

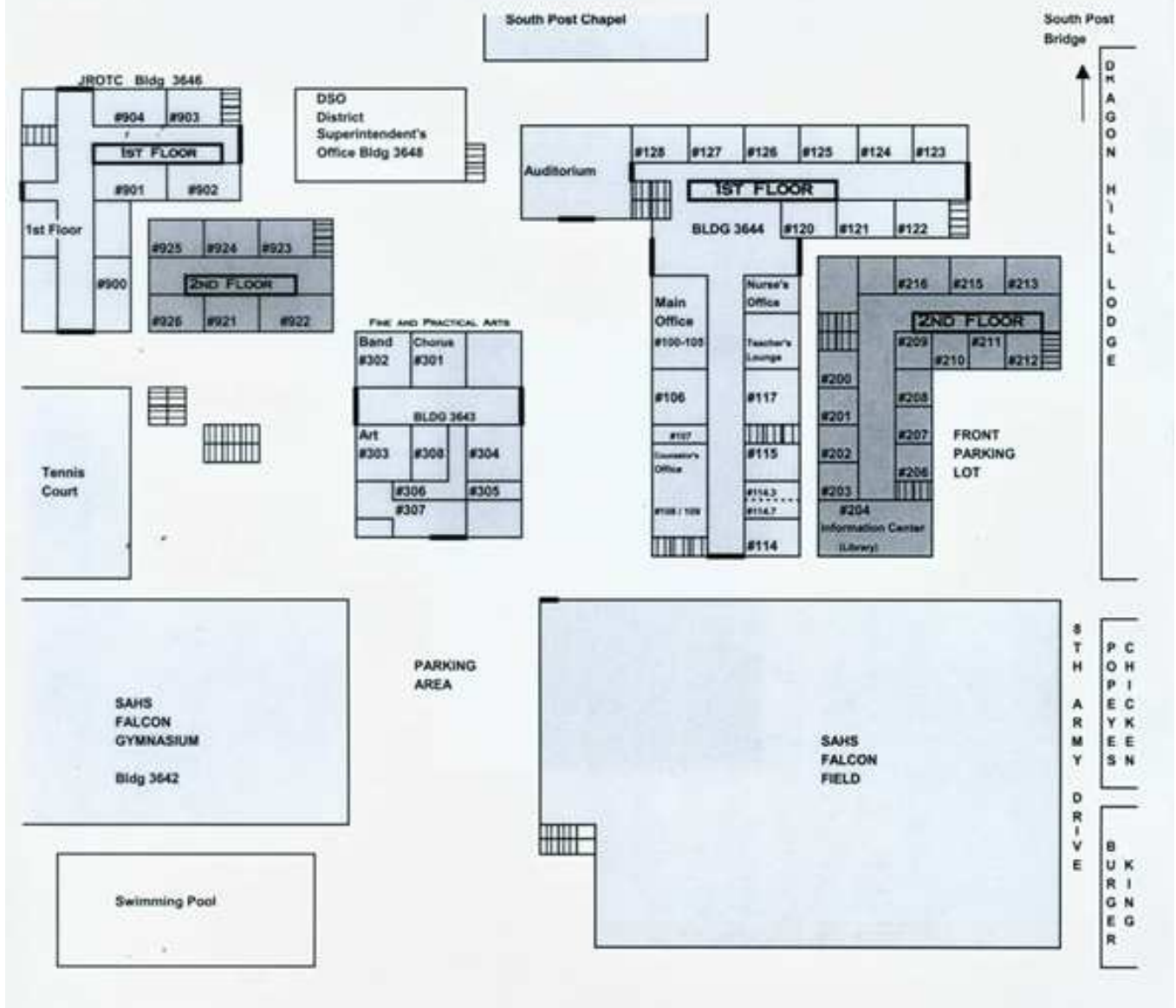
# Seoul American High School



## Parent/Student Handbook 2007-2008

A-C	Make Up Work Policy Excused Absences
Academic Dishonesty	Mission Goals Interventions
Accreditation	Mission Statement
Add/Drop Policy	N-P
Advanced Absences	National Honor Society
Alcohol	National Test Dates
Appointments	Nuisance Items
ASACS / Counseling Services	Open Campus Lunch Policy Cafeteria
Athletic Code of Conduct Elig and Policy	Parking Driving POV During School Hours
Attendance	Profanity
Attendance Monitoring Truancy	Progress Reports
AVID	Public Display Of Affection
Behavior at Assemblies/Events	Renaissance
Behavior In Common Areas	Returning To School After Absence
Bomb Threats	Rules For Extra Curricular Activities
Case Study Committee	Schedules / Class Schedules
Child Find	School Advisory Committee
Class Rank And Weighted Grades	School Calendar For SY 2005-2006
Classroom Behavior	School Discipline Policy
Course Offerings For School Year 2006-07	School Honor Code
D-E	School Map Unexcused Absences
Dance Policy	School Records
Detention	School Telephone Numbers
DoDDS Zero Tolerance Weapons Policy	Sexual Harassment
DoDDS Standardized Testing	Signing In Out
Dress	Smoking
Drug Free Schools	Student Behavior / Student Behavior Philosophy
Eating Drinking In School	Student Rights Responsibilities
Excused Absence	Suspension
Expulsion	Tardies
Extortion Threats	Theft
Extra Curricular Activities	Threats
F-I	Transcripts
Fighting	Trash Lunch Trays
Forgery Of A Note	Un-Approved Organizations
Gambling	Vandalism
Grading System	Visitors – I.D. required for classroom visitation.
Grading System	Weapons
Graduation Requirements	Withdrawals
Guidance Services	
Health Procedures	
Honors Diploma	
Incompletes	
Information Center	
Insubordination	
Introduction	
L-M	
Leaving School Grounds	
Locker Rules	
Lost And Found	
Lost Damaged Texts	

# Seoul American High School



Room numbers in the following ranges:  
 100's located on first floor Main Building.  
 200's located on second floor Main Building.  
 300's located in Fine/Practical Arts Building  
 900's located in JROTC Building  
 400's located in Falcon Gym

# DoDDS Korea SY 2007-2008 Planner

## August 2007 - July 2008

August 07						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

- 6 Report Date for Administrators
- 16 Aug 16 - 17 New Teachers Orientation
- 22 Report Date for Educators
- 27 Begin 1st Quarter & 1st Semester

### September

- 3 Labor Day - Federal Holiday
- 25 Chusok - Teacher Inservice Day - No school for students

### October

- 8 Columbus Day - Federal Holiday
- 19 Educators Day - No school for students

### November

- 1 End of 1st Quarter
- 2 Teacher work day - No school for students
- 5 Begin 2nd Quarter
- 8 Nov 8 - Nov 9 Parent Teacher Conference
- 12 Federal Holiday (Veterans' Day - November 11)
- 22 Nov 22 - Nov 23 Thanksgiving Recess

### December

- 12 Accelerated Withdrawal Date (Fall Semester)
- 24 Dec 24 - Dec 28 Winter Recess  
25 Dec - Christmas - Federal Holiday

### January

- 1 Jan 1 - Jan 4 Winter Recess  
New Year's Day - Federal Holiday

### January

- 7 Instruction Resumes
- 21 Martin Luther King, Jr. Day - Federal Holiday
- 24 End of 2nd Quarter & 1st Semester
- 25 Teacher work day - No school for students
- 28 Begin 3rd Quarter

