



**WELCOME TO  
OSAN AMERICAN ELEMENTARY SCHOOL  
SY 08 - 09**

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**DoDEA Web Page: [www.dodea.edu](http://www.dodea.edu)**

**Grades: Sure Start/PSCD to Sixth Grade**

**Official School Hours: 0800-1600**

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**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OSAN AMERICAN ELEMENTARY SCHOOL  
UNIT 2037  
APO AP 96278-2037**



**First Semester - (92 Instructional Days)**

**2008-2009**

<b>Monday, August 18</b>	New students and parent orientation and Ice Cream social 1300 school Cafeteria.
<b>Wednesday, August 20</b>	First day for teachers and support staff
<b>Friday, August 22</b>	Meet and Greet (students meet their new teachers) 1330-1430
<b>Monday, August 25</b>	Begin First Quarter and First Semester (opening day celebration at the flag pole) All students assessable.
<b>Monday, September 1</b>	Labor Day - Federal Holiday
<b>Tuesday, September 2</b>	Kindergarten 1 <sup>st</sup> day
<b>Wednesday, September 3</b>	Open House (1700 -1800)
<b>Wednesday, September 10</b>	Town Hall meeting High School Auditorium (5-6 PM)
<b>Monday, September 15</b>	Chusok- Teacher in-service (No Students)
<b>Wednesday, September 17</b>	Principal Coffee 1000
<b>Wednesday, September 24</b>	SAC meeting (Time 1500) Media Center
<b>Friday, October 10</b>	½ Day for students (teacher in-service)
<b>Monday, October 13</b>	Columbus Day - Federal Holiday
<b>Tuesday, October 14</b>	School Pictures
<b>Wednesday October 15</b>	School Pictures
<b>Wednesday, October 15</b>	Principal Coffee 1000
<b>Friday, October 17</b>	Educators' Day ( No Students)
<b>Thursday, October 30</b>	End of First Quarter (47 days of classroom instruction)
<b>Friday, October 31</b>	No school for students - teacher work day
<b>Monday, November 3</b>	Begin second quarter

<b>Wednesday, November 5</b>	Award Assemble for 4-6 <sup>th</sup> grade
<b>Thursday, November 6</b>	Parent conferences ( 2 days)
<b>Friday, November 7</b>	Parent conference
<b>Tuesday, November 11</b>	Federal Holiday (Veterans Day)
<b>Wednesday, November 13</b>	Principal Coffee 1000
<b>Thursday, November 27</b>	Thanksgiving - Federal Holiday
<b>Friday, November 28</b>	Friday - Recess Day
<b>Wednesday, December 10</b>	Principal Coffee 1000
<b>Monday, December 22</b>	Begin Winter Recess
<b>Thursday, December 25</b>	Christmas - Federal Holiday

## 2009

<b>Thursday, January 1</b>	New Year's Day - Federal Holiday
<b>Monday, January 5</b>	Instruction Resumes
<b>Wednesday, January 14</b>	Principal Coffee 1000
<b>Monday, January 19</b>	Martin Luther King, Jr. Day - Federal Holiday
<b>Thursday, January 22</b>	End of Second Quarter and First Semester (45 days of classroom instruction)
<b>Friday, January 23</b>	No school for students- Teacher work day
<b>Monday, January 26</b>	Begin Third quarter and Second semester Lunar In-service day ( No-students)
<b>Wednesday, January 28</b>	Awards Assemble 4-6 <sup>th</sup> grade

## Second Semester - (91 Instructional Days)

<b>Monday, January 5</b>	Begin Third Quarter and Second Semester
<b>Wednesday, February 11</b>	Principal Coffee 1000
<b>Monday, February 16</b>	Presidents' Day - Federal Holiday
<b>Thursday, April 2</b>	End of Third Quarter (48 days of classroom instruction)
<b>Wednesday, March 11</b>	Principal Coffee 1000
<b>Friday, April 3</b>	No school for students - teacher work day
<b>Monday, April 6</b>	Begin Spring Recess
<b>Monday, April 13</b>	Instruction Resumes - Begin Fourth Quarter
<b>Wednesday, April 15</b>	Awards Assemble 4-6 <sup>th</sup> grade
<b>Wednesday, April 15</b>	Principal Coffee 1000
<b>Friday, April 17</b>	½ day Parent conference (early release)

<b>Wednesday, May 13</b>	Principal Coffee 1000
<b>Friday, May 22</b>	½ for students ( In-service for teachers)
<b>Monday, May 25</b>	Memorial Day - Federal Holiday
<b>Wednesday, June 10</b>	Last full day for Kindergarten students
<b>Wednesday, June 10</b>	4-6 <sup>th</sup> grade award assemble (cafeteria)
<b>Thursday, June 11</b>	½ day for students (early release)
<b>Friday, June 12</b>	End of Fourth Quarter and Second Semester (43 Days of classroom instruction) Last day for non administrative educator personnel No school for students - teacher work day



## **History of Osan American Elementary School**

Osan American Elementary School opened 5 November 1979 with 35 students, 2 teachers, and a principal, serving grades 1-5. At the close of SY 79-80, the enrollment had nearly doubled and

a third teacher had been added. In September 1980, a room in the Adult Education Center was modified to accommodate a Kindergarten.

Construction of the new permanent school began 1 September 1981, and was designed for 279 students. The facility has a central library Information Center from which radiates two multi-purpose rooms for storage, a health room, counselor's office, and administration offices. Two wings, each containing three classrooms, also stem off the library.

A gradual increase in enrollment over the years created a need for additional space. Construction was completed in December 1988 on a two-story addition with 12 classrooms, a cafeteria, specialists' rooms and storage areas. Building 252 was constructed during the summer of 1992 for seventh and eight grade students. These students were previously bussed to Seoul American High School along with students in grades 9 to 12. These two grade levels were moved to the Osan American High School when it opened in 1995. Sixth grade classrooms, Korean Culture and music classes are located in Building 252.

Osan American Elementary School opened an annex school at Camp Humphreys during SY 99-00 for students in grades Kindergarten to second. Humphreys American Elementary School (HAES) opened with a K-6 school for SY 03-04. OAES has grades PSCD, Sure Start and grades one through six. Support specialists provide a variety of educational opportunities for students.

## ***DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY COMMUNITY STRATEGIC PLAN (CSP)***

### ***VISION STATEMENT***

Communities investing in success for ALL students!

### ***MISSION STATEMENT***

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.

## ***GUIDING PRINCIPLES***

- Student achievement...a shared responsibility.
- Trust and respect for other's rights.
- Unlimited opportunities to reach high expectations.
- Dedication to lifelong learning.
- Equal access to a quality education based on standards.
- New and motivating challenges to inspire excellence.
- Total accountability with teamwork.
- Success for all...students first!

## ***CSP GOALS***

- GOAL 1: Highest Student Achievement
- GOAL 2: Performance-Driven, Efficient Management Systems
- GOAL 3: Motivated, High Performing, Diverse Workforce
- GOAL 4: Network of Partnerships Promoting Achievement

## ***OSAN AMERICAN ELEMENTARY SCHOOL***

### ***MISSION STATEMENT***

The OAES community promotes high academic achievement through standards-based education to inspire and prepare students for success in a collaborative, dynamic and multicultural society.



## ***GUIDING PRINCIPLES***

- Students will be proficient readers, competent mathematicians, scientific thinkers and skillful users of technology.
- Students will experience multiple opportunities to develop skills in leadership, communication, collaboration and responsible citizenship.
- We are committed to developing well-rounded citizens who honor and respect cultural diversity throughout the world.
- Students will receive a balanced education which includes the practical and fine arts.
- Our students will have a safe learning environment which fosters scholastic success.

