



Parent-Student Guide

2012 – 2013

Osan Middle School

Unit 2037

APO AP 96278

<http://www.osan-ms.pac.dodea.edu/>

784-7256

Dr. Legena Roberts-Kpinkpin, Principal

legena.roberts-kpinkpin@pac.dodea.edu

School Colors: Royal Blue, White and Gray

School Mascot: Thunderbird

Osan Middle School Parent-Student Guide

This Parent-Student Guide provides information to help students learn and be successful. There is information such as attendance, bell schedule, health services, counseling services, discipline, and other activities. Parents and students will be asked to sign a verification of receipt form for the 2012-2013 Parent-Student Guide.

Principal's Message

Welcome to Osan Middle School! We hope that you are looking forward to an exciting year as an Osan Thunderbird. We pride ourselves with dedicated teachers and support personnel who expect highest student achievement for all students. We encourage parental and community involvement to create a positive school and home learning environment.

We believe that your experience at Osan Middle School will be educationally profitable. The middle school years are a time of new opportunities and it is our priority to ensure that all students do their very best. Thank you for your support and we look forward to having a successful school year!

You Can't Hide That Thunderbird Pride,

Dr. Kpinkin, Principal

Accreditation

Osan Middle School is fully accredited by the AdvancED Accreditation Commission.

Department of Defense Education Activity (DoDEA) Mission Statement

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

DoDEA Vision Statement

Communities committed to success for ALL students!

DoDEA Guiding Principles

Success for All Students

Trust and Respect for Others

Uncompromising Advocacy for Students

Development of Lifelong Learners

Equal Access to a Quality Rigorous Education

New and Motivating Challenges to Inspire

Teaching with High Expectations

Safe and Stable Learning Environment

Osan Middle School (OMS) Vision Statement

Providing a Setting of High Expectations that Engage and Motivate Each Student in a Successful Learning Environment.

OMS Guiding Principles

Respect, Responsibility, Fairness, Citizenship, Caring, Trustworthiness

School Improvement Goals

At least 75% of students score in the top two quarters; and, less than 7% of students score in the bottom quarter on the TerraNova 3rd Edition in each core test area.

Goal 1: Reading/Language

By 2014, student achievement will significantly increase overall as measured by Lexile level and local summative assessment; and, in targeted areas of text analysis and evaluating and extending meaning as measured by the TerraNova 3rd Edition.

Goal 2: Mathematics

By 2014, student achievement will significantly increase overall as measured by local summative assessment; and, in targeted areas of data analysis/statistics/probability, computation/estimation, and problem solving/reasoning as measured by the TerraNova 3rd Edition.

Goal 1 and 2 Strategies: Cornell Notes and Formative Assessments

Alphabetical Listing of Important Topics

Academic Recognition

Recognition assemblies will be held quarterly by grade level.

- **Honor Roll**
 - Honor Roll students are determined at the end of each quarter by individual GPA. * If student gets a “D” or an “F”, they are not eligible to be on the honor roll regardless of GPA. Honor roll student’s names are published each quarter in the parent newsletter and students receive a certificate and/or letter of congratulations from administration.
 - **Honor Roll Criteria:**

▪ Principal’s Honor Roll	G.P.A.	4.00
▪ High Honor Roll	G.P.A.	3.50 - 3.99
▪ Honor Roll	G.P.A.	3.00 - 3.49
- **Academic Achievement Award**
 - Performance certificates are awarded to students in each course offered in school. Students will be recognized for their academic achievement at each quarterly awards ceremony. The teacher instructing the course will make the selection. In order to be eligible for this award, the student must have earned a 95% or better.
- **Effort and Growth Award**
 - Performance certificates are also awarded to students in each course offered in school. Students will be recognized for their effort and growth academically at each quarterly awards ceremony. The teacher instructing the course will make the selection.
 - **Selection Criteria**
 - Students who consistently worked hard, but did not earn an academic award
 - Students who raised their grade by a letter grade
- **Citizenship**
 - Teachers may recognize students for their commitment to the OMS Character Counts Pillars of Character.
- **Other**
 - Teachers may also choose to recognize students at quarterly assemblies for special accomplishments (i.e., MathCounts, Spelling Bee, contest winners, etc.).
- **Presidential Academic Award**
 - The counseling office will submit names of qualifying students for the Presidential Academic Awards to the front office. This award is presented at the second semester ceremony only.
 - **Selection Criteria:**
 - GPA of 3.30 on a 4.00 scale or 85 of a 100 point scale

- The GPA is composed of all grades earned during the first three semesters of 7th and 8th grades.
- Standardized Achievement Test Scores at the 80th percentile. The battery must be from the current or preceding academic year and include verbal (total language) and mathematical skills.