### February

- 8 Lunar New Year - Teacher Inservice Day - No school for students
- 18 Presidents' Day - Federal Holiday

### April

- 3 End of 3rd Quarter
- 4 Teacher work day - No school for students
- 7 Apr 7 - Apr 11 Spring Recess

- 14 Begin 4th Quarter

### May

- 14 Accelerated Withdrawal Date (Spring Semester)
- 26 Memorial Day - Federal Holiday

### June

- 12 End of 4th Quarter & 2nd Semester
- 13 Teacher work day - No school for students

### July

- 4 Independence Day - Federal Holiday

February 08						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 08						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 08						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 08						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 08						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 08						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Bell Schedule			
A Day			
	7:55 – 9:25	90 Minutes	Period A1
	9:30 – 10:55	85 Minutes	Period A2
	11:00 –12:25	85 Minutes	Period A3
	12:25 –1:15	50 Minutes	Lunch
	1:15 – 2:40	85 Minutes	Period A4
B Day			
	7:55 – 9:25	90 Minutes	Period B1
	9:30 – 10:55	85 Minutes	Period B2
	11:00 –12:25	85 Minutes	Period B3
	12:25 –1:15	50 Minutes	Lunch
	1:15 – 2:40	85 Minutes	Period B4

Half Day Bell Schedule			
A Day			
	7:55 – 8:40	45 Minutes	Period A1
	8:45 – 9:25	40 Minutes	Period A2
	9:30 – 10:10	40 Minutes	Period A3
	10:15 –11:00	45 Minutes	Period A4
B Day			
	7:55 – 8:50	55 Minutes	Period B1
	8:55 – 9:50	55 Minutes	Period B2
	9:55–11:00	85 Minutes	Period B3

### Standardized Testing Dates

SAT	6 October 2007	26 January 2008
	3 November 2007	1 March 2008
	1 December 2007	3 May 2008
		7 June, 2008
PSAT	17 October 2007 All Grade 10 and 11 students required to take the test. Grade 9 students wishing to take the test must pay.	
TerraNova Multiple Assessments	10 - 21 March 2007 Grades 9-11	
AP Exams	5-9 May	



	For specific testing dates and locations please contact the Guidance Office.
End-of-Course Assessment	<p>ALGEBRA I</p> <p>29 Oct.— 1 Nov. Quarterly Assessment  18 - 24 January Quarterly Assessment  31 March - 3 April Quarterly Assessment  TBA May EOC (End-of Course) Assessment or 29 May—8 June</p> <p>27 May – 6 June  US History End-of-Course Assessment  Algebra 1 End-of-Course Assessment  Biology End-of-Course Assessment</p> <p>OPTIONAL: Schools have the option of starting on 21 May. Due to the required use of the Computers in the Media Center we may have to use this option.</p>

### **Introduction**

This website provides pertinent information for sponsors and students. Sponsor and student suggestions to make this guide more effective are welcome. Information is also available on the SAHS home page at [Http://www.seoul-hs.pac.dodea.edu/](http://www.seoul-hs.pac.dodea.edu/)

Once each month a newsletter will be mailed to each sponsor’s address to keep sponsors informed of current school happenings. In addition, whenever school is to be dismissed or a special program is offered, every attempt will be made to disseminate that information to sponsors through the local mass media. These efforts to keep students and sponsors informed are important to help you keep in touch with your dependents’ school activities. Your support is necessary and appreciated.

### **Purpose of DoDDS**

The mission of the DOD overseas dependents schools is to maintain a school system that provides education opportunities through 13 years of school (kindergarten through 12). The mission also ensures that such educational opportunities are of high quality and are comparable in all respects to the better school systems of the United States.

DoDDS maintains such schools in sufficient number and types, properly staffed and equipped, to provide quality education for eligible dependent children of United States military and civilian personnel of the DOD stationed in overseas areas.

## **Continuous School Improvement**

### **MISSION STATEMENT**

The Seoul American High School community provides positive educational experiences that prepare students to become responsible and productive citizens in a constantly changing global society.

**Goal 1:** All students will develop competence and appropriate use of specialized language and terminology throughout disciplines.

#### **Essences:**

- Students will use a specialized common vocabulary to discuss key concepts in many content areas.
- Students will develop an understanding of the root meaning of words including prefixes and suffixes to decipher new words.

#### **Intervention:**

Vocabulary Wall - a strategy to reinforce the core vocabulary of a specific subject.

#### **Sub-Population Intervention:**

Analyze Prompt - Solving the problem of: "I thought they were asking..."

**Goal 2:** All students will increase critical and analytical thinking skills after reading text in content areas.

#### **Essences:**

- During/after reading content area text students will determine important ideas in the text.
- During/after reading content area text students will synthesize important information in the text.
- Students will take content related theories and apply them to a new content area.
- Students will take the concepts presented in non-fiction content area text and generalize to a new content area.

## **Intervention:**

Graphic Organizers – are valuable instructional tools. Unlike many tools that just have one purpose, graphic organizers are flexible and endless in application. One common trait found among graphic organizers is that they show the order and completeness of student’s thought process – strengths and weaknesses of understanding become clearly evident. Many graphic organizers show different aspects of an issue/problem – in close and also the big picture. Since many graphic organizers use short words or phrases, they are ideal for many types of learners, including English Language Learners with intermediate proficiency.

## **Appointments**

Students and sponsors are encouraged to make Appointments with teachers, counselors, and administrators (in that order) for discussion of students’ personal and scholastic problems as they arise. Appointments may be made by contacting the person concerned directly by e-mail or by calling the counseling office (723-3710) or the main office (commercial 797-3666). Appointments will be made as quickly as possible, but due to other commitments, may not take place the same day as the initial contact. Teachers prefer 24-hours notice prior to meeting.

## **Accreditation**

Seoul American High School is accredited by the north central association of colleges and secondary schools (NCA). To meet accreditation status, the school must submit to an annual review of its educational programs together with an on-site team visitation every 5 years by an NCA visiting team. Seoul American High School was last visited during the spring of 2004. The high school will be visited again in May 2009.

## **Seoul American High School Telephones**

Main Office	DSN: 738-5261 CIV: 797-3667 FAX DSN: 738-8822 FAX CIV: 794-8571
Health Office/School Nurse	DSN: 738-7321
Attendance Clerk	DSN: 797-3666
Bus Transportation Office	DSN: 738-4538
Registration/Enrollment Office	DSN: 738-7707
Counseling/Guidance Office	DSN: 738-8822 CIV: 794-8571
All phone calls may be monitored and traced.	



## **Visitors**

Seoul American High School is always pleased to have visitors who are interested in its educational and co-curricular activities. Sponsors and other visitors must check in through the main office to obtain a pass prior to classroom visitations. Sponsors who wish to visit a class should contact the teacher of the class to make arrangements 24 hours in advance. All student visitors must clear through the office at least one day prior to visitation and must have the approval of all teachers concerned and the administration. Students who have withdrawn from school or who have graduated need a pass to visit the campus during school hours. All visitors must provide a photo id to sign for a pass.