## ***OSAN AMERICAN ELEMENTARY SCHOOL***

### ***SCHOOL IMPROVEMENT GOALS***



## **ACCREDITATION AND STAFFING**

Osan American Elementary School is a federal activity, funded by the Department of Defense and accredited by the North Central Association of Colleges and Schools (NCA), which is the largest accreditation association in the United States. Osan American Elementary School submits an annual report to the North Central Association. These reports and inspections ensure adherence to the high standards demanded by DoDDS and NCA. As required by directives of the NCA, all staff members are qualified by experience and training for the positions they hold. Minimum qualifications include a Bachelors Degree, minimum of 18 hours in education, 18-24 hours in subject courses, and actual teaching experience. Over 70% of the teachers hold master's degrees.

The teaching staff of Osan American Elementary School is cosmopolitan, having been carefully selected from many qualified applicants drawn from all sections of the United States. Some of the teachers have had the international experience of having lived and taught in other DoDDS regions. Their backgrounds and training provide a variety of enriching experiences that benefit our students. You will find the faculty willing and most able to provide a high quality education for your children.

Osan American Elementary School has been fully accredited since School Year 1985 by the North Central Association (NCA). During School Year 2006-2007, a team of NCA educators conducting an on-site visit for full accreditation visited Osan American Elementary School. Full accreditation was granted. School Improvement is an ongoing process at Osan American Elementary School. Each year, we have met the requirements and standards for the annual accreditation without citation. In the spring of 2010, the AdvancED, (The new name for NCA) will visit OAES to conduct an on-site visit for accreditation and review of our School Improvement Process (SIP) implementation throughout the school.

## **GENERAL INFORMATION**

## **Accident and Illness**

Every accident in the school building, and on school grounds, must be reported immediately to the person in charge, administration and to the school nurse. Illness must be reported to the school nurse. If it is necessary for the student to go home or be referred to a medical facility, the nurse will contact one of the parents/guardians, or the person listed as the emergency contact. In the event of serious illness or injury requiring immediate medical attention, the parents/guardians will be notified, and an ambulance will be called.

## **Appointments**

Parents are encouraged to make appointments with teachers, the counselor, and administration (in that order) for discussion of personal and academic problems as they arise. Appointments may be made by contacting the main office (784-6912) and arranging for the teacher to return your call. An e-mail or handwritten note can also be sent to the teacher requesting a conference. Appointments with the principal may be made through the school secretaries.

## **Attendance**

It is the policy of the Department of Defense (DoD) that, while overseas, minor DoD dependent students may be enrolled in DoD dependent school subject to applicable regulation. Students, who will reach their fifth birthday on or before 31 October, may be enrolled in Kindergarten. Students, who are six years old on or before 31 October, may be enrolled in first grade. Parents are encouraged to ensure that their children attend classes daily unless the absence is absolutely necessary. Upon returning to school, a note stating the reason for the absence must be given to the teacher. Students should not arrive on the school grounds more than five (5) minutes before the start of school. Excessive absences and tardies can seriously affect academic performance of students. Make every effort to ensure that students are at school and on time daily. A student is tardy after 0810.

## **Behavior**

The expectation for all students of Osan American Elementary School is for them to behave in an age appropriate and respectful manner. Students of Osan American Elementary School are in a "Community of Learners", and their behavior should reflect that. Behaviors that are disruptive and disrespectful will not be tolerated. DoDEA has a Zero Tolerance for Weapons Policy. See chart of consequences for violation of this policy at the end of the handbook. This includes bullying or mistreatment of others. Korea District Superintendent's Office has a written policy concerning bullying and consequences of such actions. The responsibility for each student is to be prepared for class with completed assignments and materials needed in order to be successful. During class, they will be attentive and will to be an active participant in their learning. Completion of homework and assignments is critical to academic success.



### **Behavior on the Playground**

Many students share the playground. All have responsibility to display good manners. The following rules must be observed for all to have a safe and happy time:

1. Share all playground equipment.
2. Keep hands, feet, and objects to yourself.
3. Use all playground equipment properly.
4. Students do not leave the playground without a teacher or Playground Official.
5. Treat each other with respect. Teasing, name-calling, and bullying are not tolerated.
6. Physical acts against another student are not acceptable.



### **Bicycles/Skate Boards/Rollerblades/Scooters/Skate Shoes**

Students are not to ride bicycles to school. There is no area near the school site to secure them. Students living in Mustang Valley Housing and the new towers may walk to school. Also, skateboards, scooters, rollerblades, and skate shoes are **NOT** permitted at school. This policy is for the safety of all the students in the school.



## **Bus Transportation**

The Student Transportation Office (STO)) is responsible for all school bus transportation matters. The STO is also responsible for handling bus discipline problems and bus riding suspensions. Parents/guardians are responsible for the conduct of their children on the buses and at the bus stops. Security Attendants (SA) ride each bus on a daily basis. Parents/Guardians must accompany students in 2<sup>nd</sup> grade and below to and from bus stops in the morning and afternoon. Osan students not met by parents/guardians will be returned to school office, students at Camp Humphreys will be taken to the Youth Center. Parents will be notified to pick-up their students at the respective locations.

The Osan STO is located in building 472, room A112 and is open 7:30 – 4:00 daily except American holidays. The satellite STO at Camp Humphreys is located in building 535, room 108 and is open 7:30- 4:00 daily except American holidays. The phone number at Osan is 784-1827 and 753-3941 at Camp Humphreys.

The following rules should be observed:

- Students should be at stops five minutes before schedule departure
- Students will obey and be respectful to Security Attendant and Bus Driver
- Students will be respectful of themselves and others
- Students will remain seated while bus is in motion
- Students will sit in assigned seats if directed by STO or Security Attendant
- Keep noise to a minimum so the driver can concentrate on the traffic
- No eating or drinking on bus to include candy and chewing gum
- No electronic devices allowed unless used with headphones
- No pushing, tripping or shoving
- Students will not use inappropriate language or gestures
- Students will not extend any part of their bodies outside bus windows
- Students will wear seatbelts and keep them secure until bus is fully stopped
- Do not tamper with bus controls
- No fighting, spitting, obstruction of aisles, steps or seats

## **School Bus Registration**

Students requiring bus transportation must register with STO. A copy of the Form 600, Student Registration, is required in order to register. Student photos will be taken during registration for bus pass.

## **Bus Passes**

- Students registered with STO will be issued picture ID passes
- Students must wear or carry their bus pass each day
- If pass is lost or stolen it can be replaced at STO

- Passes must be turned-in when out-processing the school

### **Safety Tips for Walking Students**

- Stay clear of curb edge
- Use sidewalks if available
- Walk facing traffic if sidewalks are not available
- Don't play in the streets
- Always cross streets at the corner of intersections or designated crosswalks
- Obey pedestrian signals and traffic signals
- Look both ways before crossing streets or roads
- Use caution when walking across railroad tracks

### **Bus Stop Safety**

- Don't play around bus stops
- Stay away from curb as bus approaches
- Move away from bus after exiting
- Wait for bus to depart before crossing street or road
- Don't run along sides of bus

### **Bicycle Safety**

- Ensure brakes are in working order
- Wear of helmet is mandatory
- Do not use headphones
- Obey traffic signs
- Look both ways before going through intersections
- Give proper hands signals

### **Note**

- PSCD and Sure Start students are placed in car seats
- In case of inclement weather stay tuned to AFN TV/Radio or call 011-9071-8095

### **Bus Problems**

Mr. Donald Brown is the Student Transportation Officer for both Camp Humphreys and Osan schools. Please report any transportation related problems to his office. Mr. Brown can be contacted at 784-1827 or 011-9071-8095. E-Mail: [Donald.brown@pac.dodea.edu](mailto:Donald.brown@pac.dodea.edu)

## Cell Phones

Students are strongly discouraged from bringing cell phones to school. Each classroom has a phone and students may also request use of the office phones with written permission from a teacher or faculty member. **Students who absolutely must bring a cell phone to school will be required to keep the cell phone turned off and in their bag at all times. Students will be responsible for the security of the phone. If the cell phone rings during school hours or is seen out of the bag by a faculty member, it may be confiscated and turned into the school office. Parents will be required to pick up the phone.**



### Chain of Command

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. Typical classroom concerns should be resolved following the procedures below:

- 1) The parent discusses the matter with the teacher concerned.
- 2) The parent and teacher meet with the counselor and/or Principal as appropriate

Mr. David L. Petree, Principal	784-6912
Mr. Jack Burk, Counselor	784-4818

- 3) Matters which cannot be resolved at the school level, are referred to the District Superintendent of DoD schools in Korea. If not resolved at the Superintendent's level, the matter is elevated to the Director, DoDDS Pacific.