Activities Program

The activities program is designed to be in harmony with the middle school philosophy. Care is taken to avoid emulating the high school activity program, especially in regard to athletics and those activities surrounding athletics. Students have an opportunity to explore a wide variety of activities in a non-threatening environment. These activities include both group and individual participation. Student council, student clubs, and intramural sports are some examples of the activities that may be offered.

Students participating in an authorized after-school activity must report to the appropriate area no later than 1520 hours. Students who are late to an activity will not be able to participate for that afternoon and must immediately leave campus. Students who are not participating in an authorized after-school activity must leave campus no later than 1520 hours.

Attendance

It is expected that all students will attend school regularly and punctually, according to DoDEA Regulation 2095.01, School Attendance. The school day begins with the first period at 0830 and ends at 1510. Regular school attendance promotes successful learning as well as the development of responsible habits needed throughout adult life, especially in the workplace. Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, and laboratory experiences. Missing this instruction may adversely affect student learning and consequently grades. Students and sponsors are responsible for ensuring students arrive on time and regularly attend classes unless they are ill, have given the required advance notice of medical or dental appointments, or an emergency occurs. Excessive absences and tardiness will result in disciplinary action. Five or more unexcused absences in any quarter will result in a mandatory conference between parent, student, and the administration. Extended unexcused absences will be reported to the base agency and Family Advocacy.

- Notification of Absence
- When your child will miss school, do your best to assure that you call 784-7256 before 0800 to inform the school of the absence and the reason. When teachers know that a student will not be in class and the reason for the absence, the teacher can better anticipate the student's needs.
- Advanced Notification and Request for Excused Absence
- A student, parent, or sponsor can request that class work be provided during a prolonged absence. The request must be submitted through the main office at least three days prior to departure. When the class work is provided, it must be completed and returned to each teacher within the first two days of the student's return to school. If the class work is not timely returned, all assignments may be recorded as an "I" or incomplete grade in the grade book. Students will be required to sign a memorandum of understanding to this effect with the office prior to departure.
- Examples of excused or excusable absences may include:
 - Personal illness
 - Family emergency
 - Religious holiday
 - Medical, dental or legal appointments
 - School-approved events
 - Family trips that are pre-arranged with the administration

- Special opportunities at community leadership conferences
- Promotion and change of command ceremonies for a member of the immediate family
- Unexcused Absence or Tardiness
 - Students will be counted as tardy if they are not present in the classroom at the designated time for class. Students who are detained by school officials and are consequently late to class will be given a hall pass or have their student planners annotated. Students who arrive at 0830 or later to school must report to the main office to obtain an admission slip to their first class. Tardiness will be recorded quarterly for each class. Unexcused tardiness during the school day is recorded as a violation of the school rules. The sponsor or a parent will be notified when their student has accumulated three tardies per quarter. If the problem is not resolved, the student will be referred to the administration for appropriate disciplinary action, beginning with the fourth tardy.
 - When students reach the following number of **cumulative tardiness** (in all classes) per quarter, the following actions will be taken:

3 rd tardy	Student is counseled and presented with a copy of their attendance report, indicating that the next tardy will result in an after-school detention.
4 th tardy	Student is assigned after-school detention and counseled.
5 th tardy	Student is assigned after-school detention.
6 th tardy & subsequent	Student is assigned Saturday School.

Parents will be notified with each tardy.

- Unexcused absences or tardies include but are not limited to the following:
 - Modeling, movie making, or personal money making ventures
 - Oversleeping
 - Missing the bus or arriving late due to fault of the sponsor
 - Walking the dog
 - Non-school sponsored functions
 - Going home to retrieve forgotten homework or materials
 - Family trips that are not pre-arranged
 - Babysitting
 - Students whose absences or tardies are unexcused will be allowed to make up work. However, appropriate disciplinary action may occur. Please contact the administrative office at 784-7256 if you have questions.
- Sign In/Out Procedures
 - A student will not be allowed to leave campus unless a parent, sponsor, or emergency contact person (listed on DS Form 600 – Student Registration) signs the student out at the main office. A parent or sponsor can make prior arrangements for a student to be signed out by a third party by giving advance notice in writing or by telephone to the main office. A parent returning a student to school during the school day must sign the student logbook at the main office to admit the student to school. If a student must attend to a medical, dental, or other legal appointment during school, a parent should provide a signed note stating the time the student will be picked up in the office. The student must give this note to the teacher and will be released to the office for pick-up.