## **Child Find**

Child find is the Department of Defense Educational Activity (DODEA) effort to locate students who may have learning disabilities and be in need individual and appropriate educational intervention. Seoul American High School actively searches for these youngsters so they may receive the education they need. Seoul American High School offers programs for students with communication problems, physical disabilities, learning disabilities, and severe handicaps. A goal of Seoul American High School is to identify students with disabilities and provide them with a free, appropriate education in a least restrictive environment. You can help identify these students. If you feel that your student may qualify for a special education program or if you know of a student who may qualify and has not yet been identified, call 738-7737.

## **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). Contact with these support specialists can be made by calling 738-7737.

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 test 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.

Please feel comfortable about expressing your concerns to these specialists. The important thing to remember is that they are available to serve your child's needs.

## **ASACS**

Adolescent substance abuse counseling services (ASACS) Adolescent Substance Abuse Counseling Services (ASACS) is a program free of charge to adolescents and families authorized to receive care at U.S. military facilities. ASACS offers a continuum of prevention, assessment, and treatment services for adolescents.

Adolescent skill building courses focus on topics such as stress and anger management, self-esteem building and academic motivation. ASACS will be offering an adolescent smoking cessation program for interested teens in the fall.

The clinical component of ASACS includes comprehensive screenings and assessments, individual, group, and family therapy. Common reasons for referral include behavioral and attitude changes, drop in grades, truancy, peer problems, and concerns about substance abuse.

Parenting groups are available with educational topics on how to keep your teen healthy. ASACS is also available to provide in-service training for the community or other professional agencies. ASACS is located next door to south post chapel in bldg. 3792. Hours are from 0730 to 1700. Sponsors or teens interested in services can call the ASACS counselors directly at 738-6816 or 738-6815. Walk-ins a

## **Health Procedures**

re also welcome.

A full-time school nurse serves the high school. The nurse provides medical assistance and first aid for illness and/or injuries which occur at school. Students who become ill at school must report to class, receive permission from the teacher to see the nurse, and then go to the school nurse who may contact the sponsor. The sponsor may wish to take the student to the 121st hospital for treatment. Only in true emergencies may a student be taken to the hospital without the sponsor.

Special medical problems such as epilepsy or diabetes should be reported to the nurse for coordination with classroom teachers. Any necessary daily

medication must be left with the nurse. All medication must be 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. They should be kept at home or taken to the hospital for treatment.

### **School Advisory Committee**

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 at 1730 hours the first Tuesday of each 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. Watch for details in our sponsor newsletter, at registration and in public service announcements on AFKN.

### **School Records**

Only authorized personnel have access to student records for valid reasons. Sponsors and students may view a student's record at any time upon request. When transferring on a PCS, sponsors must send a copy of their PCS orders to the guidance office or notify the guidance office 5 days prior their departure date and, upon such sponsors' request, an unofficial copy of the student's record may be hand-carried. No requests for hand-carried records will be honored unless the guidance office receives the request five days in advance.

### **Graduation Requirements**

Courses that are needed for graduation are considered required courses. All other courses are considered elective courses. A student must maintain a 2.0 Grade Point Average (GPA) and have a total of 26 credits in order to graduate from SAHS. If a student fails a required course, it must be retaken and passed in order to meet graduation requirements.

Each year as a student progresses through school, he/she should adjust his/her schedule to assure that selections will meet DoDDS graduation requirements at the conclusion of their senior year. If you have a question concerning this policy, you should contact the counseling office for clarification at 723-3710.

Courses should be taken in sequence whenever possible so they will coincide with course sequences offered in the United States and to correlate maturity levels of students with course content better.

Requirements for Graduation	
Subject Area	Credits (0.5 = Semester; 1.0 = Year)
Language Arts	4.0
Social Studies (Within the 3.0 credits for social Studies a student must take U.S. History 1.0, and Government 0.5)	3.0
Mathematics	3.0
Aesthetics	1.0
Physical Education	1.5
Professional Technical Studies	2.0
Science	3.0
Foreign Language	2.0
Health	.5
Electives	6.0
Total	26 Credits

Student who need to make a schedule change are required to complete the Drop/Add Course Selections form provided from the counselor at the time of schedule changes. Parent approval is required.

Course descriptions are available from the SAHS Guidance Office.

### **Advancement Via Individual Determination (AVID)**

The AVID program is designed to serve those students who have scored in the middle range on a standardized test and are not achieving to their potential. The mission of AVID is to ensure that all students, especially students “in the middle” with academic potential will:

- Succeed in rigorous curriculum (which includes the taking of honors and advance placement classes)
- Enter mainstream activities of the school
- Enroll in four year colleges
- Become educated and responsible participants and leaders in a democratic society

More information on entrance to the AVID program is available through the guidance office. AVID classes are open to students in grades 9-12.

### **DoDDS Standardized Testing**

March of each school year, the CTBS TerraNova test is given to students in grades 9-11 to measure the achievement of DoDDS students in the areas of science, reading, language arts, and social studies. Algebra I has quarterly assessments with an end-of-course exit assessment.

These tests combine the most useful characteristics of norm-referenced and criterion-referenced tests, and they provide useful information about the instructional needs of the students.

Teachers review the scores for each grade level relative to their academic subject area, determine strengths and weaknesses, establish priorities, and devise action plans for instruction. The test results are a major part of the overall school improvement plan that is compiled to improve the mastery level of our students.

The tests are administered in the spring. The spring testing allows us to compare individual achievement within the academic year and to improve our instructional plans for the next school year. Sponsors will receive the test results upon completion of scoring. If you have questions regarding the results, please call the counseling office.

### **Grading System**

The following letter grades will be used to evaluate a student achievement:

A - - - - - 90-100

B - - - - - 80-89

C - - - - - 70-79

D - - - - - 60-69

E - - - - - passing on basis of effort (grade point equal to a "D")

F - - - - - 0-59 failure no credit received

Achievement pertains not only to scholastic advancement, but also completion of assigned work, class participation, attitude and cooperation.

### **Add and Drop Class Policy**

Students may add and/or drop a class the first two weeks of the beginning of the 1st semester and the 1st week of the second semester.

Students are required to obtain the signature of the principal to add and/or drop a class after the designated allotted time.

All class drops and/or additions must have the signature of the counselor, student, parent, and the principal if occurring after the designated time.



Teachers receiving a student and /or releasing a student must sign the appropriate add drop form.

All books must be returned before a student can successfully add or drop a class.

### **Renaissance**

The SAHS “Renaissance Program” rewards student achievement.

Students are awarded certificates based on quarterly GPA. Students with a GPA of 4.0 or above receive a platinum card; those with a GPA of 3.7-3.99 receive a gold card, and students with a GPA of 3.3-3.69 receive a blue card. In addition, students who improve their GPA by .5 or more from one quarter to the next will receive a white card. Renaissance students are recognized at school assemblies and may be eligible to win prizes and academic privileges.

### **Guidance Services**

Seoul American High School counseling office is staffed with three full time counselors in order services may be provided to you as quickly and efficiently as possible. You are encouraged to contact our counseling office whenever the need arises. Appointments may be scheduled with the secretary in the counseling office by dialing 723-3710. Emergencies will be handled as they arise. Counselors are as follows:

Mr. Rob Victoria, Ms LaKisha Hudson, and Ms Alice McHan

The following services are offered through the counseling office:

- Orientation for incoming students
- Assistance in initial course selections
- Coordination of tests (SAT, ACT, PSAT, ASVAB, CTBS, AP)
- Personal counseling (short term)
- Academic and college counseling
- Annual college night
- Student course registration
- Coordination of scholarship program for seniors
- Coordination of military recruitment activities

### **Honors Diploma**

Honors diplomas will be awarded to students who maintain a cumulative four-year GPA of 3.5 or better. The student must demonstrate excellence in writing in either a language arts or social studies upper division course. High school course work must include geometry, algebra II, chemistry, two years of a foreign language and either advanced biology, physiology or physics. All other requirements for DoDEA graduation must be met.