Mr. Sam Menniti, District Superintendent	738-5922
Mr. Peter Grenier, Assistant Superintendent	738-6022
Dr. Nancy C. Bresell, Director, DoDDS Pacific	644-5878/5879

The suggested procedures follow the line of authority from teacher to counselor to the principal, and then, if desired, to the District Superintendent. All efforts are made to focus on resolution at the lowest and most immediate level. Parents are encouraged to seek immediate resolution of any problem or concern. Prompt action can frequently prevent complications and more serious problems.



### **Change of Address and Phone Number**

Sponsors are requested to notify the school office regarding changes of the following:

- 1) Official Address
- 2) Home Address
- 3) Telephone Number (duty and home)
- 4) Emergency Information (includes two types):
  - Local emergency contact other than parent
  - Permanent stateside emergency contact
- 5) Sponsor's Rank
- 6) DEROS
- 7) E-mail Address (if applicable)
- 8) Cell Phone Number (if applicable)



### **Child Find**

DoD Instruction 1342.12, Subject: Education of Handicapped Children in the DoD Dependents Schools, established policies and procedures for providing a free and appropriate public education to handicapped children receiving or entitled to receive educational instruction from DoDDS.

Child Find is DoDDS' effort to locate persons ages birth through twenty-one, who are entitled to DoDDS schooling who have handicapping conditions and need individual and appropriate special education. Developmental delays are a part of this testing process. Once they have been identified,

the information can be used to meet their special education needs and to determine priorities for services. If you feel your child may qualify for a special education program, or if you know of a student who may qualify but has not yet been identified, contact the Case Study Committee Chairperson, the PSCD teacher, or the Principal at 784-6912.



### Classroom Visits

Parents may make appointments to visit classes. Please make arrangements with the teacher in advance to find out the best time to visit. **You must sign-in at the main office and obtain a visitor's badge before proceeding to the classroom.**

### Conferences

Either parents or teachers can request parent-teacher conferences at anytime during the school year. Teachers conduct conferences at the end of the first quarter and during the third quarter. These conferences are designed to inform parents of progress of the student and/or potential problems. Parents are encouraged to maintain contact with the child's teacher throughout the school year through e-mail, personal notes, phone calls and parent conferences.



### **Curriculum Standards**

The Department of Dependent Education Activity (DoDEA) has developed rigorous and demanding curriculum standards. Each DoDDS school adheres to this program. The curriculum standards specify what students should know and be able to do. Standards are important because they set high levels of learning and performance for all students. The standards also serve as a basis for assessment across the curriculum. They focus on what is important in each curriculum area. These curriculum standards are aligned with national guidelines and with the best school system throughout the United States. All areas of the Curriculum standards are available on the DoDEA web site: [www.dodea.edu](http://www.dodea.edu)



### **Art/Korean Culture/Music/Physical Education**

Each student in Kindergarten through sixth grade will go to one special subject class each day. The class period is for fifty minutes. Students learn the value of physical fitness and healthy lifestyles in physical education. Music and art classes provide opportunities for students to increase their understanding of the historical and creative aspects of the arts. Korean culture classes emphasize the old and new Korean customs. Students also learn useful Korean language and phrases to enrich their understanding of living in a foreign country.



### **Computer Literacy**

Osan American Elementary School has Pentium computers in each classroom. In addition, two Pentium computer labs are available for small and large group use. Students may also use the computers in the Information Center under the supervision of the classroom teacher or the Information Specialist. The regular curriculum is enhanced by technology infusion across the curriculum. Technology instruction is provided through the classroom teachers and Educational Technologist (ET) with software programs that support the curriculum standards for each grade level. Students also learn how to use various other types of technology such as the camcorder, digital cameras, the Flex camera and In-focus machines. Parent and student must jointly sign the DoDDS Computer and Internet Agreement before the student is permitted to use any computer in the school. Each student is assigned a Gaggle account that is monitored by the ET. **Any misuse of the Gaggle account or violations of the Internet agreement can result in the removal of the student's privilege to use computers in the school.**

### **Computer Safety**

Students in grades K-12 will receive instruction in Internet safety throughout the school year. The curriculum is designed to foster active participation between students and their instructors through classroom discussion, cooperative group learning activities. Integral to each lesson, in all grade levels, is the incorporation of an empowerment activity, which provides students with opportunities to share what they have learned about Internet safety with their peers, their families, and other community members. In this way, students internalize and take ownership of the concepts learned. The Internet Safety concepts discussed at every grade level are Community, Cyber Security, Personal Safety, and Cyber Predators.



### **The FBI Internet Safety Tips**

- Never give out personal information.
- Never write to someone who makes you feel uncomfortable, even if you know who they are.
- Never meet someone or have them visit you without your parent's permission.
- Tell a trusted adult right away if you read or see anything on the Internet that makes you feel uncomfortable.
- Remember that people online may not be who they say they are.

**Make sure that your child does not have access to a computer in the home without adult supervision. Parents should frequently monitor their child's use of the Internet especially chat rooms.**



### **English as a Second Language (ESL)**

Many students enroll at OAES whose first language is not English. These students may not speak, read, write, or understand enough English to be able to fully succeed academically and socially. The English as a Second Language (ESL) program has been developed to help these students in school. Each of these students is administered an English language oral, reading, listening and written proficiency test. Results of these tests may result in placement in one of the ESL classes. The ESL teacher notifies parents when a student is in need of these services.



### **Foreign Language in Elementary School (FLES)-Spanish**

Students in kindergarten through 3<sup>rd</sup> grade will participate in a DoDEA Foreign Language Spanish Program. Foreign language will be a core subject in the curriculum. The program will be taught by a teacher who is fluent in speaking, writing and teaching Spanish. The majority of the classes will be taught for at least 90 minutes per week in Spanish. Foreign language study contributes to brain development and overall learning according to research studies of foreign language learners' performance on tests and in school. Students will learn the language, history, traditions and customs, and the geography of Spanish speaking countries.



### **Gifted Education Program**

It is the policy of DoDEA to identify giftedness among its students and to develop a plan for gifted education. OAES provides gifted students a comprehensive program that assesses their giftedness and provides appropriately differentiated learning experiences. Giftedness describes those students with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. These students exhibit high performance capability in intellectual, creative, and/or artistic areas, possess unusual leadership capacity, and/or excel in specific academic fields. A student's eligibility for gifted education services is based on a documented need for modifications in the student's instructional program to ensure continuous academic challenges and supporting services.

A Gifted Review Committee is established at the school to determine a student's eligibility for gifted education services. Ability tests may be used as one source of data for identification. They are not a required component in the identification process. Other assessment data such as rating scales, anecdotal information, observations, performance assessments coupled with information from parents are essential elements as well. The Gifted Review Committee is composed of various educators in the school, the Gifted Education teacher and the Principal. The Gifted Education teacher works weekly with these identified students. The teacher also works closely with the staff members to enrich the curriculum for all students. Enrichment classes create opportunities are provided for all students to become critical thinkers and problem-solvers.



