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DEPENDENTS SCHOOLS  
Daegu High School  
UNIT # 15623  
APO AP 96218

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Vision: The vision of Daegu High School is together to engage all the students everyday to advance academic excellence, global leadership, and individual potential.

Goal 1: By EOSY 2016, all students will increase Analysis and Critical Reasoning scores 4% higher per year across the curriculum at each grade level as measured by school-based and DODEA-wide summative assessments.

Motto: We take care of ourselves  
We take care of each other  
We take care of our school!



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27 August 2012

Dear Parents and Students,

I would like to welcome each one of you to the Warrior family! This is an exciting school year for us as we return for our second year to Camp Walker. Our first year was a success and this year is going to be even better. This year you will see an increased focus on our USFK Good Neighbor program and relationships with our host country. To be a Daegu Warrior you must do more than just work hard in the classroom; you must embrace the good fortune you have of living in the land of the morning calm. Together we will show that Daegu High School is the best in DoDEA!

We must remain focused on student achievement, while ensuring that all students are successful. To ensure we are providing a top notch education, our teachers and administrative team will emphasize the four R's: relationships, rigor, relevance, and results.

Daegu High School teachers work hard to create warm and inviting classrooms where learning is fostered through strong relationships. Each of our curricular areas strive to offer a rigorous academic program, along with engaging creative and extracurricular opportunities, all designed to encourage excellence from our students. Keeping our educational programs relevant will bring positive results and I look forward to achieving great things together as you join our warrior family.

As your principal, I fully intend to optimize every opportunity, every community partnership, and every academic tool I can find to further improve on our success and ensure every student in our school is fully engaged and achieving to his or her highest potential.

The purpose of this handbook is to provide information regarding school policies and procedures and point out ways in which you and our staff working together can best help your student have a successful school year.

I look forward to working with all of you this school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Kristopher R. Kwiatek".

Kristopher R. Kwiatek  
Principal

## TABLE OF CONTENTS

### SECTION I: INTRODUCTION

Key Personnel .....	1
DoDEA's Vision/Mission Statement .....	6
Daegu High School Vision / Core Beliefs .....	6
School Motto .....	6

### SECTION II: STUDENT SURVIVAL INFO

Bell Schedule / School Hours .....	7
Lunch Facilities .....	8
School Buses .....	8
School Newsletter .....	8
Parent Involvement / PTSO .....	8
School Improvement Leadership Team (SILT) .....	8
School Advisory Committee (SAC) .....	8
Visitor Policy .....	9
Telephone Policy .....	9
School Lockers .....	9
Inclement Weather and School Closure .....	9
Lost and Found .....	9
Daily Bulletins .....	9
Study Trips/Extracurricular Activities .....	9
Music/Drama Performances outside the Regular School Day .....	9
Audio/Visual Policy .....	10

### SECTION III: STANDARDS

School Accreditation .....	10
DoDEA Curriculum Standards .....	10
Graduation Requirements .....	10
Honor Diploma Criteria .....	11
Grade Classification .....	11
Required Courses .....	12
Advanced Placement .....	12

Grading System . . . . .	12
Weighted Grades . . . . .	13
Progress Reports . . . . .	13
Semester Exams. . . . .	13
Report Cards . . . . .	13
Testing Programs. . . . .	13
DoDEA System-wide Testing . . . . .	13
Student Records. . . . .	13
Acceleration Policy. . . . .	13

**SECTION IV: ATTENDANCE**

Attendance Policy. . . . .	14
Excused Absence . . . . .	14
Procedure . . . . .	14
Pre-arranged Absence and Work. . . . .	15
Make-up Work . . . . .	15
Unexcused Absence . . . . .	15
Tardy Policy . . . . .	15
Cheating and Plagiarizing . . . . .	15