Class rank and weighted grades Class rankings recorded on transcripts will be based on grade point averages, including weighted grades. Class

rankings are recorded for seniors only. Grade point averages shall be computed and recorded on report cards and transcripts based on weighted grades. For purposes of calculating student GPA, the following scales shall be used:

Advanced placement (AP) standard weighted scale	Unweighted scale
A = 5	A = 4
B = 4	B = 3
C = 3	C = 2
D = 2	D = 1
F = 0	F = 0

DoDEA secondary schools will not modify or alter transcripts received from non-DoDEA schools. However, the student's grand point average (GPA) will be calculated to match the point values for the letter grades issued in all DoDEA schools. Grades for "honors classes" are not weighted. The valedictorian and salutatorian will be chosen, using weighted grades, after eight high school semesters.

### **Incompletes**

An incomplete ("I") grade may be given at the end of the 1st, 2nd, or 3rd quarter if a student is unable to complete all requirements for course work during the quarter for medical or emergency reasons. However, upon return to school, the student will be given 10 school days to make up work missed during the leave.

### **Progress Reports**

Progress reports are a means of keeping both students and sponsors informed of the student's current grade status in a particular class. These reports are given to students midway through the grading period. However, they can be given at any time. Progress reports are issued to students who are achieving below expected level, or who show improvement or commendable progress. All sponsors are encouraged to contact teachers at any time. Sponsors who may be concerned about their dependent's progress are urged to contact the subject teacher(s) or the counseling office.

### **Withdrawals**

When sponsors receive orders for reassignment (PCS), they are requested to furnish a copy to the school guidance office for preparation of withdrawal papers a minimum of five (5) calendar days prior to departure. Students must clear all teachers and school service areas. All books and equipment issued to them must be returned or paid for by the sponsor.

Students who will PCS within 20 school days of the end of a semester and who complete all course requirements for that semester may request their schedules be accelerated and may be granted final grades. Only students with PCS orders are eligible for acceleration. Formal application for acceleration must be made through the guidance office well in advance of the scheduled departure date; a minimum of thirty (30) days is recommended. All assigned work for acceleration must be completed.

### **Transcripts**

During the first four (4) years after graduation, transcripts are stored in the counseling office of Seoul American High School. Requests for copies of transcripts should be addressed as follows:

Seoul American High School

Unit #15549

Attn: Guidance Office

APO AP 96205-0005

Telephone (011) 82-2-7913-3710

Fax 011-82-2-7918-8822

If you wish to make a request for a transcript copy during the fifth year after graduation, mail the request to the following address:

DOD Dependent Schools, Pacific

Futenma Box 796

Attn: Administration Branch

FPO AP 96372

Telephone 011-81-988-76-0279

Fax 011-81-988-76-4263

All requests for transcripts after the fifth year should be sent to:

Thomson Prometic

Attn: DoDDS Transcripts

2000 Lenox Drive

Lawrenceville, New Jersey 08648

Fax#: 609-895-5026

Telephone 1-800-257-9484

### **Locker Rules**

School lockers are available to all students. Students are responsible for securing their lockers. Many students experience locker problems during the school year because they fail to practice locker security. Students are reminded not to change lockers without first obtaining permission from an administrator. Students are warned not to give keys or combinations to friends and associates.

Sharing lockers with another student is not permitted. Students are responsible for any loss of items. Seoul American High School is not secured due to university night classes, so students should not leave valuables overnight. The school is not responsible for any items stolen from student lockers. If a student has locker problems, a report must be made in the main office.

### **Lost/Damaged Texts**

Each student will be held accountable for books and/or equipment issued to him/her. In the case that a book is lost or damaged, payment for it must be made prior to departure from SAHS. A replacement book may be issued in the interim; however, the student is still responsible for the first book issued if it has not been returned by the end of the school year. Students may physically replace the lost book or make monetary payment for it. Many times a replacement book may be ordered over the internet. Payment must be by money order made payable to 176th finance battalion. Payment must be made at the SAHS office, at which time a receipt for payment will be given to the student or sponsor. Should the lost book be found at a later date, reimbursement can be made at the finance and accounting office. Our office staff will assist you in the preparation of the necessary form. Should a student's books/equipment be stolen, the sponsor must report the loss to the military police who will investigate. The sponsor must provide the school with a copy of the police report to avoid paying for the missing items.

### **Lost and Found**

Money and articles of value (such as keys, glasses) that are found should be taken to the main office. The person turning in the article should leave his or her name, telephone number and homeroom number with the lead secretary in charge of the office. Clothing and other lost and found articles will be placed in the lost and found box in the main office for persons to claim.

### **Open Campus Lunch Policy/Cafeteria**

Seoul American High School has an open campus lunch policy for students in grades 9-12. Students may eat in the school cafeteria located on the Seoul American Middle School campus. Students who choose to do this must adhere to the middle school cafeteria rules. High school students should not go to the cafeteria unless they are purchasing lunch. The middle school and elementary school campus is off-limits to SAHS students, except for the cafeteria during lunchtime. Additionally, the main post and housing areas are off limits. Trespassing during lunch hours is subject to disciplinary actions.

## Information Center

The information center (library) is open for student use from 0730 to 1530 hours, Monday through Friday when school is in session. It is an up-to-date facility providing access to printed and electronic information for study, research, and leisure. Every student has borrowing privileges. Up to four books may be checked out for two weeks with renewal for additional two week periods available upon request. Failure to return books by due date will result in suspension of borrowing privileges unless the books are renewed, returned, or in the case of loss, replaced or paid for. Students are responsible for items signed out in their name and are strongly urged not to sign out items for other students. Replacement costs will be charged for lost, stolen, or damaged beyond use items.

A myriad of computer programs are available to include: the Internet, Microsoft Word, Power Point, and more. The library card catalog database is located on each computer under the library world explorer icon once the student logs in. Items can be searched via author, title, subject, or keyword. Printing from computers on a black and white laser jet printer is available at no charge. Color printing in limited quantity is also available with the permission of the librarian.

Internet access is available on all computers. Each student and a parent must sign an internet use agreement signifying they understand the proper use of the internet and the consequences of misuse. Accessing video games, chat-rooms, and any free e-mail carrier (Hotmail, Yahoo, G-Mail etc.) is prohibited on computers.

Students will be provided an email account through gaggle.net at the start of the school year and that is the only authorized site for email. This site monitors for inappropriate language. Students who abuse the site through use of profanity will have their accounts suspended and could face other punishment as well to include loss of internet privileges.



## **National Honor Society (NHS)**

Purpose:

1. To recognize outstanding students
2. To foster school/community service
3. To develop leadership skills

Students in NHS plan activities that provide service to the school and the community. Fund raising activities are held to support the organization. Eligible students are evaluated in the four selective criteria of character, scholarship, leadership and service. A faculty committee makes a final selection after soliciting input from the faculty.