### **Pacific Literacy Project**

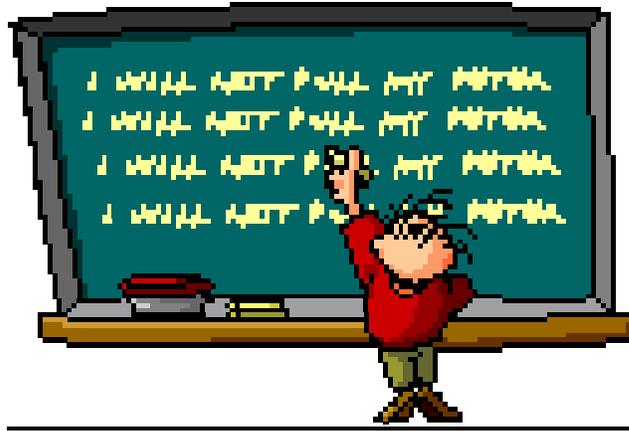
DoDDS Pacific Literacy Project began in SY 03-04 by training all elementary teachers in the use of core reading program (Literacy Place) to effectively implement a balanced literacy program and the English Language Arts standards. In SY 04-05, a Literacy Support Specialist (LSS) and a Literacy Facilitator (LF) were added to the Pacific schools to provide a three tier model of a balanced reading program. Key features of the Pacific Literacy Project are as follows:

- Three tiered model for reading instruction based on current research and best practices to ensure implementation of a strong, literature based core curriculum for all readers; implement scientifically based interventions for struggling readers with supplemental support; and provide identified readers with intensive support.
- Continued professional development in literacy instruction for all classroom teachers
- School Literacy Facilitator (LF) at each complex to provide on site support to classroom teachers in implementing research-based literacy instruction.
- School Literacy Support Specialists (LSS) to work with small group of struggling readers to provide supplemental and/or intensive services.



### **Read 180**

Read 180, an integrated reading instruction program involving direct instruction, books and computer assisted learning, is designed to assist students in grades 4 - 8 who are reading below grade level.



## Discipline

Osan American Elementary School strives for an atmosphere conducive to maximum learning by all students. The goal of the teachers and the administrator is to provide a safe environment where children are free of fear and can concentrate on learning. Inappropriate behavior and violence will not be tolerated. Each staff member maintains a discipline plan for his or her classroom. In general, discipline concerns are handled directly by the classroom teacher. However, when disruptive behavior is chronic and severe, such situations will be recorded in the student's discipline record. This record is available for parent review upon request. Severe disruptive behavior may lead to detention, suspension, or in extreme cases, expulsion. Corporal punishment is not permitted or condoned in DoDDS schools. Parents will be notified of discipline problems, and their support to correct disruptive behavior is expected.

**Suspensions** from school normally do not exceed five (5) school days and may be administered by the principal for student actions inappropriate to the well being of the school society. Fighting, sexual harassment, bullying, profanity, theft, or refusal to obey an adult working in the school will not be permitted. The Korea District has a strict policy regarding bullying of any student. Suspension of more than ten (10) school days requires a formal hearing with the parents prior to its implementation. If a student is suspended for a second or more times, a letter will be sent to the sponsor's commanding officer and the school's officer. Expulsion from school for a year is authorized in extreme situations and can be taken by the District Superintendent and Director, DoDDS Pacific. **Please read the section on Zero Tolerance Weapons Policy at the end of this handbook.**



### Dress Code

Students are expected to follow standards of good taste. Caps and head covering are not permitted inside the building. Clothing which displays offensive language, reference to drugs or alcohol, or is disruptive to the educational process will not be allowed. Close toe shoes are recommended to prevent accidents and foot injuries. Shoes designed for running and playing and held securely in place are the best for elementary age children. Slides, very dainty sandals, and shoes with high heels or platforms are not appropriate. Also, shoes with wheels may not be worn to school. No backless or high-heeled shoes are permitted. (Flip flops are not permitted; sandals with back straps can be worn). Baggy pants are not permitted because the students cannot walk or run freely while maintaining good balance. Students may wear shorts that are no shorter than the tip of the middle finger. **Failure to follow the guidelines can result in a student calling parents to bring a change in clothing to school.**

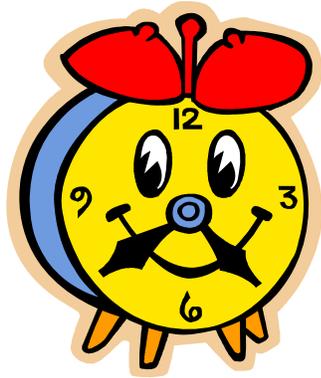


### Due Process Rights for Parents of Special Education Students

- 1) The right of access to all recorded information about their child;
- 2) The right to refuse permission for a formal assessment of their child with the understanding that the local school may request a hearing to present its reasons obtains approval to conduct the assessment;
- 3) The right to be fully informed of the results of a formal assessment and a description of how the findings of the evaluation are to be used, by whom, and under what circumstances;

- 4) The right to request that the school provide information about where an independent evaluation may be obtained;
- 5) The right to question proposed modifications of the regular instructional program for their child.
- 6) The right to request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding the education of the children.
- 7) The right to a translator in order to accomplish any of the above if the primary language is not English.

**Each parent is provided a copy of Parental Rights at each meeting. No meetings are held regarding the special needs of any child unless the parent has been notified. A parent may call a special meeting at any time during the process. The Case Study Committee Chairperson for SY 08-09 can be contacted at 784-6912.**



### Early Dismissal

Early dismissal may occur because of inclement weather, water main breaks, loss of utilities, or scheduled staff development. Announcements of an early dismissal will be made through the media: AFN TV and radio. The base commander is the person who determines if school will be closed. Every attempt is made to make announcements at on-base apartment complexes if the system exists at that location. Parents will be called at home and/or at the duty station. If parents cannot be contacted, the student will remain at school until the parent can pick up the student. Parents can give permission to a neighbor to meet the child at the bus stop. Notification must be given by phone to the school to allow the student to be met by someone other than the parent. You can call the school at **784-6912/4803, 668-1853, or the answering machine at 668-1853** for information about the early closing.

Staff development training can be either one-day training or a half-day of training. Parents/guardians are notified in the monthly newsletter and a special announcement is sent home for your scheduling purposes. The topic of the training will be given and all parents are invited to attend the training along with the teachers. We invite you to participate in learning about our school improvement process!



### **Educational Media/Information Center**

The Osan School Library Information Center (IC) is located as you enter the main school. The purpose of the Information Center is to support the entire school curriculum. Since the opening of the school in November 1979, increased funding has allowed the IC to acquire a wide variety of both print and non-print materials. In addition, we have a large computer software collection, selected to support the school curriculum. Although many library media programs in the U.S. have experienced serious budget cuts, Osan's IC has been able to continue to expand and add important educational technology. In order to be in tune with the educational trends of this century, the Information Center operates on a flexible schedule. This allows the IC to be integrated into the classroom curriculum and also ensures that the IC is being used more often.

The following materials are available in the Information Center:

- Books, Fiction and Non-Fiction
- Audio Visual Materials
- Magazines, Pamphlets
- Reference Books

- Computer CD ROMs
- Computers/Digital cameras/In-focus machines

The Information Center has a limit on the number of books a student can check out at one time. Check with the librarian about the number for your child.