Audio/Visual Equipment

Audio/visual (A/V) programs may be used to supplement the curriculum when there is a direct correlation between the A/V, the DoDEA curriculum, and the unit of study. A/V programs rated “G” may be shown without written parental permission. However, those with ratings of PG and above will not be shown without

written permission from sponsors or parents. An alternative assignment and location will be provided for any student for whom permission is not granted.

Bell Schedule

A/B Block	
Cafeteria Access	0800
Hallway Access	0820
Warning Bell	0825
A1/B1	0830-0955 (85)
A2/B2	1000-1125 (85)
A/B Lunch	1125-1210 (45)
A3/B3	1215-1340 (85)
A4/B4	1345-1510 (85)
<u>C Days</u>	
Cafeteria Access	0800
Hallway Access	0820
Warning Bell	0825
C 1st Period	0830-0910 (40)
C 2nd Period	0915-0955 (40)
C 3rd Period	1000-1040 (40)
C 4th Period	1045-1125 (40)
C Lunch	1125-1210 (45)
C 5th Period	1215-1255 (40)
C 6th Period	1300-1340 (40)
C 7th Period	1345-1425 (40)
C 8th Period	1430-1510 (40)

Early-release Schedule**0830-1025**

0800	Café Access
0820	Hallway Access
0825	Warning Bell
A1/B1	0830-0855 (25)
A2/B2	0900-0925 (25)
A3/B3	0930-0955 (25)
A4/B4	1000-1025 (25)

Two-hour Delay Schedule**1000-1510**

1000	Café Access
1020	Hall Access
1025	Warning Bell
A1/B1	1030-1130 (60)
Lunch	1130-1205 (35)
A2/B2	1210-1310 (60)
A3/B3	1315-1415 (60)
A4/B4	1415-1510 (55)

Books and Other School Property

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books. For any missing text book or library book, parents should reimburse the school. It is suggested that parents obtain the book's ISBN number and order the book from one of the internet book sellers, such as Amazon.com. Charges for damaged or lost textbooks or equipment will be assessed at list price. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio-visual equipment, computer materials, musical instruments, and any other school property or equipment that may be lost or damaged.

Bus Transportation

Students will report to the cafeteria upon transportation arrival. The Pacific Transportation Management Office (PACTMO) coordinates bus contracts, determines routes, and issues student bus passes. Questions should be directed to PACTMO at DSN 784-7545. School bus transportation is a privilege that may be suspended or revoked. Your parents or sponsor will have signed an agreement with PACTMO about the terms for maintaining your privileges for bus transportation prior to you receiving a bus pass. Bus behavior can also have an impact on your school attendance. Misconduct on buses may result in disciplinary action, including possible suspension or expulsion. Misconduct includes the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences. Students may ride bicycles to school, but not on school grounds during the school day, before school, or at dismissal. Students are to get off their bicycles at the curb by the street and walk their bicycle to the bicycle rack. Bicycles must be locked, with locks provided by students. Students are not to ride skateboards, scooters, roller blades, and skate shoes to school for the safety of all students in the school.

Cafeteria

Students eating lunch will enter the cafeteria through the entrance door then (1) get in line to buy lunch or (2) find a seat to eat their sack lunch. Students must get in line immediately if they are buying a lunch or purchasing

a drink. This ensures that all students will be served a lunch before anyone is allowed to buy a second lunch. Students will treat the cafeteria personnel with respect at all times. No cutting in line is allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line.

Once seated, students are to remain seated until they finish their lunches. Shouting, yelling, screaming, running, play-fighting, or other such activities are prohibited. Once students are finished eating, they are responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students are expected to stack the trays correctly, fitting them one on top of the other.

- Lunch Break Options
 - All students will stay in the lunch room until 1145. At that time students have the following options:
 - remain in cafeteria and visit with friends
 - participate in outside activity
 - Students are **not** permitted to be on stage or backstage. Students may use the restrooms located outside of the cafeteria only.
- Lunch Program
 - Students may not leave the campus for lunch. Students may bring lunch from home or may purchase lunch or ala carte entrees at the cafeteria by paying cash or putting money into the debit system at the cafeteria or at the cashier's counter at Osan's Base Exchange. AAFES operates the lunch program.