Selection process:

The NHS National Council establishes the national standards for all NHS chapters. Local chapters create their own by-laws which are to be consistent with and comply with the NHS national constitution. Any student, in grades 10 through 12, in a school with both an official charter of the national honor society and an affiliation with the NASSP department of student activities, is eligible for consideration for membership in the National Honor Society (instructions for obtaining a charter and/or affiliation are found on the pages that follow). All membership selection is handled through the local school chapter.

NHS is more than just an honor roll. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: "students who have a cumulative grade point average of 89 percent, b, 3.5 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average, set by the local school's faculty council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character." (NHS constitution, article ix, section 2)

Service: this quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

Character: the student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

Specific standards for these four criteria may vary from one school to the next. Such variations are acceptable as long as they do not fall below the standards set by the national council of the NHS. All chapters are required to write down the criteria and procedures used in their local selection processes. The NHS adviser maintains copies of the local procedures and has them available upon request.

Membership in the NHS:

Once selected by the local selection committee, known as the faculty council, a student is awarded membership in the local chapter at a special induction ceremony. With induction, a member assumes certain obligations. The chapter must conduct a service project for the school or community, and see to the development of an individual service project for each member. Chapters may choose to sponsor fundraising projects or involve themselves with the school to reach the chapter's goals established to encourage scholarship, promote leadership and service, and build character. In addition, regular meetings of the chapter are to be held to conduct chapter business and communicate with members. All active NHS chapter members are expected to support these and other chapter activities.

### **Unapproved Organizations**

Any group of students whose meetings are not open at all times and whose actions are not subject to the Approval of school officials is considered an unapproved organization. The activities of unapproved organizations must be kept completely outside the school program. Any student who belongs to an unapproved organization will not be permitted to bring the activities of that organization within the school.

## **Extra-Curricular Activities**

Seoul American High School offers a variety of extra-curricular activities. The following sports are offered in school year 2007-2008:

### Athletics

Girls' Varsity & JV Volleyball  
Boys' Varsity & JV Basketball  
Varsity & JV Cheerleading  
Boys' & Girls' Cross Country  
Boys' Volleyball  
Girls' Varsity & JV Basketball  
Boys' & Girls' Tennis  
Boys' & Girls' Soccer  
Wrestling  
Varsity Football  
Varsity Baseball / Softball  
Swim Team

### Non-Athletic Activities/Clubs

Book Club  
Choral Music  
Computer Club  
Drama  
Engineering Venture Club  
French Club  
German Club  
Instrumental Music  
Jr. Science & Humanities Symposium  
JROTC Drill Team  
JROTC Honor Guard  
JROTC Rifle Team  
JROTC Saber Team  
Model United Nations  
National Honor Society  
Newspaper  
Renaissance  
Sat prep - math and verbal  
Spanish Club  
Step Team  
Student Council

Rules of eligibility to participate in extra-curricular activities:

Student participation in school sponsored extracurricular activities is a desirable aspect of a student's total educational growth. However, when academic performance is poor each student is counseled regarding academics. It is a goal of DoDEA to have every student involved in at least one extra-curricular.

### **Athletic Code**

SAHS Athletic Code Of Conduct, Eligibility, And Policies:

1. To be eligible for athletic competition/activity throughout the entire school year, a student must not reach his or her nineteenth birthday prior to 1 September of the new school year.
2. Students must pass a current school year sports physical examination and have it on file at the school. No practice or participation is to be allowed until the physical is on record with the athletic director.
3. Students must have a GPA of 2.0 on the most recent report card to be eligible at the beginning of a sports season, except for first quarter.
4. Students must maintain a GPA of 2.0 or better each week of the sports season to be eligible to participate in practice and competitions. This eligibility will be determined by a weekly grade report.
5. Students must have a sponsor's written consent on file with the athletic director.
6. Students must be in attendance one half the possible periods during the school day to participate in an extra-curricular activity that day. Exceptions will be addressed by the administrator in charge of activities.
7. Total abstention from alcohol, smoking, and drug use will be strictly enforced. If an athlete is caught using any of these he/she will be dropped from the team, forfeiting the right to letter in that sport.

To be eligible for participation, a student must consistently abide by school rules and regulations. Seoul American High School's athletic/activity code of conduct, eligibility and policies is for the establishment of continuity in the programs. We request all students and sponsors to please read the above since they are directly related to all Seoul American High School athletic/activities and lettering requirements.

### **Attendance**

Philosophy

Regular school attendance is necessary for the successful education of our students. It is teacher responsibility to provide meaningful learning experiences for the student in the classroom.

It is sponsor responsibility to ensure their dependent is in school everyday, to plan appointments and family trips on non-school days or during the seminar period, and to keep absences because of sickness to a minimum. It is an administration 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 attendance problems.

### **Excused Absence**

An excused absence is an absence approved by the school administration and entitles a student to receive credit for assignments and examinations missed during the absence. Excused absences, per DoDDS policy, will be granted for:

- 1) illness (students who are absent three or more days will be required to submit a doctors note.)
- 2) family emergencies
- 3) religious observances
- 4) family trips
- 5) medical/dental Appointments which cannot be scheduled during non-school time
- 6) participation in a school sponsored activity

Except in the case of illness and family emergencies, excused absences must be approved prior to the absence. Excused absences are also granted to students participating in school sponsored projects, study trips, competitions, and contests.

### **Returning To School After An Absence**

After any absence, excused or unexcused, students must report to the office immediately after returning to obtain an admission slip. This should be accomplished before the beginning of the first returning school day. Students are required to present this form to their teachers before they are allowed to return to class. For any excused absence, a note must be presented to the office on the day of return; otherwise, it will be an unexcused absence. The note should state the reason and date(s) of the absence. Students who fail to get an admission slip before school, and who must be sent to obtain one during the school day, will be considered tardy by the teacher who had to send the student for the admission slip.

### **Advanced Absences**

Before a student takes a trip, the student and sponsor should consult the school's attendance policy.



The student should obtain an advanced absence form at the main office, which should be completed and returned at least four (4) school days prior to the trip. Careful planning of family trips is necessary to ensure successful completion of course requirements. Excused absences for any trip, including family trips, during the semester examination periods will not be issued.

### Unexcused Absences

Any absence for a reason other than those listed is considered an unexcused absence. (Unexcused absences should be resolved after five school days, 1 calendar week.) Assignments and examinations missed because of an unexcused absence will not receive credit. Truancy, working, looking for a job, baby-sitting, oversleeping, missing the bus, automobile problems, traffic, or seeing a friend off at the airport, terminal, or hotel are examples of unexcused absences.

### Accelerated Withdrawal

As in accordance with administrative instruction 2015, section 14.5 only permanent change of station moves are an acceptable reason for acceleration. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive “withdrawal” grades rather than final grades. No credit is awarded for withdrawal grades.

### Make Up Work Policy For Excused Absences

Students are encouraged and allowed to complete all assignments and tests missed during excused absences. The student has one class meeting day to make up work for each class meeting missed due to an excused absence. For example, if a student is absent on an ‘A’ day, he or she will have another ‘a’ day to make up the work for credit. If it is made up in a timely manner, full credit for this work may be given. If a student is absent from school on an “A day” or a “B day,” assignments that were due on the day the student was absent are due the next day the missed class meets. If an assignment is due on an A or B day and the student is inschool for part of the day the assignment is due, he or she must turn it in on that day, even if he or she missed the class for which the assignment was due. Failure to follow this policy will result in the assignment being graded according to the individual teacher’s late work policy.