**SECTION V: STUDENT SERVICES**

Counseling. . . . .	16
Child Find. . . . .	16
Case Study Committee (CSC) . . . . .	16
ASACS . . . . .	16
Health Services and Concerns . . . . .	16
First Aid/Emergency Care. . . . .	16
Medication Procedures . . . . .	17
Immunization Procedures/Documentation . . . . .	17
Permission to be Excused from Activities . . . . .	17
Information Center . . . . .	17

**SECTION VI: ACTIVITIES**

Scholastic Recognition. . . . .	18
High School Scholar Recognition Card Qualifiers . . . . .	18
National Honor Society (NHS) . . . . .	18

Student Activities .....	18
Athletic Programs .....	18-22
Student Council .....	22
Class Officers. ....	22
Special Interest Organizations .....	22
Dance Policy. ....	23

#### **SECTION IV: STUDENT RIGHTS AND STANDARDS**

Discipline Plan & Philosophy .....	24
Infraction/Consequence Matrix. ....	25
Student Rights. ....	26
Dress Code. ....	26
School Standards. ....	26
Electronic Devices. ....	27
"Zero Tolerance" Policy .....	27-29
Criminal Actions .....	29
DoDEA Regulation 2051.1 Disciplinary Rules and Procedures .....	29

## SECTION I: INTRODUCTION

### DoDEA's Mission, Vision, Guiding Principles

#### **Mission**

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

#### **Vision**

Communities investing in success for ALL students!

#### **Guiding Principles**

- **S**uccess for All Students
- **T**rust and respect for others
- **U**ncompromising advocacy for students
- **D**evelopment of lifelong learners
- **E**qual access to quality, rigorous education
- **N**ew and motivating challenges to inspire excellence
- **T**eaching with high expectations
- **S**afe and stable learning environment.

#### **DHS Core Beliefs**

Students, Teachers, Staff, Administrators and Parents will:

- Demonstrate respect for themselves, others, and school property
- Demonstrate integrity in thought, word, and deed
- Hold a shared sense of purpose toward teaching and learning
- Promote a challenging environment where students:
  - can achieve individually and in groups to solve problems and think critically
  - have means available to pursue higher level learning opportunities
  - feel safe and willing to experiment with new ideas

#### **DHS Motto**

*“We take care of ourselves, We take care of each other, We take care of our school!”*

## SECTION II: Student Survival Info

### DHS Bell Schedule

#### School Facility Hours

**0730 - 1600** Students must leave campus by 1530 unless they are directly supervised by a staff member. For the safety and welfare of our students, there will be no loitering on campus.

#### Period B8 – ADVISORY

Advisory is one period every other day that students may use to gain assistance from teachers, attend school assemblies (without detracting from academic time), or participate in other school activities.

Daegu High School staff and students are committed to academic excellence and dedicating more time to **READING**. The first 30 minutes of every Advisory period will be dedicated to a reading related activity or SSR (Silent Sustained Reading.)

#### Physical Education Classes / Kelly Gym

Kelly gym is the designated site for DHS P/E classes. The alternate site is the CYS gym. When using these facilities students are expected to represent DHS to the highest standard. These are shared facilities and utilized by the military, their family members, and the community.

After School Activity Meeting Time **1430 - 1515**

Sports & Other Extra Curricular Activities

**1515 – Sponsor’s Discretion**

<b>A DAY</b>	Period 1	0800 - 0925
	Period 2	930 - 1055
	Lunch	1055 - 1125
	Period 3	1130 - 1300
	Period 4	1305 - 1430

<b>B DAY</b>	Period 5	0800 - 0925
	Period 6	930 - 1055
	Lunch	1055 - 1125
	Period 7	1130 - 1300
	Period 8	1305 - 1430

<b>WARRIOR DAY</b>	Period 1	0800 - 0840
	Period 2	0845 - 0925
	Period 5	930 - 1010
	Period 6	1015 - 1055
	Lunch	1055 - 1130
	Period 3	1135 - 1230
	Period 4	1235- 1330
	Period 7	1335 - 1430
	No Advisory on Warrior Day	

Walk Safely  
to the GYM

- Use Crosswalks.
- Watch for Traffic / Be Alert.