Campus

All students will remain on campus throughout the school day. The school day includes lunch period and after-school activities. Students are not allowed to go to the commissary, food court, Burger King, Popeye's, or any other facility on or off Osan Air Base during the school day. See Sign In/Out Procedures under Attendance for the procedures to release a student from school during the school day.

Chain of Command

Student/Parent

Teacher

Principal

Korea District Superintendent

DoDEA Pacific Area Director

DoDEA Director

Computer Usage Policy

DoD Directive 1242.6 requires that students sign a "Computer Technology Acceptable Use Agreement" before accessing computers. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized users access are each serious offenses that will call for the student's actions to be evaluated by the school administration.

Computer Abuse	
Computer privileges will be suspended if you abuse computer policies. Students will be given a clean slate at the end of the semester.	
1st Offense	3 Days Privileges suspended
2nd Offense	10 Days Privileges suspended
3rd Offense	Privileges suspended for the remainder of the semester.

Any computer abuse deemed detrimental to the school network and security will result in permanent loss of privileges for the school year.

Conduct

Conduct codes are in accordance with **DoDEA Regulation 2051.1 Disciplinary Rules and Procedures (23 March 2012)**. The management of student conduct is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military and school communities; that consists of teaching and reinforcing positive student attitudes and behaviors. Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. These expectations apply to student conduct during school activities:

- While on school property;
- While en route between school and home or any school activity;
- While on vehicles owned by the Government or contracted;
- During the lunch period on a school day on or off campus; and,
- During all school-sponsored events/activities that affect the mission or operation of the school or district including study trips, sporting events, assemblies, and evening school-related activities.

Teachers will handle minor cases of disruptive behavior (if any) using their own in-class behavior management plans, which include parental contact and such actions as warnings, conferences, detentions, and reassignment of seats. When a teacher refers a student to the school administration for disciplinary action, it is because the teacher's prior attempts to instill discipline have not resulted in an improvement in the student's behavior. Teacher's also have authority to make immediate referrals of serious disciplinary issues, category C and D to the school administration. If multiple behavior infractions occur, their effect will be cumulative.

Behavior Definitions

Any specific misbehavior not included in the Behavior Definition listed will be categorized by the administrator as the incidents occur.

Behavior	Category	Definition
Affection, Excessive public display	B	Any physical contact beyond holding hands.
Alcohol, possession or use	D	Any beverage containing alcohol.
Assault	D	A pre-meditated physical act that inflicts injury or damage to another person.
Bomb threats	D	Communicating the presence of a bomb.
Bullying	B	Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
Cheating	B	Includes copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. *Use of cell phones or any other electronic devices during test constitutes cheating.
Disrespectful, disobedient or defiant to school personnel	B	Includes not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner.

Disruptive behavior, in classroom or common areas	A	Includes disrespectful comments to fellow students. Also includes cell phones, iPods, and other electronic devices including internet social media networks. Any item submitted to office will be held in the office for parent pick up.
Dress code violation	A	See section on dress code.
Drug possession/Sale	D	See DoDEA Regulation 2051.1 @ www.dodea.edu
Extortion	C	Using threats or fear to force another student to give up money, school work, or possessions.
Fighting	C	Shoving and exchanging of blows with the intent to injure. <i>Both offenders will be punished</i> ; however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender.
Fire alarm, false	C	This will also result in notification of the command for appropriate action.
False Signature	B	The act of falsely and fraudulently making or altering a document.
Littering on campus	A	Throwing trash on campus grounds and not using the appropriate trash containers.
Profanity/vulgarity	B	In general, public conversation or class, or directed at an individual.
Sexual harassment	C	<i>Comments:</i> on someone's body or dress <i>Sexual Remarks:</i> from subtle hints to direct propositions <i>Other types:</i> leaving notes, texting, displaying sexist cartoons, pictures, or magazines This also includes, but not be limited to bumping, touching, stroking, cornering, pinching, kissing, hugging, grabbing, or other inappropriate physical behaviors with sexual overtones.
Slander	B	Spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.
Theft/possession of stolen items	C	Theft/possession of stolen personal or government property and may also be reported to Military Police.
Threat of physical violence to staff or fellow student	C	The expression of intention to inflict injury or damage to another person.
Tobacco products or related paraphernalia	C	Any visible product of smoke or evidence of smoking on the student.
Truancy, Skipping school or class, failure to appear	B	Failure to appear for teacher-assigned detention, Failure to appear for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy.
Unsafe behavior	B	To include but not limited to tripping, shoving, and horseplay.
Vandalism	C	Deliberate destruction or school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.
Weapons	D	See DoDEA Regulation 2051.1 @ www.dodea.edu