## **Signing In/Out**

Students that depart school before the end of the school day must be accompanied and/or signed out by their sponsor or have a note or phone call from the sponsor giving them permission to leave campus. All students who leave campus early must sign out in the office. Failure to sign out will result in consequences shown in section A of the Table of Consequences.

## **Leaving School Grounds**

Students are not to leave school grounds for any reason during the school day without prior written permission of the sponsor arranged through the office or with administrative approval for a curricular activity. Students who leave without permission and do not sign out will be considered truant. After 1500, students must be participating in a supervised activity or must leave the building.

## **Forgery**

Any student that is involved in the forgery of signatures or the falsification of notes will suffer consequences found in section b.

## **Tardiness**

Students are expected to be to class on time. Being on time means ready to begin work at the time class should begin. Students who are late must either have a note from the sponsor stating the reason (please review unexcused absences for reasons to avoid), or have the sponsor sign in at the main office to receive an excused tardy. Unexcused tardiness is accumulative by the semester.

A student arriving 20 minutes after a class session has begun is marked as unexcused absence. A note from the sponsor stating the reason or the sponsor signing the student in will excuse the absence.

Unexcused tardiness in any class:

1. First tardy – warning
2. Second tardy – Parent is contacted by the classroom teacher.
3. Third tardy – The third tardy to any class results in the main office contacting the parent, 1 detention is assigned.
4. Fourth tardy – one day in-school suspension
5. Fifth tardy – one day out of school suspension

Continued tardiness will result in double the previous consequence. A total of 10 suspensions will result in a disciplinary hearing for possible expulsion as stated in DoDEA Administrative Guide 2005 1:1.

Truancy is skipping school or cutting classes without the permission of the sponsor and school officials. Any student who leaves school without permission will be considered truant. Students are not permitted to sign themselves out of school.

1) Sponsors will be notified of any truancy as it occurs. Seoul American High School uses a computerized system for attendance tracking. When a student is not in class(es) for any reason, excused or unexcused, the student is listed as being absent from that class. If students are not in class and the absence has not been previously excused, attempts will be made to contact sponsors. If any error or concern is noted, sponsors should contact the teacher in question or call the attendance clerk (797-3666) for information and clarification.

2) Truancy - one or more classes on any given day (any class)

Instance number

1. Parent conference with 1 day in-house suspension

2. 2 day out-of-school suspension

3. 3 day out-of-school (referral to area ii support group civilian misconduct)

4. 4 day out-of-school (referral to area II support group civilian misconduct)

Principal recommends expulsion and the SAHS discipline committee is convened in accordance DoDEA Administrative Guide 2005 1:1.

## **Student Behavior**

Philosophy

Our goal is to develop and maintain positive self-discipline. Each individual student is expected to conduct himself in a manner which respects the rights and property of others while building his own self-esteem. The ultimate goal is for all students, while attending SAHS, to display a positive attitude and to exhibit the proper decorum without direct intervention by adults. As we work towards this goal, it is our commitment to administer the policies regarding student discipline in a calm, fair, and consistent manner.

We very strongly believe in the rights of the other students to be able to learn in an environment that is free of distractions from their peers. Thus, it is sometimes necessary to remove a student temporarily or permanently from the school. We realize some of the consequences listed on the following pages may not necessarily eliminate in appropriate behavior by some individual students.

## **Student Rights and Responsibilities**

DoD manual 2050.1 student rights and responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in the department of defense dependents schools. These guidelines are general statements of principle and will be subject to limitations imposed by the law or customs of the host nation or by the general authority of the installation commander. Legal jurisdiction in overseas military communities is shared by the host nation legal agencies and the installation commander.

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility to work together so that all students have the opportunity to develop to their full potential.

### **Responsible Students:**

- 1) respect the rights and property of others.
- 2) attend school regularly and arrive at each class on time.
- 3) contribute positively to the climate and cleanliness of the school.
- 4) volunteer to do a little extra to make a class, the school, and the community a better place.
- 5) admit their mistakes, accept the consequences, and consciously try to improve.

### **Classroom Behavior**

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Teachers will review these plans with the students during the first week of the semester. Plans are designed to encourage appropriate behavior and to involve sponsors in the discipline process for routine disciplinary matters. When preventive measures, including sponsors' involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. (See section A/B of the table of consequences.)

Serious misconduct in the classroom may result in immediate referral to the administration.

### **Computer Usage Policies**

Students will use SAHS school computers only with prior authorization and only for the purposes of the overall educational program. Unauthorized access to a computer; unauthorized electronic copying to or from a computer; unauthorized printing of questionable materials, entry into non-authorized electronic storage areas; and any actions that interfere with an authorized user's access are each serious offenses that will call for the student to be evaluated by the school administration for disciplinary actions.

Students who are using school facilities for non-school oriented activities are not authorized to use computers during those events. i.e. Sunday school, night school, outside organizational meetings, etc. Students will use the accounts issued to them and will log off the system promptly when finished. Students may be authorized to access a filtered electronic mail system. This mail system is not private, and SAHS retains the right to review student electronic mail. Students will not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language. Violations of legal and respectful conduct will warrant disciplinary evaluation. Use of computers in an intimidating or harassing manner will result in disciplinary evaluation. SAHS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized or "illegal to possess" information will warrant disciplinary evaluation.

As in accordance with DoDEA Administrative Instruction 6600.1 students will not use "chain letters", broadcast messages, attempt to harm or destroy data of another user, attempt to disable it security or auditing systems, pursue private commercial business activities, including those conducted on internet sites such as e-bay. Students will not create, access, download, view, store, copy, send, or knowingly receive material that is illegal or offensive to others. Use of computers for the purpose of gambling, illegal weapons, or terrorist activities is strictly forbidden and will be considered a category b offense as well as a loss of computer privileges for the remainder of the school year.

A signed "computer use agreement" must be signed by the student and sponsor annually. This agreement must be on file at SAHS for a student to receive account information. Students will notify a teacher if they notice a security problem.

Consequences for misuse include but are not limited to a loss of computer privileges. These are baseline expectations and can be elevated dependent upon the severity of the offense.

First Offense - 1 week loss of privileges

Second Offense - Loss of privileges until the end of the quarter or semester as appropriate.

Third Offense - Suspension of privileges for the remainder of the school year or calendar year dependent upon the severity of the offense.

### Behavior In Common Areas

The expectations for appropriate behavior in common areas of the school are the same as for those in 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. Students are expected to abide by reasonable requests. Students are required to give their names to a staff member when requested to do so. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense as outlined in section a/b of the Table of Consequences.

- No lying or obstructing safe passage of the corridors at any time.
- No students in the hallways during lunch.
- Horseplay, pushing, or shoving is not permitted.

Violators will face consequences found under section A or B in the Table of Consequences depending on the severity of the offense. Many types of inappropriate behavior in common areas may be handled by a staff member asking the student to stop or refrain from the inappropriate behavior. If the student complies with the request without showing disrespect, administrative action is often unnecessary. Frequent repetition of inappropriate conduct will result in an administrative referral and consequences described in section b of the Table of Consequences.