Be Ready for  
Class

- Lockers can be checked out at Kelly Gym.
- Students must wear DHS P/E uniform (can be purchased in the DHS front office).

During &  
After Class

- Be respectful and courteous to the Kelly Gym staff and others using the gym.
- Leave the area in better condition than you found it and return safely to DHS.

### **Lunch Facilities**

AAFES provides a hot school lunch program. Students are **not authorized** to leave the DHS campus at lunch. Students are **NOT** allowed to leave Camp Walker during school hours unless under Career Practicum supervision. **Students may not drive cars during lunch.** Students leaving campus when not authorized will be considered truant.

### **School Buses**

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.

The Daegu High School STO is located on Camp George, and is open 7:30 – 4:00 daily except American holidays.

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

### **School Newsletter**

*Warrior Beat* is published monthly. It should be read carefully as it contains information about special events, school closures, half-days, and similar occurrences.

### **Warrior Weekly Update**

Weekly Warrior is published weekly and updates are electronically mailed to all families outlining upcoming events and important information. It is important that the school have a valid email address so information can be sent directly to you.

### **Parent Involvement & Parent Teacher Student Organization (PTSO)**

Parents are encouraged to participate in the education of their children. Ways for parents to volunteer include assisting teachers in specified areas, participating in school-sponsored activities, and serving on committees. In addition, please consider supporting the PTSO. Although the PTSO is a private organization, we encourage parents and students to get involved and volunteer.

The PTSO is the primary DHS organization seeking to unify Daegu parents, teachers and students. It raises and distributes money to student groups for a wide variety of activities. Call the school office to find out how you can help.

### **School Improvement Leadership Team (SILT)**

The DoDEA Continuous School Improvement Process (CSI) is an important part of our school culture and commitment to excellence. The faculty and parents conduct the CSI process. Parents interested in participating on the SILT are encouraged to notify the school.

### **School Advisory Committee (SAC)**

The School Advisory Committee (SAC) is composed of teachers, parents, students and the military command. It acts as an **advisory** body to the Principal. Committee members and officers are elected at the beginning of each school year. The SAC provides input on school-related issues. All meetings are open to the public. Meetings will be announced in the Warrior Weekly and on FaceBook (DoDEA Daegu High School).

### **Visitors to the School**

Visitors must use the front/main entrance to the building. All visitors are required to sign in at the main office and receive an ID badge **before** going to a classroom or other area of the campus. Security Police may be called if visitors are defiant or disruptive to the educational process.

### **Telephone Policy**

*Outgoing calls* - Essential calls may be made in the main office only with permission from the office staff. Telephones in the classrooms are for teacher use only.

*Incoming calls* - Classroom disruptions are to be kept to a minimum. Messages for students will be delivered at the end of a class period. Medical emergencies will be referred to the school nurse and the administration.

Cell phones and other similar personal communication devices are not to be used by students. (See DODEA Regulation 2051. 1, Enclosure 3, E, 14.)

### **School Lockers**

Lockers will be issued by the school and are the responsibility of each student. Lockers are provided so students' belongings can be secured. The practice of sharing of lockers, unless assigned by the school, is discouraged. Failure to maintain lockers in a suitable manner will result in the loss of this privilege.

No objectionable pictures or drawings are allowed. No graffiti or stickers are allowed inside or outside lockers. The administration may conduct a search of a student's locker without warrant when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules (see New Jersey v. T.L.O 469 U.S.325 (1985)).

### **Inclement Weather and School Closure**

Road conditions are announced over AFN radio and television. Under condition **RED**, school buses will not run. The decision to run buses and to close school is made by the Area IV Commander. If school is closed, or the opening delayed, the announcement will be made over AFN radio and television, Facebook and SharePoint. If school is closed early because of inclement weather or other unexpected circumstances, students will be dismissed for their safety and welfare. The same announcing procedures will be followed as stated above.