Behavior Rubrics

Administrators have the authority to apply the following behavior rubric for inappropriate behaviors, including any evidence gathered through surveillance equipment, as well conduct random and periodic searches of school property to seize contraband items belonging to students. In addition, administrators have the authority to search student possessions and student, when there is reasonable suspicion that a student is in possession of items prohibited by DoDEA Regulation 2051.1. The rubrics are guidance only and are not binding on administrators. Each disciplinary case must be judged on the facts of the case. Parents will be notified with each referral.

<i>"A" CATEGORY RUBRIC</i>				
These behaviors are initially handled by individual teachers and warrant referrals after repeated incidents or if initial incidents are severe.				
"A" CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> ▪ Disruptive behavior, in classroom or common areas ▪ Dress code violation ▪ Littering on campus 				
"A" CATEGORY CONSEQUENCES				
<u>1st Referral</u> Counseling assigned, possible After-school detention	<u>2nd referral</u> After-school detention	<u>3rd referral</u> Saturday School (1 day)	<u>4th referral</u> Saturday School (2 days)	<u>5th and subsequent referrals</u> 1-3 days suspension
<i>"B" CATEGORY RUBRIC</i>				
These behaviors are handled by teachers and administration.				
"B" CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> ▪ Affection, excessive public display ▪ Bullying ▪ Cheating ▪ Disrespectful or disobedient to school personnel ▪ False signature ▪ Profanity/vulgarity 		<ul style="list-style-type: none"> ▪ Slander ▪ Truancy, Skipping class or Teacher/Admin detention, failure to appear ▪ Unsafe behavior 		
"B" CATEGORY CONSEQUENCES				
<u>1st referral</u> After-school detention	<u>2nd referral</u> Saturday School (1 day)	<u>3rd referral</u> Saturday School (2 days)	<u>4th referral</u> 1-3 days suspension	<u>5th and subsequent referrals</u> 4 - 9 days suspension
<i>"C" AND "D" CATEGORY RUBRIC</i>				
These behaviors are considered severe and warrant immediate referral.				
"C" CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> ▪ Extortion ▪ Fighting ▪ Fire alarm, false ▪ Sexual harassment ▪ Theft/possession of stolen items 		<ul style="list-style-type: none"> ▪ Threat of physical violence to staff or fellow student ▪ Tobacco products or related paraphernalia ▪ Vandalism 		
"C" CATEGORY CONSEQUENCES				
<u>1st referral</u> 3 days suspension	<u>2nd referral</u> 5 days suspension	<u>3rd and subsequent referrals</u> 7-9 days suspension		
"D" CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> ▪ Alcohol, possession or use ▪ Assault ▪ Bomb threats 		<ul style="list-style-type: none"> ▪ Drug possession/sale ▪ All weapons 		
"D" CATEGORY CONSEQUENCES				
<u>1st referral</u> 10 days suspension		<u>2nd referral</u> Expulsion hearing		

The categories in the behavior rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class + one dress code violation would result in parent notification and detention)

Detention requires a student to report to and remain at a place designated by a teacher or administrator. Students will be under supervision at all times. Teacher or administrator may assign detention during lunch, before school, after school, or on Saturday to students who disrupts the learning environment. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

Suspensions, from one to ten days require involvement of school administration, sponsor, and command officials, and are imposed in accordance with DoDEA Regulation 2051.1, <http://www.dodea.edu>. Students and parents will be notified of the reason for the student's suspension. While assigned out-of-school suspension, students may not participate in any school activity. A formal Discipline Committee hearing must be held in the event that a student is suspended for ten days within a school year. Also, a conference with your parents will take place before and/or after the suspension.

Expulsion is a disciplinary consequence that terminates the student's education at the school; it involves a hearing in accordance with DoDEA Regulation 2051.1, <http://www.dodea.edu>. Expulsion may also occur for single infractions that are particularly serious (see the discipline rubric Category D for examples).

OMS principal will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and document evidence, to present evidence to reduce the consequences, the right to be represented by counsel or another representative, and the procedures for appeals. Parents will also be given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures.