### **Behavior at Assemblies and School Sponsored Events**

The same high standards of student conduct are expected and required at a school assembly, an athletic event, a concert, a drama presentation, a study trip, or any other school-sponsored event. This includes events before, during, and after school, in the evenings, and on weekends, whether at our 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.



Consequences will result according to section A of the Table of Consequences.

Different types of events require different responses from students. For example, a serious dramatic presentation requires a different audience behavior than would be allowed at a pep rally. Students are expected to know what is appropriate and to adapt their behavior and reaction to the nature of the event. The conduct of the student body at assemblies and school-sponsored events is an important factor in establishing and maintaining the reputation of a school.

### **Dance Policy**

School dances can be hosted only by recognized school-sponsored activities and organizations. Applications are available from the administrative offices. Upon completion of the application, the forms must be properly signed by the organization sponsor and submitted back to the office to obtain a confirmed date for the dance. The sponsoring organization will be responsible for all details of preparation and decoration for the dance as well as cleanup and area restoration afterward. Seoul American High School does not allow the use of tobacco, alcohol, or prohibited drugs by any of its students at school or at any school sponsored function. Any student apprehended using, or in possession of, alcohol or prohibited drugs will immediately be reported to the military police for investigation and will be subject to school discipline procedures. Smoking is not permitted in any area of the school, school grounds, or off-post locations for events such as the prom or homecoming.

The following is the dress code policy for dances:

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

### **Detention**

The lowest form of addressing behavior infractions is receiving a detention. Detention at SAHS is the requirement for a student to be present at a designated time and location for infractions of classroom or school-wide rules. Detentions are of two types, classroom and administrative. Classroom detentions are assigned by individual teachers based on their classroom management plan. Administrative detentions will be assigned by the office. A student who does not attend classroom detention will be assigned consequences under section a. Missing an administrative

detention will result in consequences shown in section a, third step of the Table of Consequences.

### **Suspension**

Students who are suspended in school at Seoul American High School will report to the main office on the day of suspension. Details will be given to suspended students when the suspension occurs. Suspensions are given by school administration in accordance with the Table of Consequences. The length of an out of school suspension may vary from one to a cumulative total of ten days per school year. On the tenth suspension the principal recommends expulsion and the SAHS discipline committee is convened in accordance with DoDEA Administrative Guide 205 1.1.

A suspension is an excused absence which means work will be accepted and counted. During the time students are suspended out of school, they may not be present at school or attend any school-sponsored activities. Students who violate this policy will have their suspension extended for one day for each violation. A parent conference may be required prior to readmission. Suspended students may be asked to see an ASACS counselor as a prerequisite for readmission.

### **Expulsion**

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

### **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 students of DoDDS by instituting clear and specific rules regarding drug possession, use, and distribution. In addition to the following automatic action, each student must meet with the school alcohol and substance abuse counselor before returning to school. The drug-free regulation provides for expulsion for the first incident of possession or distribution of drugs.

Students and sponsors are reminded that all prescription and non-prescription drugs should be kept in the school nurse office to be dispensed to students as required.

### **School Discipline Policy**

The items that follow are violations of school policy. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of accepted school policy. Please refer to the Table of Consequences at the end of this section. Administration will determine the consequence for any violation not contained in this handbook.

### **Alcohol**

The use, possession, or being under the influence of alcohol is strictly prohibited. The penalty for violation of this policy is suspension in accordance with section d of the Table of Consequences. Additionally, a mandatory referral to the alcohol and substance abuse 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 routinely 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 begin expulsion proceedings. The student will be suspended until the expulsion process is complete.

### **Academic Dishonesty**

The Seoul American High School honor policy is adapted from United States Military Academy Honor Code (<http://www.west-point.org/publications/honorsys/chAP1.html>) Being a student at Seoul American High School requires observance of school standards of academic integrity. Students have responsibility for (1) refraining from cheating and plagiarism, (2) refusing to aid others in any form of academic dishonesty, (3) notifying teachers, counselors, or administrators about incidents of academic dishonesty. The names of students reporting incidences 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 consequences found under section a or b in the Table of Consequences depending on the severity of the offense. Note: academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information, falsifying, altering records or official documents.

## **Seoul American High School Honor Code**

At Seoul American High School, we serve to create an environment wherein all act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. Even though the following document refers to academic policy, honorable behavior covers the full range of activities within the school environment, “infractions of a non-academic nature” will fall under the guidelines of the Student

## **Responsibilities and Rights Handbook**

The Honor Code of Seoul American High School addresses cheating, plagiarizing, lying, and stealing.

**Cheating** encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students
- Attempted cheating

Some examples are: deception, the use of talking, signs or gestures during a quiz/test, copying from another student or allowing the copying of an individual assignments, using cell phone messaging or any use of the cell phone, passing test or quiz information during a class period or from one class period to members of another class period with the same teacher, submission of pre-written writing assignment at times when such assignments are supposed to be written in class, illegally exceeding time limits on timed tests, quizzes, or assignments, unauthorized use of study aids, notes, books, data, or other information, computer fraud, sabotaging projects or, or other information, computer fraud, sabotaging projects or experiments of other students.

**Plagiarizing** encompasses, but is not limited to, the following:

- Presenting work as ones own, the works or the opinion of someone else without proper acknowledgement
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement
- Some examples are: having a parent or another person write an essay or do a project which s then submitted as one’s own work; failing to use proper documentation and bibliography

**Lying** encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in oral or written statement.
- Some examples are: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time per tests, quizzing, or assignments due.

**Stealing** encompasses but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructional materials of a teacher.
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.

## **Responsibilities**

### **Students will:**

1. Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid unauthorized assistance on all school work.
3. Document borrowed materials by citing sources.
4. Avoid plagiarizing by:
  - Using quotation marks for statements taken from others.
  - Acknowledging information, ideas, or patterns of thought borrowed from any source.
  - Consulting faculty about any questionable situations.

In addition, students are encouraged to speak to any student they observe violating the honor code about the seriousness of the infraction.

### **Parents will:**

- Have knowledge of the Seoul American High School Honor Code and its consequences
- Provide a positive example of adhering to the Honor Code
- Support faculty and administration in enforcing the Honor Code

**Teachers will:**

- Take immediate action when violations related to school are determined
- Counsel student when appropriate
- Record a zero for the assignment with no opportunity for make-up work
- Report the violations to the student's counselor and administrator on a discipline referral form
- Contact the student's parent immediately in respect to your suspicion.

Faculty may also have the student contact the parent and have the parent to call you within 24 hours. If the teacher is not called by the parent, the teacher will call the parent. The latter puts the responsibility on the student.

- Structure conditions during testing to alleviate the possibility of cheating
- Teach or review correct use of documentation when assigning work
- 
- Review the honor code during the first week of the school year.

**Counselors will:**

- Maintain cumulative records of reported violations of the honor code
- Facilitate honor code violations conferences when follow-up counseling is deemed appropriate by the student, parent, teacher, counselor, and administrator.

**Administrators will:**

- Assure that all faculty, students and parents have knowledge of the Seoul American High School Honor Code
- Create a school-wide environment which encourages adherence to the Honor Code
- Maintain cumulative records of reported violations of the Honor Code
- Facilitate Honor Code violations conferences among the student/parent/teacher/counselor when follow-up action is needed.