### **Lost and Found**

Students should check for lost items in the school office. Items found in or near the school (e.g. tennis courts, Kelly Gym, sports fields) should be turned in to the school office. Items are donated to a local orphanage at the end of each semester.

### **Daily Bulletins**

Each morning students are provided daily information about the activities of the day. Bulletin items are submitted to the administrative office by teachers, students, and the community via email. Students must have the signed approval of their activity sponsor before they may submit an announcement. For SY 12-13, our goal is to have student produced morning announcements created by the Video Production class.

### **Study Trips/Extracurricular Activities**

- To participate in a study trip, a student must return a signed parental permission slip no later than the day specified by the sponsor of the trip. These slips are to be given to students three days before the scheduled date. It is the student's responsibility to return the slip by the due date. Failure to return a signed parental permission slip may result in the student not being permitted to participate in the activity. Study trips will be scheduled dependent upon the availability of funding from DoDEA. While on Study Trips and Extracurricular Activities, students must follow the DHS dress code.

### **Music/Drama Performances Outside the Regular School Day**

Music and drama are performance courses which base a large portion of their grades on active participation. While some concerts and drama productions will be held during the school day, major performances will be

held after school at various locations. Students are expected to attend these performances when they are members of the performing group.

If the band, choir, or drama class (or portion of the class) is traveling to another location for a performance, permission slips will be sent home with students with a letter explaining the nature of the performance. Once a permission slip is returned to the sponsor signed by the student's teachers and parents, the student is expected to perform with his/her performance group.

If a student who has returned the permission slip does not appear for the performance, the student will provide an adequate explanation such as a note from the parent or a doctor. Without an explanatory note, the student will receive a grade of zero (0) for the performance for non-participation.

### **Audio/Visual Policy**

All videos shown in class will be related directly to the curriculum and previewed by the teacher.

- Only videos with a "G" rating can be shown without obtaining written parental permission prior to showing it to students in class.
- Videos with a "PG" or "PG-13" rating will not be shown in class without parent notification. A negative response notice is required.
- No videos with an "R" rating will be shown
- Non-rated or classic videos may be shown, but written notification must be given if the material could be considered controversial or offensive to others.
- School administrators are notified of all copyrighted videos shown in classes.

An alternative activity for credit must be provided for students who received a negative response to viewing the video. This is, of course, only if viewing the video in some way affects student grades. If there is no graded activity in conjunction with the video, there is no need for a teacher to provide an activity (in lieu of the viewing), which would yield the student a grade.

## **SECTION III: STANDARDS**

### **School Accreditation**

Daegu High School is a federal activity, funded by the Department of Defense, and accredited by Advanc Ed whose focus is to help member schools continually improve student performance and school conditions. Their accreditation standards and process are based on ongoing self-assessment against quality standards, rigorous on-site evaluation, and continuous improvement. The Advanced Ed accreditation standards serve as the foundation for the accreditation process.

<http://www.advanc-ed.org/>

Daegu High School is dedicated to adherence to the high standards demanded by DODEA and Advanced ED. Diplomas and credits earned at Daegu High are fully recognized and transferable.

### **Curriculum Standards**

A great deal of time and effort is devoted to scheduling courses for each student. Based upon student needs, the schedule is built and the faculty assigned individual teaching responsibilities. The counselor, in consultation with the student and sponsor, develops the most appropriate program of study within the existing curriculum. It is necessary that students take courses offered at their current grade level. Variations of this plan must be requested by the student's parents, recommended by the counselor, and approved by the administration.

For more information related to the DoDEA curriculum, please visit:

<http://www.dodea.edu/curriculum/>

### **Graduation Requirements**

To qualify for a DODEA diploma, seniors must earn a minimum of 26 units of credit. Credits earned are either REQUIRED or ELECTIVE. A required credit is a course that a student must complete for graduation. An elective credit is chosen by the student, after consultation with the counselor, in order to meet future educational and vocational needs. It should be emphasized that these are minimum requirements.