Contacting Your Child at School

Osan Middle School is a closed campus. It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home will be accepted. Parents should ensure that students know how they are getting home from school before they leave home in the morning and what their after-school options are. Students are not permitted to leave campus for any reason unless proper school permission is given. A student leaving the campus without permission is truant.

- Official Office Hours 0730-1630, Monday-Friday
- Teacher Duty Hours 0810-1540, Monday-Friday

Counseling Support Services

The school counselor works with teachers and principal to assist students in acquiring the skills necessary to lead productive and fulfilling lives. Students may see the school counselor for academic, personal, and social concerns. Class time can be made available for students to visit the counselor when appropriate arrangements have been made. Additional guidance services may provided by a school psychologist.

Course Selection

The counselor assists students in developing the programs that will best suit student needs. Students should be aware that once they are enrolled in a course, the course cannot be dropped unless there are valid reasons determined by and with the recommendation of a staff member, the placement committee, a parent, or administration. Final approval rests with the principal. Depending on student enrollment, certain elective courses may not be offered.

Dances

Participation in school dances is limited to those students currently enrolled at OMS. School dress codes will be maintained. Once a student leaves the dance, re-entry is not permitted and must leave the premises. Parents are responsible for transportation to and from school dances. Guests are permitted only with prior approval from the principal.

Dress Code

The standards for acceptable dress and grooming are neatness and cleanliness. Students are not to be attired in clothing that compromises safety or modesty, or that is disruptive to the educational process. A student will not be permitted to attend classes if his/her appearance does not meet the standards listed below. Parents will be notified by the administration to bring a change of clothing for the student. If you continue to violate the dress code, it becomes a discipline matter.

- Dress Standards
 - Shirts, t-shirts and tops: Students should be able to hold their hands straight over their head and the tail of their shirt should be below their waist so that no midriff or underwear is exposed.
 - Pants, shorts and skirts: All items should fit at the waistline. No under clothing of any kind should be visible above the outside garment. Shorts and skirts must be at least finger-tip length.
 - Piercings should be visible in the ear only. Earrings must be suitable (no foreign objects can be substituted for a typical/appropriate earring).
 - Shoes must be worn at all times.

Clothing that distracts other students or interrupts the learning process is inappropriate. The following are examples of inappropriate school attire: short shorts, halter tops, bare midriffs, see-through shirts, tank tops, T-shirts designed as underclothing or with offensive or inappropriate language or graphics to include antisocial messages, sagging pants, hats, sunglasses, headbands, berets, slippers, wheelies, chains, and/or clothing that is excessively torn.

Clothing may not be worn in a manner that might indicate group membership.

Clothing that promotes violence, alcohol, drug, or tobacco use, or that is racially or sexually offensive is not to be worn to school. For this reason clothing that bears logos of musical or other groups that convey an anti-social message are considered inappropriate.

Failure to adhere to this guidance may result in the item being confiscated. If this rule is repeatedly abused, these items will be returned only to a sponsor or a parent. Jackets, headgear, and other items of clothing that students may remove during the school day should be clearly marked with the student's name.

Drug-Free School and Learning Environment: DoDDS Policy

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus during the school day or during any school-sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met. All prescription drugs are to be kept by the school nurse.

Electronic Devices

Electronic devices such as cell phones, ipods, and/or handheld games are not to be used during the school day.

Elevator

The primary use of the school elevator is to transport supplies and equipment between floors. In the event that a student, parent, or staff member cannot walk the stairs, the office will issue a key for use of the elevator during the time of incapacitation.

Emergency and Evacuation Procedures

A notification sound will signal a fire drill or other emergency evacuation procedure. Students will follow the evacuation plan posted in the room and will leave the room in an expeditious and orderly manner. Students are not to return to classrooms during or after emergency evacuations until given permission by an appropriate authority. Students are not permitted to use cell phones or other electronic devices, as ordered by the command, during an emergency. Emergency evacuation procedures will be practiced every week during the first month of school and every other month thereafter.

Food and Drink

Students may carry drink containers and wrapped food in the hallways when transporting it to a locker or to the cafeteria. As a general rule, food, drink, and gum are not allowed in the classrooms unless the teacher makes specific exceptions. However, students are encouraged to drink plenty of water during the school day.

- Water bottles must be clear plastic, and no more than 1 liter.
- Water bottles are subject to inspection by any teacher or school authority for possible inclusion of anything other than drinking water; i.e., soda, sports drinks, etc.