- A student who has overdue books cannot check out additional books.
- Lost/damaged books must be replaced with one of like value and approved by the Information Specialist.
- Students must have a pass to be in the library during class time.
- Misconduct in the library may result in suspension of all library privileges.
- Removing materials from the library without proper authorization will result in disciplinary action.
- Students must have a signed contract on file before using the computers and software.  
**Violations of this contract can result in the removal of the student's privilege to use computers in the Information Center.**



### Eligibility for Enrollment

DoD instruction 1342.10 governs eligibility for enrollment in the DoD Overseas Dependents Schools. Command sponsored school age dependents of military and civilian service personnel assigned to Korea are eligible for space required, tuition free enrollment. The school registrar verifies command sponsorship. There must be a transportation agreement, LQA, dependents named on orders. All other categories of sponsors are space available. Osan American Elementary School accepts space available category students pending space availability.

The Sure Start program is based on the successful Head Start program implemented for those children needing more time and attention to achieve school readiness. In order to keep this program consistent with DoDDS kindergarten enrollment dates, **four year olds considered for Sure Start must have a birth date on or before October 31**. All Sure Start children must have a sponsor who is E-8/GS-6 or below.

**Please check with the registrar at the school regarding questions concerning eligibility for enrollment in OAES. The phone number is 784-6912 or our website at <http://www.osan-es.pac.dodea.edu/>**



## **Emergency Evacuation Procedures/NEO**

Each DoDDS Korea School is located within the physical security envelope of a military installation. Thus, our schools are considered low risk. The OAES administration works closely with the Security Forces, Anti-terrorism/Force Protection officials and DoDDS Pacific Safety/Security officers to ensure a safe learning environment for all students and staff members.

The Non-Combatant Evacuation Operations (NEO) process is a vital part of that safe environment. Osan American High School is the primary NEO evacuation center at Osan Air Base. OAES serves as the alternate center for NEO. In the event that the NEO process is activated, the students at OAES will remain with their teachers and administrators until a parent or designated guardian picks them up. **No student** will be sent home including walkers without their parent/guardian. The teachers and administrators will remain at OAES until every student has been picked up. After picking up your child, proceed directly to the appropriate base processing location.

This information is supplied in the event that Osan Air Base emergency evacuation procedures are implemented during the school day. Listen to AFN radio and TV for details. You will need to listen to the AFN Korean station **not** the AFN satellite TV station for the most current information.



## **Entering & Exiting Building**

Teachers and specialists are on duty in the mornings at 0745 and in the afternoons at dismissal to assist in the care of students prior to the beginning and at the end of school daily. Students should not arrive prior to 0745 and should leave promptly at 1430. Students should not remain unsupervised in the building following dismissal. The safety and security of the students is a very vital part of each student's educational environment. Students in kindergarten through third grade should meet their parents, guardians or older siblings in the cafeteria in the afternoon. This ensures a safe location for students to be picked up.



### **Extra-Curricular Activities**

Each year, extra-curricular activities are offered to students at OAES. They vary year to year depending on staff personnel. The activities are held after school on Tuesday and Thursday afternoons. An activity bus is provided to take students home to Songtan City on Tuesdays and Thursdays. Some of the activities offered during the school year are as follows:

Student Council (Grades 4-6)  
Music Club  
Math Olympiads  
Academic Chess

Yearbook Club  
Spanish Club (Primary/Intermediate)  
Fitness Fun Club  
Art Club



### **Family Education Rights and Privacy Act**

This act was signed into law by the president of the United States on 21 August 1975. School records are open for parental inspection and are defined as “any and all official records, files and data related directly to a student.” These include, but are not necessarily limited to, student cumulative record’s folder, attendance information, academic work completed, level of achievement (grades, standardized achievement test scores and the like), interest inventory data, family background, and verified reports of serious or recurrent behavior. Along with the right of parents to inspect, is the provision that they may also inspect all instructional materials used in federally supported programs. The following items of information will be maintained in student records of Osan American Elementary School:

1. Registration Form (DSPA form 2030.2 and SD Form 600)
2. Duplicate Report Card
3. Student Transfer Evaluation (DSP form 402)
4. Pupil Personnel Service Referral Form

5. Test Information
6. Health Records (in Nurse's Office)
  1. Immunization Form (in Nurse's Office)
  2. Reading Records

If you wish to see your child's academic folder, please call the school counselor at 784-6912 and make an appointment.



### **Fire Drills**

These drills are essential. They are held weekly during the first month of school and once a month thereafter. In the event of a fire drill, or other emergency evacuation procedures, a loud, continuously ringing bell will be sounded. Students will follow the evacuation route posted in the room and follow the teacher in an expeditious and orderly manner. Students are not to return to their rooms during or after an emergency evacuation procedure until given permission by an appropriate authority.



### **Guest Readers**

Many volunteers have come to the school to read to students. The students look forward to having a Guest Reader come to their classroom to read favorite books. Units have adopted the school to provide a rotating group of guest readers. Students in upper grades will read to the younger students. Our Guest Reader program offers role models to help students to be more motivated in recreational and informational reading. You are most welcome to be a Guest Reader. Please contact the office to schedule a class and time as a Guest Reader. This program is a part of OAES network of community partnerships and DoDEA Reads.

## **Health, Student and Staff**

Osan American Elementary School's students and staff are required to have 100% compliance with DoDDS requirements for immunization, including Hepatitis B and chickenpox. Each spring students and staff are given the TB skin test. The results are recorded in the students' and teachers' immunization records.

The school nurse, with the assistance of medical personnel from the 51<sup>st</sup> Hospital and other volunteers, conducted annual screenings for vision, hearing, and dental problems. Vision and hearing screenings are conducted for each new student who arrives after the scheduled screening for all students.

Fifth and sixth graders also receive blood pressure checks and scoliosis exams. Fifth and sixth graders participate in a Growth and Development Program every spring. The program may include special speakers, such as the Pediatrician, and Nurse who cover the following topics: puberty, and growth and development. Questions can be addressed to the School Nurse at 784-4809.



## **Helping Your Child to Succeed in School**

Give your child a feeling of security at home. Make him/her part of your home activities and help him/her accept the responsibility of this job.

Help your child develop self-reliance by giving him/her responsibilities suitable to his/her age.

Encourage habits of promptness, obedience, and respect for authority. Teach your child to share experience and possessions.

Prepare your child for school by seeing that he/she has sufficient sleep, eats a good breakfast, and wears suitable clothing.

Refrain from criticism of other children and teachers in his/her presence. Help him/her to develop a positive attitude toward school.

Avoid expressing opinions in front of your child, which may result in his/her forming prejudices of any kind.



## **Homework**

Assignment of homework is left to the discretion of the teacher. The quantity and time spent on homework depends on the age and needs of the child. Homework assignments are given to reinforce skills or concepts and review previously learned material. Typical homework assignments may include the following: computation/word problems, skill practice exercises in English, vocabulary development, comprehension, spelling, decoding, and writing. Assignments will be graded and returned in a timely manner. It is also recommended that a student read 10 to 30 minutes daily at home. Parents are encouraged to set a time and provide an environment in which to do these assignments. In addition, parents should monitor their child's work and progress. Questions regarding homework should be addressed to the classroom teacher.

Homework is intended to serve four purposes:

1. Reinforce classroom instruction
2. Help prepare for the next lesson
3. Transfer and extend classroom instruction
4. Provide opportunities for creative development.

Research has shown that student achievement increases when homework is regularly assigned, clearly stated, regularly collected, promptly graded, and promptly returned. Homework will be assigned by Osan American Elementary School teachers to promote student achievement and academic success. It is the student's responsibility to complete all homework assignments.



## **Homeroom Parents**

Many teachers have a classroom parent who will assist the teacher in a variety of ways including finding volunteers to help in the classroom, planning class parties, field trips, and other activities. If you are interested in being a homeroom mother or father, please let your child's teacher know.