Students may graduate when they have met the graduation requirements that are scheduled over a four-year period. Graduation requirements are found in DSR 2000.1, "High School Graduation Requirements," August 27, 1997. Diplomas are issued at an official graduation ceremony.

### **Honor Diploma Criteria**

A student must earn passing course grades and take the requisite exams in a minimum of four (4) Advanced Placement Courses. A student must obtain a cumulative grade point average of 3.8 or higher calculated from student grades attained at the end of the semester of the graduating year based on DoDEA's grade point average calculation.

DoDEA will accept the official credits and grades of transfer students. Courses interrupted by transfer may be continued if, in the judgment of the Principal, the time lost in transfer did not negatively impact on the student's chances for successful completion. Students enrolling during their senior year may graduate by meeting the requirements of their previous school if, through no fault of their own, they cannot meet the DoDEA graduation requirements. Students are expected to complete 8 semesters of high school in preparing for graduation. Upon application, students may be considered for early graduation after completing all graduation requirements.

Application for early graduation, with parental approval, must be submitted in writing to the Principal prior to course selection. Grade 12 students who desire to graduate at the end of the first semester must submit an application within two weeks of Fall registration. The **official** graduation ceremony takes place at the end of the second semester.

Handicapped students as defined by DoD Instruction 1342.12, may qualify for graduation by either: 1) satisfying the requirements stated above; 2) meeting the objectives for graduation in their Individual Education Program (IEP); or 3) earning Carnegie units.

### **Grade Classification**

Secondary grade-level status will be determined by the number of credits earned.

**Grade 9 – Freshmen** – Students must have completed grade 8 and have been promoted to grade 9; or have enrolled in grade 9, but have not earned six credits.

**Grade 10 - Sophomores** - Students who have earned at least six credits.

**Grade 11 – Juniors** – Students who have earned a minimum of 12 credits. It is required that the student be able to meet all graduation conditions and requirements, with normal scheduling for the junior and senior years.

**Grade 12- Seniors** - Students who have at least 18 credits; however, the Principal may make exceptions. Students are to comply with all the graduation conditions and requirements, with optimum scheduling, by the conclusion of the school year.

### Required Courses

<b>DoDEA Graduation Requirements</b>	
<b>Required Courses</b>	<b>Units</b>
<b>English Language Arts 9, 10, 11, 12</b> (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
<b>Social Studies</b> (1 credit of U.S. History, 1 credit of either World Regions or World History, and 1/2 credit in U.S. Government required.)	3
<b>Mathematics</b> (Algebra I and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.)	3
<b>Science</b> (Biology is required and either a Chemistry or Physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)	3
<b>Foreign Language</b> (A total of 2 credits in the same foreign language is required.)	2
<b>Professional Technical Studies</b> (1/2 credit must be in a computer technology.)	2
<b>Physical Education</b>	1 1/2
<b>Fine Arts</b> (Courses used to meet this credit must relate to: Visual Arts, Music, Theater, Dance, and/or humanities.)	1
<b>Health Education</b>	1/2
<b>Sub-total for Required Courses</b>	20
<b>Sub-total for Elective Courses</b>	6
<b>TOTAL CREDITS</b>	<b>26</b>

The Guidance Counselor will assist in determining specific requirements.

#### Advanced Placement

Juniors and seniors are offered college level Advanced Placement courses. It is required that, prior to enrolling in an AP course, the student and the sponsor fully understand the course requirements and demands. As a college level course, the AP class is designed to challenge and stretch the participants' skills; therefore, teacher recommendation is important. AP courses are weighted grade courses. AP exams are administered during fourth quarter.