Grading

Official reports of academic grades are issued at the end of each marking period. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include laboratory or hands-on experiences, homework, projects, etc. Parents should expect report cards to arrive through the military postal system approximately one week to ten days after the end of all marking periods. Refer to the school calendar for dates.

An incomplete (I) grade may be given when a student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absences from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work. Normally, this should not extend beyond the number of days the student was absent from school. Once the deadline is established and the required work is not completed, the "I" will become an "F." In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

Grading Scale/Grade Points

- | | |
|------------------------------|----------|
| • 90-100 percent | 4 points |
| • 80-89 percent | 3 points |
| • 70-79 percent | 2 points |
| • 60-69 percent | 1 point |
| • 59 percent and below | 0 points |
| • Incomplete (until removed) | 0 points |

Student grades are available online via Grade Speed that permits students and parents to access student's grades.

Hall Passes

Students are expected to be in their assigned areas, and students must obtain permission from teachers or other school officials to leave assigned areas. Annotations in school planners will be used to verify permission given to students to be in the halls. Therefore, students must carry their annotated planners with them when leaving an assigned area.

Health Services

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or if necessary, be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. The school nurse only provides services for students who become ill or injured during the school day. The nurse will contact the sponsor or parent if the student needs to be taken home or to the hospital. Parents are to make every effort to pick students up as soon as possible. If it is not possible to reach a parent or the designated emergency contact, the sponsor's unit will be asked to provide assistance.

- Student Use of Medication During the School Day
 - The school nurse may accommodate parent requests for medication (prescription, nonprescription, and over-the-counter medicines) to be administered during the school day. According to DoDEA Health Service Guide, DS Manual 2942.0, school personnel may administer medications when certain criteria are met. In order for school personnel to administer prescription medications during school hours, a form **must** be provided to the school signed by the parent and a physician. The medication will be in the original container, properly labeled by the pharmacy or physician. The label must indicate the name of the student and physician, the medication, dosage, and frequency. The date of the prescription needs to be a current date. All medications will remain with the school nurse for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate **a new form and a new-labeled container**. Medications for acute illness (such as bacterial infections) are usually prescribed three times a day and may be administered by the parent before school, after school, and before bedtime. Students will not be permitted to carry medications or to self-medicate.
 - The school nurse may conduct the following health screens: height, weight, blood pressure, scoliosis, vision, and hearing.

Homework

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports teacher instructional objectives. It is DoDDS policy that homework will be assigned in accordance with the needs and objectives of individual students and in support of the learning objectives of particular curricular areas. It should be recognized that "homework" will include assignments that are more than paper and pencil tasks. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills. DoDDS policy recommends that the following range of hours per week for middle school students:

- Grade 6 5-6 hours
- Grades 7-8 7-9 hours

Lockers

Each student is assigned an individual locker that may not be shared. Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their lock combinations. The school is not responsible for personal property kept in lockers.

Lockers must be maintained properly and must be locked at all times. Lockers may be opened by the sponsor or, in the case of reasonable suspicion, by a school official or Security Forces to search for stolen or prohibited items. Students must use locks provided by the school. They are not permitted to use their own personal locks. Students are not allowed to paint or deface the locker in any manner (inside or outside). Students who violate this rule will be held responsible for the destruction of Federal property and face disciplinary action.

Physical education lockers are available in the gym locker rooms and must be used by each student when class is meeting. Gym lockers are not assigned but are used by different students each period of the day. Locks are provided by the school; therefore students are not allowed to use personal locks for gym lockers. Items that do not fit in the locker should be locked in the coach's "cage." While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should items be lost, stolen or damaged.

Lost and Found

Books, keys, coats, and other personal items that are found in the building or on the campus should be turned in to the office. Larger lost items are placed in the supply room. Smaller lost items such as keys or glasses can be claimed in the office. Unclaimed lost and found items will be given to charity organizations during winter, spring, and summer recesses.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. It is often difficult or impossible to determine the rightful owner of unmarked property. Loss of personal property due to theft by other students is a serious matter. Students should not leave personal items unattended and should take all possible precautions to safeguard their property. If a theft occurs, it should be reported in writing to the main office. The school will attempt to resolve these issues. Usually, the majority of items lost or stolen are located within 24 hours. Security Forces will be called only when the administration deems it appropriate; however, parents may file an official report with Security Forces on their own. The school will cooperate fully in investigations involving theft of personal property.