## **Illness – Parent/Guardian Responsibility**

Parents are responsible for ensuring that children who are sick stay home from school. If your child is ill, please keep him/her at home. School Policy states that children with a temperature of 100 or above must be kept home from school until they are fever free without medication (less than 99.8) for twenty-four hours. If a child becomes too ill to remain in school, the School Nurse will notify the parent to pick up the child and to take the child home. Children with communicable diseases (such as chicken pox or pink eye) may not return to school until they are no longer contagious. If a child has a communicable disease, please be sure to notify the School Nurse at 784-4809/6912.

When your child returns to school after being absent due to illness, you are required to send a note to his/her teacher **stating the specific type of illness**. Unless specifically stated by a physician, children returning to school must go outside for recess. Parents are reminded that proper dress for weather conditions will help prevent illness.

Should your child need to take prescription medicine during school hours, please contact the School Nurse? **Only the school nurse can administer prescribed medication.** Teachers and the school clerical staff are not authorized to administer any medication. Children are not authorized to carry any medication during the school day. No medication will be dispensed unless the nurse has a Hold-Harmless letter signed by the physician. Medication is kept in a locked cabinet. For more information call the School Nurse at 784-4809.



## **Immunizations**

Multiple immunizations are required prior to a student beginning school. Failure to comply with this requirement will result in a delay in enrollment until all immunizations have been acquired/started and verified by the School Nurse

## **Inclement Weather**

School bus transportation may be delayed or canceled due to road and weather conditions during the typhoon, monsoon, and winter months. **The base commanders make the decision about delaying**

**the opening of school or closure of school.** Information regarding closures is then broadcasted immediately on AFKN television & radio. This information will not show on the AFN satellite TV station. If you live off base, make sure that you are watching the cable AFN TV station. The starting time for school may be delayed and, in rare cases, school may be canceled. Please discuss with your child (children) an alternate home that she/he is to report if school closes early and you are not available. Please call the **answering machine: 784-7623 (784-ROAD) or 031-661-7623** – to get information about change in school schedule. Students will go to the cafeteria before school starts when the weather is inclement or extremely cold.



### Installation Dependent Schools Liaison

The Installation Dependent Schools Liaison functions mainly as the liaison between DoDDS and the military via the Principal. Rebecca Westlake serves in this position for Osan Air Base. She can be reached at 784-784-7835 or by e-mail at [rebecca.westlake@osan.af.mil]

### Leaving School

Students are not to leave the school grounds during the school day without permission from the teacher, nurse, or administrator. Students who are to leave at any time must be picked up and signed out via the office by parents or guardians. The parent or guardian will sign the log to record that has taken the student out of school. Parents are not to go to the classroom to get the student. Someone from the office will go to the classroom or call the classroom. Parents are requested not to send friends to pick up children unless they have written authorization from the parents or guardians.



### Length of the School Day

The instructional day meets the standards for North Central-CASI Accreditation. This is the accrediting association for all of DoDDS. The regular school day is from 0800 until 1430. A bell rings at 0755 to have students proceed to their classrooms.

### **Osan American Elementary School**

Sure Start	0800-1430
PSCD	1200-1430 (two sessions)
Full day Kindergarten	0800-1430
Grades 1-6	0800-1430

Teachers and the administrator provide supervision prior to the beginning of school. However, children who walk should arrive no more than ten (10) minutes before school begins.

### **Lost and Found**

We recommend personal property (raincoats, lunch pails, backpacks, hats, jackets, etc.) be marked with the child's name, number, local address, or phone number. **DO NOT allow** students to bring valuables to school. This includes radios, CD players, Game Boys, tape recorders, toys, computer games, card games, expensive jewelry and valuable toys.

Baskets are provided in the cafeteria area for lost and found items. If valuable items have been found, those items are kept in the Main Office. Students should frequently check the lost and found area for lost items. It is advisable for students not to bring a lot of money or valuables to school.



### **Lunch Program**

Students eat in the cafeteria and the Army and Air Force Exchange System (AAFES) provide a hot meal. The cost of a meal for school year 08-09 is \$ 2.05, including milk. Additional milk costs \$.60. **The AAFES started the prepaid lunch program since the fall of 2004 and parents are**

**encouraged to establish the PIN number from the cashier's desk at the BX at Osan. Use of prepaid lunch program will prevent loss of money and incorrect change. This will also help the lunch line move more efficiently.**

Lunch paraprofessionals and playground officials supervise the students during the lunch periods. AAFES provides the lunch menu for the month. It can also be found on the AAFES web site: [www.AAFES.com](http://www.AAFES.com) Homepage, Customer Information. Stars & Stripes also prints the menu for the month. Copies are available at the school office. Many students bring sack lunches. **Free and reduced price lunches are available for those who qualify.** Ask one of the school secretaries for an application. Applications are also available at the 51<sup>st</sup> Support Group (MSG) office of the school liaison. Installation Dependent School Liaison Officer and can be reached at 784-7835 if you have questions regarding free and/or reduced lunches.

### **Lunch Schedule**

Kindergarten	1200-1245	Fourth Grade	1200-1245
First Grade	1130-1215	Fifth Grades	1130-1215
Second Grade	1100-1145	Sixth Grades	1200-1245
Third Grade	1130-1215		



### **Parent Newsletter**

The school makes a concerted effort to communicate with parents. Throughout the school year you will be advised of school events through a parent newsletter that is sent home monthly with your child. Additionally, reminders may be sent home to advise you of important dates and activities by the classroom teachers. These newsletters should be read carefully as they contain important information about school special events, school closures, half-day, special assemblies, etc. A monthly calendar is included which contains special visitors, school closings, holidays, PTO and SAC meetings, fine arts activities, and Korean and American holidays. **Additional important reminders will be sent home .This gives everyone updates on important events.**



**PARENT-TEACHER ORGANIZATION (PTO)**

**Parent - Teacher Organization (PTO)**

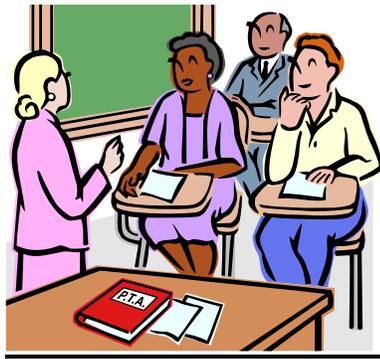
PTO elects officers in the fall. The PTO officers for school year 2008-09 are as follows:

<b>President:</b>	<b>Melody Armstrong</b>
<b>Vice-President for OAES:</b>	<b>Open</b>
<b>Secretary:</b>	<b>Open</b>
<b>Treasurer:</b>	<b>Johanna Gagnon</b>
<b>Teacher Representative:</b>	<b>Open</b>
<b>Publicity Chairperson:</b>	<b>Open</b>
<b>Box Tops:</b>	<b>Barbara Ervin</b>
<b>Publishing Center:</b>	<b>Open</b>
<b>Spirit Shirts:</b>	<b>Johanna Gagnon</b>
<b>Popcorn:</b>	<b>Richard McAllister</b>
<b>Volunteer Coord.</b>	<b>Heather Krauss</b>
<b>Teacher Appreciation</b>	<b>Johanna Gagnon</b>
<b>School Picture</b>	<b>Open</b>
<b>Tyson/Campbell's</b>	<b>Open</b>
<b>Book Order Coor.</b>	<b>Barbara Ervin</b>
<b>Field Day</b>	<b>Barbara Ervin</b>
<b>Fall Bazaar</b>	<b>Open</b>
	<b>Krauss, Gagnon, Waller</b>

The PTO has sponsored several projects such as sale of school pictures, popcorn sale on Fridays, school yearbook, teacher appreciation activities, and Book Fair sales. They assign homeroom parents to provide the Scholastic Book monthly sales. Profits are used to support school programs in classes

and purchases for the Information Center, such as paperback books and reference books. The teachers also receive \$100.00 annually to purchase classroom materials for their students. Monthly meetings are held on topics of interest and the School Improvement Plan (SIP) interventions that all students are actively engaged in their classes. Student performances are given by grade level at some of these monthly meetings. The PTO Family Fun Nights provide a variety of performances and information that enhances the school. The PTO supports the winter and spring concerts. The PTO seeks volunteers to help in the classrooms, school store, and at the annual bazaar. The annual fall bazaar is the major fundraiser for the school. Volunteers sign a volunteer sheet whenever they volunteer at the school. Recognition is given at the annual volunteer function sponsored by teachers, specialists and the Principal.

