFES lunch. If a student does not have a valid ticket and wants to eat, he/she must give the exact change to the AAFES employee, not the teacher. Teachers will report the number of lunches needed for their class to the school office, who will contact AAFES and report the number of meals required for that day. A monthly listing of the lunch menu will be provided in the post newspaper a week prior to the beginning of the month. In addition to the school lunch program, AAFES offers an "a la carte" menu as an alternate to the daily lunch schedule or to supplement home prepared "brown bag" lunches for students in grades 7-12. The prices of these items are the same as the prices charged in other cafeterias and snack bars operated by AAFES. Items, which are usually offered, include: (a) burgers, (b) fried chicken, (c) French fries, (d) salads, and (e) beverages. "A la carte" items will not be available during the lunch periods for grades K-6. However, milk and juice, will be available for purchase.

Please visit the following link to download the monthly [school lunch menu](#):

A special program for reduced or free meals does exist. Parents should contact the school liaison at Camp Walker for further information concerning eligibility for this benefit.

Lunch Policy

A student may bring a lunch from home, purchase a school lunch, or buy milk. Selected "a la carte" items are available for middle/high school students. Students are not allowed to leave Camp George during lunch. In the interest of sanitation and safety, a student is not allowed to consume foods of any kind in the classroom unless it is a special project or event approved by the teacher. During lunchtime, food must be consumed before leaving the cafeteria.

PUPIL PERSONNEL SERVICES

The Pupil Personnel Service Department at Daegu American School is comprised of specialists from diverse backgrounds. These individuals provide services to a wide range of students with individual learning needs. The PPS Department consists of the following:

- ⇒ Adolescent Substance Abuse Counseling Specialist
- ⇒ Guidance Counselors
- ⇒ Nurse
- ⇒ Reading Improvement Specialist
- ⇒ School Psychologist

- ⇒ Teacher of Learning Impaired/Emotionally Impaired
- ⇒ Teacher of English as a Second language
- ⇒ Speech/Language Pathologist
- ⇒ PSCD – Preschool children with disabilities
- ⇒ Sure Start
- ⇒ Gifted Education

Case Study Committee (CSC)

This committee consists of special education teachers, a classroom teacher, school psychologist, counselors, an administrator, the school nurse, and others as needed/required. Meetings are held weekly to discuss student referrals, assessment planning, and special needs programs for students. Counselors and the CSC Chairpersons are responsible for checking students’ records to identify students who may require special services.

Child Find

Child Find is an on-going, cooperative effort involving school staff, local base units, military organizations, and parenting groups. DoDDS Child Find is the process to seek, screen, and identify children (from three to 21 years of age) who may have a disability and be in need of special education services. If you know of anyone who would benefit from the special education program, please contact the Daegu American School office, at 99-473-4354/5 (on-post) or 473-4354/5 (off-post).

When a student is identified as possibly having special needs, he/she is, with parental consent, evaluated in all areas of the suspected disability. When a student is identified as having a disability, he/she is entitled to receive an appropriate instructional program, which is developed to meet his/her specific needs. Parents or guardians are involved in identification, assessment, and placement activities.

PARENT - TEACHER ORGANIZATION

The purpose of the Parent-Teacher Organization (PTO) is to promote friendly relations and mutual understanding between parents and teachers; to cooperate with school authorities in order to advance



the educational interests, social development, and physical well-being of the students. The PTO acts as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school and provides reciprocal opportunities for the administration to disseminate information to the parents regarding school policies and curriculum. Membership in the PTO is open to parents, staff, and interested community members. Students can purchase items at our school store which is operated by the PTO.

REPORT CARDS

Our policy is to grade each student with respect to his/her own academic growth and potential. Therefore, report cards are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare a student with his/her classmates. Report cards are issued four times a year. The first report card is issued directly to

parents during the parent/teacher conferences at the end of the first quarter grading period. For elementary students (K - 6), the second and third report cards are issued to the student in an envelope to be delivered to the parents. Parents may keep the report card, but are required to sign the envelope and have their child return it to the teacher the next day. This is to ensure that all report cards reach home properly. The final report card is issued to each student on the last day of school and is to be taken home to the parents.