#### Grading System

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

Letter	Percentage Range	Grade Point Value	Weighted
A	90-100	4	5
B	80-89	3	4
C	70-79	2	3
D	60-69	1	2
F	0-59	0	0

I Incomplete – reverts to an “F” after two weeks if work is not completed

Grade Speed Parent Portal:  
<http://dodea.gradespeed.net>

### **Weighted Grades**

Courses offered in grades 9-12 that have been designated as Advanced Placement will be weighted (see values above) only if the student takes the AP exam at the end of the school year. Weighted grade point averages (GPA) are recorded on report cards and transcripts. Grades are weighted at the end of the school year for students that complete their End-of-Year AP exam. When calculating grade point averages for Scholar Recognition, class rank and graduation honors; DoDDS does not recognize plus or minus grades. For example, "B", "B+" or "B-" all reflect the value of 3 unit points.

### **Progress Reports**

Progress reports are issued to all students. These reports are usually mailed or emailed to the sponsor during the fifth week of the grading period; however, they may be given at any time.

### **Semester Exams**

The semester exam schedules will be published prior to semester exam week.

### **Report Cards**

Report cards are issued each quarter. Conferences will be held after the first quarter. For the second and fourth grading periods, report cards will be given to the students and mailed home. Questions concerning grades should be directed to the teacher of that class. Copies of computer-generated report cards may be:

- placed in the student file
- given to the student
- mailed to the sponsor

### **Testing Programs**

A number of national standardized tests will be administered. They are of special significance for students seeking financial aid through scholarships and loans. Information describing these tests is available in the guidance office. College Board tests are administered annually. DHS is a test site for the Scholastic Aptitude Test (SAT). See the counselor for applications and scheduled dates.

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualification test (PSAT/NMSQT) is a shorter version of the SAT and is given in October. It enables students to predict the scores on the SAT, to compare and estimate their ability to succeed in college, and to experience a test similar to the SAT, ACT AND ASVAB.

### **DoDEA System-Wide Testing**

Each year DoDEA assesses students on standardized achievement tests. Scores are shared with parents and posted to the student's file.

### **Student Records**

The school maintains records for all enrolled students. Permanent copies of secondary transcripts are retained at the school for four years following graduation or withdrawal from DHS. At the end of the fourth year, transcripts are forwarded to the Regional Executive Services Division. After five years transcripts may be requested through:

Educational Testing Service  
P.O. Box 6605 Princeton  
New Jersey 08541.

There is a nominal fee for each copy requested from this agency.

### **Acceleration Policy**

The conditions and procedures for acceleration to complete courses are:

1. The sponsor must present PCS orders or a written request (if orders are not yet available) to the registrar at least 30 calendar days prior to departure date.

2. Semester credit is earned if there are fewer than 20 days left in the semester before the departure date.
3. The withdrawal date from school is TWO (2) days prior to the departure date.
4. All completed accelerated work must be turned into the individual teachers no later than five (5) school days prior to withdrawal from school.

## **SECTION IV: ATTENDANCE**

### **Attendance Policy**

The DoDDS educational program is organized on the premise that all students will attend school/class regularly and punctually. Adherence to the policy is the responsibility of **sponsors** and **students**. Sponsors will be periodically informed of excessive and/or unexcused student absences. Sponsors are encouraged to contact the school for information regarding their student's attendance. Students are expected to be in their seat, and prepared to work when the tardy bell rings.

Regulation 2095.01 (or any updated version) will be provided to parents and sponsors. *A portion of the regulation is provided below:*

It is DoDEA policy that:

a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

b. School attendance is mandatory.

(1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

(2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

(3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

(4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

(5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

### **Procedure**

A note is **required** from the student's sponsor following any absence, with the exception of school-sponsored activities. The note is to include the student's name, date of absence, sponsor's name, and telephone number (home or office), reason for the absence and the sponsor's signature. Students must submit a note to the attendance office upon their return to school. An email containing names of students who brought notes will be sent out to teachers at the end of the day. Otherwise, the absence remains **unexcused**, and students **will not** be granted make-up privileges for classes missed.