The OAES PTO is an invaluable vehicle for the network of partnerships that exist at Osan American Elementary School. It is an organization that works in collaboration with the Principal and the teachers. Volunteers are always needed in the organization. Please contact the Main Office if you are interested in volunteering during the SY 08-09.



### **Parent and Community Volunteer Program**

The Parent and Community Volunteer Program is a program of service to the school. It provides a supplementary service in the school to enrich and expand classroom work. The school volunteers make important contributions to the teaching-learning situation. They share their special talents and experiences as they contribute to specific areas of the curriculum. They also perform a worthwhile contribution in helping to bring about a closer relationship between school and community. If you would like to help at school, please call the school at 784-6912.

#### **Some of the specific services the volunteers can provide are:**

1. Creating teaching aids
2. Tutoring students
3. Monitoring study periods
4. Making Xerox copies
5. Arranging bulletin boards
6. Reading to students
7. Reviewing the alphabet, numbers, and handwriting skills
8. Individual and group help in spelling, reading, and math
9. Assisting with study trips
10. Playground assistants

11. Road Guards
12. Assisting in after-school activities
13. OAES Publishing Center
14. School Improvement Committee members
15. School Advisory Committee members
16. Parent Teacher Organization members



### **OAES PUBLISHING CENTER**

This is a unique opportunity for volunteers to work in the school in the Publishing Center. Volunteers assist students in the creation of books as a vital part of our School Improvement Process for Goal One. Goal One states that ALL students will improve writing skills across the curriculum. The opportunity to volunteer in the Publishing Center can be a worthwhile experience for parents and community members.

### **Parking**

The safety of your child is of utmost importance to the staff of OAES. Driving through the grounds to drop off your child creates a potentially hazardous situation. Parents may walk their children from the parking lot to the classroom entrance. Volunteer Road Guards are stationed at these locations.

### **Progress Report**

Progress reports are sent to parents the fifth week of the quarter when teachers notify parents if a student is having particular academic and social problems. The report will contain specific areas that are in need of improvement. The progress report assists parents and students in knowing what specific areas of improvement are needed. The reports are mailed to parents/guardians. Parents may also be informed through our Intranet or other e-mail vehicles.



### **Report Cards/Parent Teacher Conference**

Report cards are issued quarterly. At the end of the first quarter, we will schedule all parents for conferences. Two-way communication, continuously, between school and parents is a key ingredient in fostering a successful learning experience for each child. Parent-teacher conferences are encouraged throughout the school year on an as-needed basis. Parents desiring an appointment with their child's teacher should call 784-6912 and make an appointment or send a note directly to the teacher with their child.



### **School Advisory Committee**

Osan American Elementary School Advisory Committee (SAC) is comprised of six (6) voting members: Three parents and three teachers elected by the parents and teachers. In addition, the school Principal, teachers' union representative, and the installation commander (or designee) serves as liaison members of the committee. The purpose of this committee is "provide a two-way communication between community and the school". Minutes of the committee are shared with the community. Other links with the community will be established to ensure that all groups with an interest in the education program will have an opportunity for input. The SAC is responsible for advising the Principal on all matters affecting the operation of the school. Committee concerns will include school policies, instructional programs, staffing programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluations, student standards of conduct, and other education related items."

## School Bus Transportation/Discipline

Bus transportation is handled by PACTMO located at the Osan American High School or phone 784-1827. **Bus passes are required for all students who are bus riders.** This is a requirement by the DoDDS Pacific Security/Safety office. Questions about buses, routes, time, schedule and so forth should be referred to that office. Comments about student's behavior on the buses should be referred to Donald Brown, Transportation Officer, at 784-1827.



## School Improvement: CSI

### Mission Statement

The OAES community promotes high academic achievement through standards-based education to inspire and prepare students for success in a collaborative, dynamic and multicultural society.

### Guiding Principles

- Students will be proficient readers, competent mathematicians, scientific thinkers and skillful users of technology.
- Students will experience multiple opportunities to develop skills in leadership, communication, collaboration and responsible citizenship.
- Students will receive a balanced education which includes the practical and fine arts.
- Students will have a safe learning environment which fosters scholastic success.
- We are committed to developing well-rounded citizens who honor and respect cultural diversity throughout the world.

**Goal Statement:** All students will improve their reading comprehension skills across the curriculum.

**Essence of the goal:** Students will synthesize information from multiple sources and apply this information to solve problems and make decisions.

## GOAL 2

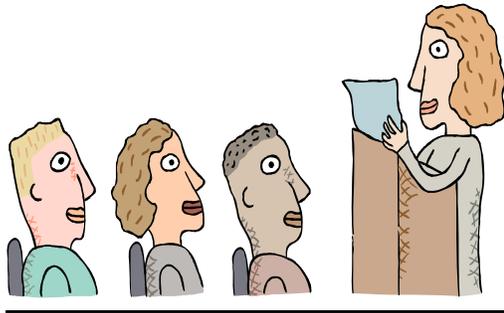
**Goal Statement:** All students will effectively use appropriate language and terminology across the curriculum.

**Essence of the goal:** Students will develop a comprehensive vocabulary to analyze and understand key concepts in curricular area



### Security

Osan American Elementary School is concerned with the security and safety of students. **All visitors, including parents/guardians, entering the school must sign in at the office BEFORE going to a classroom or any other area of the building.** Visitors are requested to use the **main entrance** of the school at all times. Visitor passes should be returned when you leave the building. Security Police may be called if a visitor is disruptive to the educational process.



### Sexual Harassment

Sexual harassment is a form of sexual discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of these elements may constitute **sexual harassment: physical contact, gestures, jokes, pictures, comments, terms of endearment, or questionable compliments.** If sexual harassment occurs at school, the student or parent should report it to the teacher, school psychologist, counselor or principal. Sexual harassment will not be tolerated. Consequences can include counseling, call to parents, and or suspension from school.