SCHOOL/INSTALLATION ADVISORY COMMITTEE (S/IAC)

Department of Defense Instruction 5105.49 mandates the creation of local School Advisory Committee (SAC) for each school in DoDDS. The purpose is to further the concept of participation in school affairs by members of the school community. The SAC consists of elected parents, students, and teachers who are interested in improving the quality of education at Daegu American School. This committee advises the school administration on matters which impact on the quality of education in the school. The SAC meets the 1st Thursday of each month at 3 pm in the Information Center (IC).



STANDARDIZED TESTING-DoDDS

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

Assessment Instruments

Terra Nova Norm-Referenced (annually) Grades 3 – 8

The National Assessment of Educational Progress (NAEP) is administered to some students in grades 4 and 8 in selected subject areas in years selected by the Department of Education. NAEP results are for DoDDS and DDESS only. No individual student, school, district, or area results are received.



STUDENT TRANSPORTION OFFICE

Daegu Student Transportation Office (STO), Camp George, will provide transportation for students. Bus passes are required and are issued by that same office. Although Daegu American School provides all possible assistance with bus safety and conduct, the Transportation Office administers school buses. Expected behavior guidelines are outlined in DODEA 2051.1, Discipline. "Good conduct on DoDDS contract buses is essential to the safety of children." Students riding school buses are expected to observe all rules. This following list, although extensive, is only a short summary of the supplement. Sponsors are encouraged to review the supplement carefully and ensure that their dependents fully understand their responsibilities while riding a school bus. Problems or questions concerning bus transportation and bus discipline should be referred directly to the Daegu STO, telephone 768-7722, **building number 3210 at Camp George.**

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

On and around school buses, the students WILL:

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



On or around school buses, students WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use of possess unacceptable items identifies in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of the bus window or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devises or equipment.

17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

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

Bus routes

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

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

REGISTRATION

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

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Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or to question a teacher's authority.

The proper way to deal with the problem is politely and privately and via the chain of command (teacher, parent, counselor, and administrator)

STUDY TRIPS

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips will be sent to sponsors and must be returned to the student's teacher by the date specified. Absences due to such activities are excused and the student's teachers will be notified of the study trip ahead of time. The student is responsible for making up any work missed on the study trip day.

TELEPHONES

Students needing to use the telephone during the school for **emergency** purposes may use the phone on the counter in the Main Office or request permission from a teacher. These telephone are **not** to be used for social calls. Students will not be called out of class for any message unless it **constitutes** a true emergency from a parent guardian.

VISITATION- CLASSROOM

Daegu American School is always pleased to have visitors who are interested in its educational and extra-curricular activities. All visitors must first sign in at the Main Office and obtain a Visitor's Pass before visiting the campus. No person will be admitted to a class to which his/her student is not regularly assigned unless he/she has cleared this through the Main Office. Parents are welcome to visit the school at any time. Upon arrival at school, a parent will sign in at the school office and will then receive a badge identifying him/her as an authorized school visitor. This procedure must be strictly observed for the safety of the students. It is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth. ***Parents are encouraged to observe classes. However, teachers will not be able to stop teaching to have an unscheduled conference with a parent about specific questions or concerns during this time.***

Students wishing to bring visitors to school are required to present a written request at least one week before the visit. This written request (written by the sponsor or parent) must have the signature of administration and all the student's teachers before a Visitor's Pass will be given.

VOLUNTEERS

We need parent volunteers in all areas. If you are interested and available, please call the Daegu American School office at 99-473-4354/5 (on-post) or 473-4354/5 (off-post). Services of volunteers are needed in our library, reading programs, classrooms, special education programs,

and the computer room, etc. All volunteers must be registered with the Army Community Services, (ACS).