Make-up Work

After an absence, students should check with all of their teachers to make sure that work missed is completed. It is the student's responsibility to take care of all make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine class make-up procedures. The rule for time allowed for making up class work due to an absence will be as many days as the student was absent. Cases of prolonged illness or family trips will be given special consideration. In such cases, assignments may be obtained through the office.

Non-Educational Items

Students should bring to school only those items needed to do their schoolwork. Non-educational items distract from classroom instruction, may present a safety hazard, and may result in avoidable thefts, misuse or damage. While laptop computers are acceptable for academic purposes, the use of personal music or game devices, cell phones, and other unauthorized electronic devices are not permitted within the school building. Examples of items prohibited on school premises, school buses, and school-sponsored trips and activities include but are not limited to:

- Medications (except those kept for students by the school nurse)
- Fireworks and poppers
- Electronic games and gaming devices
- Electrical equipment (hot rollers, irons, etc)
- Aerosol products (Bianca, shaving cream, air fresheners, etc)
- Toiletry products (body sprays, after shave, hair items)

- Personal sports items or equipment
- Toys, water guns, and slam books
- Weapons or replicas thereof
- Hypodermic needles and razor blades
- Laser pens and laser light pointers
- Bandanas, chains, or other items that may be considered gang regalia
- Clothing or book bags that advertise or display logos of tobacco, drugs or alcohol products or that use inappropriate language or offensive language

These and other non-educational items will be confiscated and returned to the student at the end of the day, or to the sponsor for repeated violations of this policy. The school does not accept responsibility for the security and/or replacement of prohibited items brought to school. Repeated disregard of this policy will result in disciplinary action taken against the student. Any potentially illegal or stolen items will be turned over to the 51st Security Forces Squadron. Cameras, cell phones and iPods will not be confiscated unless their use threatens the educational environment and/or safety of others; however, the school accepts no responsibility for these items if they are lost, stolen or missing. These items must remain turned off and invisible during the school day.

Physical Education Participation

Students are expected to participate actively in physical education classes unless they are ill or injured. In these classes, students may be excused from physical education with a note from a parent/sponsor. However, unless a medical condition is obvious (such as a broken leg), a doctor's note is required for excused absences if the student will not be able to participate for more than three days. In the case of a long-term injury, such as a broken arm or leg, the student may be given an alternative program or assignment.

Students are expected to dress out for physical education. Students not appropriately dressed out will not participate in class activities for that period and as a result, points will be deducted from their daily grade.

Planner

A student planner is highly recommended in which students can write homework assignments and important dates.

Inclement Weather

Normally, the cafeteria is opened to students at 0800. On inclement weather days, the cafeteria will be opened at 0745 to accommodate students. During inclement weather days, students must remain in the cafeteria or gym during their normally scheduled lunch break period.

Testing Program

Students participate in standardized testing programs to include Terra Nova, NAEP, and PSAT. Copies of test results are mailed to parents. Data obtained from these tests allow parents, students, and staff to better understand each student's progress by providing a comparison with students throughout the United States. Counselors and teachers use this information to recommend student placement and course selection, and to make referrals to the talented and gifted, reading improvement, and learning resource programs.

Visitors

All visitors are required to check into the main office before entering the school and must sign out on their departure. Although guests are welcome, former OMS students or high school students are not allowed to visit. If a student would like to invite a visiting relative or local host nation friend to visit, the following steps must be taken:

1. A letter written by the student's parent or guardian must be presented to the principal at least two days before intended visit.
2. The letter must be signed by all of the requesting student's classroom teachers.
3. On the day of the visit, the parent should bring the student and the visitor to the main office to obtain a visitor's pass.

The student and the sponsor are both responsible for the visitor, who will be required to follow all school rules.

Parents are always welcome to visit the school. These visits should be planned with the teacher or administration prior to the scheduled day.

Volunteers

Parent Teacher Student Organization (PTSO) at Osan Middle School supports school programs and activities by raising funds and providing services not provided by the DoDDS system. The School Advisory Committee (SAC) reviews and advises the principal on school policy and program issues raised by community members. It is comprised of an equal number of parents and educators. The number of members is determined by the school population.

In accordance with DoD Instruction 1402.5, background checks on school volunteers are required to be initiated by schools to verify that the volunteers are of good character, mentally stable, and free of criminal history and substance abuse. Forms to apply for the record checks are available at the school office.