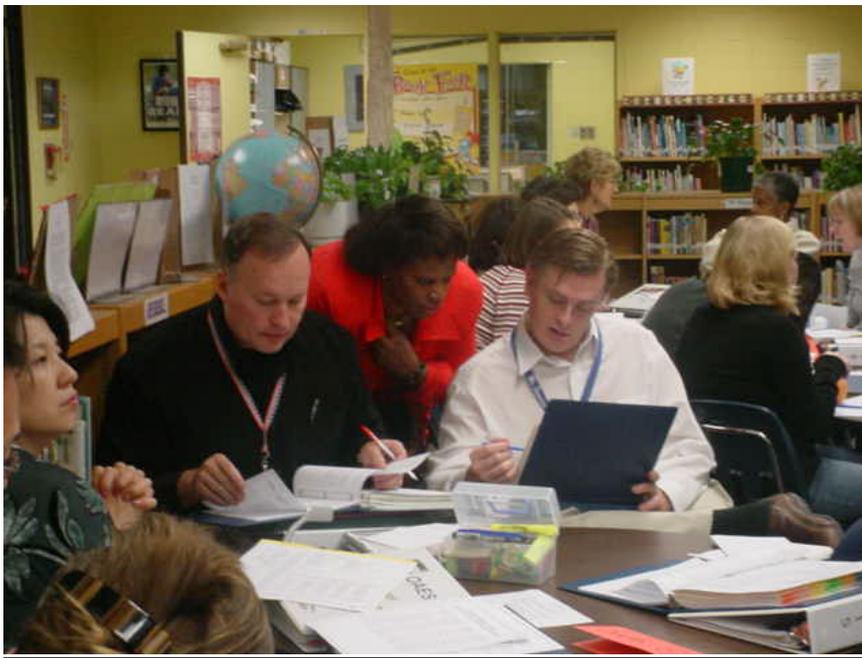
## **Special Education Information**

Osan American Elementary School has a multi-disciplinary team to evaluate students who are having difficulty in achievement. The team consists of a teacher of the learning impaired (LI), teacher of the communication impaired (CI), teacher of pre-school children with handicaps (PSCD), school psychologist, counselor, nurse, and an administrator. Students have the services of the Occupational Therapist and/or Physical Therapist from the 121<sup>st</sup> Hospital at Yongsan if it is so stated on their IEPs. A teacher of the Emotionally Impaired serves as a consultant. Visually Impaired and/or Hearing-Impaired teachers can be requested to consult with parents and teachers. Students who arrive with an active IEP will be placed in a program as close to the program they had in the previous schools. All students entering from a non-DoDDS school must be reevaluated to see if they meet DoDDS criteria for eligibility. Please check the DoDEA web site for more information pertaining to the DoDDS special education programs. It is [www.dodea.edu](http://www.dodea.edu). You can go to the site and ask to do a search for **special education**.

## **Special Education Initiative**

In 2002, in an effort to enhance existing services and programs, DoDEA performed a system-wide review of special education services. The review focused on the four major components of a quality program: resources, curricula, related services and facilities. Through a joint agreement among all of the armed services, 56.5 million additional dollars have been allocated to support the special education initiative beginning in school year 2003-2004 and continuing through school year 2008-2009.

The DoDEA Special Education Initiative is a bold and enterprising effort to bring special education services to new levels of excellence by providing additional staffing, materials, training, furniture and assistive technology. For additional information about DoDEA Special Education services, visit the website: [www.dodea.edu/instruction](http://www.dodea.edu/instruction)



## **Staff Development Program**

Osan American Elementary School is committed to the development of an ongoing comprehensive staff development program. The purpose of this program is to achieve optimum effectiveness of the classroom learning development and instructional services for the benefit of all students. Staff development opportunities, which are school-wide, will be held during normal working hours. These sessions are open to the community and parents. Staff development training can be half-day or full day. Parents/guardians will be notified in advance of any changes in the school schedule.

### **Student Placement**

Osan American Elementary School is concerned that each student has an opportunity for continuous progress by providing an appropriate program of studies designed to foster academic and personal success. Placement of each student will be considered on an individual basis, and decisions will be made on the criteria of what is best for the student. Parents may fill out a form describing their child's/children's learning styles. The classes are limited for each grade level due to the student population. There are times that enrollment will determine the need for multi-age classrooms.

The school has established a committee to recommend placement of students being considered for grade retention or other adjusted placement. This committee is comprised of the school counselor and other staff members who review student work and other information regarding a child's academic needs. The school Principal reviews all committee recommendations and is the final approving agent for all cases.

### **Student Rights and Responsibilities**

The right of students to participate fully in classroom instruction and in school activities shall not be abridged or impaired because of sex, race, color, national origin, or religion.

All Students have the right to fair and equal opportunities in all educational and school sponsored activities. Students have the right to free inquiry and free expression of ideas. Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have the responsibility to avoid libel, slander, obscenity, profanity, known falsehood, or disregard for truth. Students also have to responsibility for showing proper respect to those who wish to participate in the flag salutes or patriotic ceremonies, and to respect the customs and flags of all nations.

Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes or school operations or disrupts the school community or the host nation environment.



### **Study Trips**

Study trips are taken by students to further enhance and expand learning. Costs to students are generally limited to entrance fee, food, personal requirement, etc. A parental permission slip is required for each student to participate in each walking or bus study trip. If the class is walking or taking bus transportation to an activity, the teacher will inform you as to where and when they are going and the time they are expected back. Please complete and return these forms promptly. Students at a school-sponsored study trip have the responsibility for acting in accordance with school rules, installation regulations, and customs of the host country. Students must have a signed permission form by their parent/guardian before taking part in study trip. Adequate supervision is needed for the safety of all students who are attending the study trip. When parent assistance for supervision of study trips is requested, volunteers are welcome. Siblings, relatives and other family members are not permitted to ride the school bus on study trips.



### **Base Field Trips**

Osan Air Base officials provide many on base field trips to visit various squadrons/commands on the base. This partnership allows the OAES students to have exceptional opportunities to view the real mission of the base. This enhances the learning environment and curriculum of the OAES students and makes them a viable member of “TEAM OSAN”.



### Supplies

All textbooks, workbooks, and most instructional materials are provided free of charge as long as the pupil takes proper care of issued equipment and materials. Reimbursement to the government will be made by parents/guardians for any loss or damage. Students in grades four, five and six are given daily planners as a part of their regular curriculum. The planners have been created and purchased by the school. **Recommended supplies for individual grade levels are listed on the final pages of this booklet. A close partnership with AAFES ensures that supplies are purchased and available prior to the opening of school each year.**



### Travel and Extended Leave

Parents and guardians are encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for an extended period of time, the classroom teacher is to be notified within **five school days** prior to departure. Emergencies are given special consideration. The teacher will prepare materials for the student to work on while on the extended leave. The work is to be completed by the time the student returns.



### Videos/DVD's

The school has a policy of only showing G rating videos/DVD's. The Information Center has a large collection of videos/DVD's that support the curriculum or are used during an indoor recess period. If a student has a special video/DVD he or she would like classmates to see, the video/DVD must have a G rating. The teacher or the Information Specialist will screen the video before it is shown to students. **There will be no exceptions to this policy.**



### **Visitors**

Providing a safe and secure environment for the students is a goal of Osan American Elementary School. All visitors to Osan American Elementary School must check in at the main office, sign the visitor's book, and are issued a visitor's pass before visiting anywhere in the school.

Parents/Guardians are welcome to visit the school; however, it is recommended that parents call the school prior to the visit in order to avoid possible class conflicts in scheduling of special programs, testing, or any other special event planned by the teacher.

### **Withdrawal of Student**

Parents are to notify the main office at least **ten school days prior to the date of withdrawal** in order to permit all records to be completed. Before a student will be cleared and given a report card and transfer papers, all books and school property must be returned.

### **Zero Tolerance Weapons Policy**

Weapons will not be tolerated in school. Weapons are items carried, presented, or used in the presence of other persons in a manner to make reasonable persons fear for their safety. They include, but are not limited to, guns, look alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nu chucks, any flailing instrument such as a chain or heavy studded or chain belt, objects designed to project a missile, explosive, mace, pepper spray, or any other similar propellant, or any object concealed, displayed or brandished in a manner that reasonably provokes fear.

**Please refer to the attached chart to be aware of the consequences for violations of this policy.**

# DoDDS-Korea District

## Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade	Inherently Dangerous Weapons	Dangerous Weapons				Potentially Dangerous Weapons				
		First Offense		Second Offense		Third Offense	First Offense	Second Offense	Third Offense	Fourth Offense
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				
K-3	36 Week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 Day Suspension	3 week Suspension	18 week Expulsion
4-6	36 Week Expulsion	10		20 day Suspension	40 day Suspension	18 week Expulsion	3 Day Suspension	6 Day Suspension	6 week Suspension	18 week Expulsion
7-12	36 Week Expulsion	9 week Expulsion	9 week Expulsion	18 week Expulsion			5 Day Suspension	10 Day Suspension	9 week Suspension	18 week Expulsion

**INHERENTLY DANGEROUS WEAPONS: DEADLY WEAPONS**

-Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil 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 pocket knives, 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, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.