## **Dress**

Students are expected to dress in a manner that is not offensive or distracting. The following guidelines are to be used when selecting clothing appropriate for SAHS:

- Inappropriate dress such as tank tops, blouses or shirts with thin straps like “spaghetti straps,” shorts or skirts shorter than mid-thigh, spandex “biker shorts,” halter tops, strapless dresses, bare midriff tops, or any other garment that reveals undergarments are strictly prohibited. Sponsors will be called and requested to bring appropriate clothing to school for students who violate the dress code.
- Clothing, jewelry, or any other items, which have inappropriate pictures or logos, or make reference to drugs, alcohol or tobacco, or gangs are prohibited. 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.
- Dark glasses, dirty clothes, and bare feet are also considered inappropriate
- Shower sandals and flip-flops are dangerous and considered inappropriate. Any violation will result in the sponsor being called and requested to bring appropriate shoes to school before a student will be allowed to go to class.
- Headgear and hats to include sweatbands, dew rags, bandanas, etc. are not allowed to be worn in the school buildings.
- No dragging, bagging, sagging pants. 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.
- Repeated offenses to dress code policy will be referred as a section A in the Table of Consequences.
- Final decisions on the appropriateness of garments will be made by the administration.

## **Eating/Drinking In School and Lunchtime Decorum**

Students are allowed to eat or drink in the cafeteria, outside the building, or in a classroom with a teacher present. If students are found eating in other locations, they will be asked to move to the proper place. The middle school cafeteria is the authorized place during lunch. Travel to main post during lunch is not permitted. Hallways should be clear at all times.

### **Extortion/Threats/Bullying**

Extortion is the practice of threatening or forcing another student to give up money, food, or any other item. This violation of school policy will result in suspension in accordance with section D of the Table of Consequences.

### **Parking/Driving A POV During School Hours**

Students who drive to school must complete and submit an application for a parking tag (signed by the student, parent, and administrator), driver's permit, and SAHS parking tag. Students must park in designed student parking area (gym area only). Violations will result in consequences outlined in section A of the Table of Consequences. Area II post driving regulations apply. Violations could result in a loss of privileges.

### **Fighting**

Fighting in school or at school-sponsored events will result in suspension from school and a referral to the military police. Suspensions will be administered to all parties involved in the fight in accordance with section C of the Table of Consequences. An assault will result in suspension in accordance with section d of the Table of Consequences.

### **Gambling**

Gambling on all school grounds is prohibited. Students involved in gambling activities and referred to administration, will be handled in accordance with section A of the Table of Consequences.

### **Insubordination**

The failure of a student to follow a reasonable request by any staff member is insubordination, which will result in suspension in accordance with section b of the Table of Consequences. If the insubordination is accompanied by profanity or disrespect, it will be treated as a section c suspension. This will be determined by school administration.

### **Nuisance Items**

Possession of items which are disruptive to the school environment are not permitted on campus. Phones may be brought to school but must be turned off and out of sight. If a phone rings or is used on campus before the end of the school day, it will be considered a nuisance item and confiscated. Any of these items will be taken to the office and remain there for three school days after which time it may be picked up by a parent/sponsor.

Nuisance items include but are not limited to:

Portable entertainment systems – to include Ipods, MP3 players, CD players, video games or any device of this nature.

Pagers/beepers

Water guns, toys, etc. (may also be considered weapons – please see weapons policy).

Portable video games.

Cell phones – may be used outdoors after 1440. No use from 0730-1440.

Cameras – should only be brought for school related projects and activities.

Skateboards

The school can not take responsibility for the theft of nuisance items.

### **Theft**

Theft of personal property or government property at school will result in consequences found in section b of the Table of Consequences and will 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 threat 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 or any representative acting on behalf of the school.

### **Trash/Lunch**

Students are encouraged to take an active role in maintaining the appropriate appearance of the school's campus. Students are expected to dispose of their trash appropriately regardless of location, on or off campus.

When a student is

observed throwing his or her trash on the ground or leaving their trash lying around, he or she will be assigned a one-hour trash detail to pick up trash around the campus or as determined by administration. Failure to comply with this assignment will result in disciplinary action in accordance with section A of the Table of Consequences.

### **Vandalism/Unauthorized Entry**

The intentional destruction or damage to school property or the personal property of others is 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 persons affected 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 caused. Unauthorized entry to school property will be considered breaking and entering and appropriate action will be taken to include involvement of military police.

### **Profanity**

Students using profanity in common areas or in a classroom will be asked to refrain from further use of such inappropriate language. If the profanity continues, the student will be referred to administration for action outlined in section A of the Table of Consequences. If a student becomes disrespectful, suspension will result in accordance with section b.

### **Public Display of Affection**

Public display of affection at school is not appropriate. Staff members will request students to refrain from this type of behavior. If the students comply, no further action will be taken if it is 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. Students reported to administration for verbal sexual harassment will be subject to section A of the Table of Consequences. Students referred for instances of physical sexual harassment will be subject to section C of the Table of Consequences.

### **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. Students caught smoking will be subject to consequences under section B of the Table of Consequences. Possession of tobacco or smoking materials will result in consequences according to section A of the Table of Consequences. ASACS counseling may be suggested.

## **Weapons**

Bringing a dangerous weapon to school is a serious violation of both DoDDS and base regulations and will result in expulsion. A further explanation of what constitutes an “inherently dangerous, dangerous, or potentially dangerous” weapon may be found in the DoDDS-Korea District Weapons Policy.

Replica pellet or bb guns are readily available on the Korean economy. These weapons are considered dangerous and students bringing them to school will be expelled. Laser pointers are also considered weapons and should not be brought to school. Violators will be disciplined according to section b of the Table of Consequences.

Table of Consequences

Examples Section	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
A Examples of behaviors include but are not limited to repeated dress code violations, repeated use of nuisance items, using profanity, sexual harassment	Counseled by administration Possible detention assigned	Parent notified Detention assigned	2 detentions 0730hrs-1030hrs	1 day suspension	2 day suspension
B Examples of behaviors include but are not limited to forgery of a note, insubordination, theft, smoking	1 day suspension	2 day suspension	3 day suspension	5 day suspension	Expulsion
C Examples of behaviors include but are not limited to fighting, vandalism, physical harassment	3 day suspension	5 day suspension	Expulsion		
D Examples of behaviors include but are not limited to making threats	5 day suspension	Expulsion			

\*All consequences are subject to administrative approval.



DoDDS Korea district  
 Consequences for violation of DoDEA zero tolerance weapons policy

Grade	Inherently Dangerous Weapons	Dangerous Weapons			Potentially Dangerous Weapons			
	First Offense All cases	First Offense No Injury	First Offense With Injury	Second Offense	First Offense	Second Offense	Third Offense	Fourth Offense
7-12	36 week Expulsion	9 week Suspension	9 week Expulsion	18 week Expulsion	5 day Suspension	10 day Suspension	9 week Suspension	18 week Expulsion

**INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS**

–Firearms, knives, explosives, or other dangerous objects of no reasonable use to the student at school or a school activity. It is not necessary to determine if the student was going to use the weapon.

**DANGEROUS ITEMS: REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR**

–Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

**POTENTIALLY DANGEROUS ITEMS: REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR**

–Unrealistic replicas, toy, or other inappropriate items at school or at a school activity without any intent to use them as weapons.