MIDDLE SCHOOL ONLY

1. **Hallway/Bathroom Passes:** Students must carry a pass with them at all times. Bathroom passes will be provided by the classroom teachers, passes in the planners will be used for all other travel outside the classroom during instructional time.
2. **Use of Planners.** Planners will be used as method of communication between home and school. Students will DAILY update their planners with assignments that are homework, as well as place future deadlines/assignments into their planners. Teachers will be checking at the end of the period to make sure students have accomplished this task. In addition, planners will be the method in which students travels to their lockers, other classrooms, as well as to various locations on campus – no planner, no movement. All teachers will comply with this.
3. **Homework Policy.** Students in MS can expect 7-9 hours a week of homework.
4. **Detention.** There are two types of detention: lunch and after school.
 - Students who receive lunch detention will sit at the “Quiet Table” in the cafeteria during lunch: 1225-1305. There will be no talking. When the student has finished lunch he/she may work on schoolwork or read. Just prior to leaving the cafeteria the planner will be signed by the cafeteria monitor.
 - Students who receive after school detention will report to a designated classroom no later than 1415 on the assigned day. They will remain in detention until approximately 1515 and will get permission from the teacher before leaving. Prior to a student be assigned after school detention the parent/sponsor will be notified and transportation home will be arranged.
5. **No food outside of cafeteria.** No students should leave the cafeteria with food. No pass, no exit out of the cafeteria.
6. **Behavior during class.** See behavior Matrix (put the matrix below this bullet)
7. **Planner loss and replace.** The committee agreed that a \$5 replacement fee to purchase another student planner if it is lost was a acceptable.

SCHOOL SUPPLY LISTS

2012-2013 School Supply List

KINDERGARTEN

- 1 PACKAGE OF FAT / SKINNY PENCILS
- 1 PACKAGE OF FAT CRAYONS
- 1 PACKAGE OF 24 CRAYONS
- 1 BOTTLE OF NO RUN ELMER'S LIQUID GLUE
- 1 PACKAGE OF CRAYOLA MARKERS
- 1 TOWEL / BLANKET FOR NAPTIME
- 1 BACKPACK (PLEASE BUY A BACKPACK THAT IS LARGE ENOUGH TO FIT A FOLDER)

1ST GRADE

- 2 PACKAGES OF #2 HB TICONDEROGA PENCILS (PLEASE DO NOT SEND SPECIAL OR PERSONALIZED PENCILS)
- 6 ELMER'S SCHOOL GLUE STICKS
- 1 BOX OF 24 CRAYOLA CRAYONS
- 1 PAIR OF SCISSORS
- 1 LARGE PENCIL ERASER
- 1 BACKPACK

2ND GRADE

- 2 PACKAGES OF #2 HB TICONDEROGA PENCILS (PLEASE DO NOT SEND SPECIAL OR PERSONALIZED PENCILS)
- ELMER'S SCHOOL GLUE STICKS
- 1 BOX OF 24 CRAYOLA CRAYONS
- 1 PAIR OF SCISSORS
- 1 LARGE PENCIL ERASER
- 1 BACK PACK

3RD GRADE

- 1 SPIRAL-BOUND NOTEBOOK
- 1 COMPOSITION BOOK
- 1 PACKAGE OF LINED PAPER
- 2 PACKAGES OF #2 PENCILS - YELLOW ONLY, NO PLASTIC COATING
- 4 GLUE STICKS
- 1 BOTTLE GLUE
- 1 BOX OF 24 CRAYONS
- 1 SET MARKERS
- 1 SET COLORED PENCILS
- 1 BOX OF TISSUES
- 2 SOLID COLORED FOLDERS
- 1 PINK OR WHITE ERASER
- 1 BOTTLE OF HAND SANITIZER
- 1 BACKPACK, WITHOUT WHEELS

4TH & 5TH GRADE

- 2 PACKAGES OF WIDE LINE PAPER
- PENCILS
- ERASER
- SCISSORS
- CRAYONS AND/OR COLORED MARKERS
- GLUE STICK
- 1 BOX OF KLEENEX

MIDDLE SCHOOL

- 3" STRONG 3-RING BINDER, NOT A "TRAPPER KEEPER"
- THUMB DRIVE (USB MEMORY STICK)
- ZIPPERED POUCH FOR SUPPLIES
- #2 PENCILS
- PENS (NOT RED)
- HIGHLIGHTER
- ERASER
- GLUE STICK
- SCISSORS
- COLORED TAB SUBJECT DIVIDERS
- HAND-HELP PAPER PUNCH
- PACKAGE OF LINED INDEX CARDS
- CALCULATOR (RECOMMENDED: SCIENTIFIC CALCULATOR)
- LOOSE LEAF NOTEBOOK PAPER