### **Pre-Arranged Absences and Work**

The sponsor will provide documentation for any pre-arranged absence. The pre-arranged absence form must be completed and signed by the student's teachers and sponsor. It is the student's responsibility to get assignments prior to departure and to turn in the completed work upon return. It is advantageous to notify the school as soon as possible.

### **Make-up Work**

For an excused absence, the student is responsible for obtaining and completing make-up work. Students are expected to complete missed assignments in a timely manner upon return to school. Work will be completed in the same amount of days as student is absent.

### **Unexcused Absences**

An unexcused absence denies the student the right to make-up work for credit. The following will be considered unexcused:

- Oversleeping
- Missing the bus
- Loss of school bus, and/or base/post privileges
- Babysitting
- Non-school sponsored activities
- Other unauthorized absences

### **Tardy Policy**

All students are expected to be in class prepared to work when the bell rings. Students, arriving after the attendance has been submitted, must provide a note.

Cumulative for the Quarter :

- 1st Tardy = Student Warning
- 2<sup>nd</sup> Tardy = Student Warning
- 3<sup>rd</sup> Tardy = Detention ½ hour
- 4<sup>th</sup> Tardy = Detention 1 hour
- 5<sup>th</sup> Tardy = Detention 1 ½ hours
- 6<sup>th</sup> Tardy = Detention 2 hours
- 7<sup>th</sup> Tardy = EXCESSIVE TARDIES = Suspension

### **Truancy Policy and Procedures**

Truancy or unexcused absence is the failure to attend a scheduled class or classes without proper notification from parents or guardians and is in violation of DoDDS attendance policy. Truancies are unexcused absences and will result in a "0" for all work missed, or due, during the truancy period. The DHS truant policy is:

Truancy #1- Parent contact and detention

Truancy #2- Parent contact, parent-student-administrator conference.

Truancy #3 or more- Suspension (progressive), referred to counseling, and command notification.

### **Cheating and Plagiarizing**

Cheating and plagiarizing are not acceptable. Cheating and plagiarizing include:

- Copying and pasting information from a book, magazine, encyclopedia CD-ROM, or the internet without giving credit to the resource.
- Sharing information or answers for a quiz or test with the students who will take the assessment at a later time or date.
- Providing homework, notebooks, or assignments that have been graded and returned, and then using such as one's own.

- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.

Students who cheat or plagiarize will not receive credit on that examination, project, or homework assignment and parents will be notified by the teacher. Future infractions can result in a suspension.

## **SECTION V: STUDENT SERVICES**

### **Counseling**

Guidance and counseling services are available to every student. These services include: assistance in initial course selection; assistance with educational and vocational planning; interpretation of test scores; study help; help with home, school, and/or social concerns; advice on colleges and universities; assistance in preparing applications for advanced schooling and financial aid; advice on credits required for graduation.

### **Child Find**

Child Find is the Department of Defense Dependents Schools' effort to locate children, ages birth through twenty-one, who have handicapping conditions, and who need individual and appropriate special education. 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 and has not yet been identified, please contact the school.

### **Case Study Committee (CSC)**

The CSC is composed of a counselor, a special education teacher, a speech and language specialist, a classroom teacher, an administrator, the student's sponsor, and other staff as required. Following a referral to the CSC, there will be a conference between parents and teachers. If the consensus of this meeting is that the student appears to have a learning problem, then a permission-to-test form is signed.

Testing will be done by the appropriate specialists to determine whether the student is eligible for Special Education and related services. The student's records, teacher observations, and testing results are discussed. The committee, with the help of the parents, will discuss an appropriate program to meet the student's needs.

### **ASACS**

Adolescent Substance Abuse Counseling Services are available to all students. Parents, students, community agencies, or school personnel may make referrals. The ASACS can assist in many areas, not just substance abuse issues. The ASACS counselor can support students in a number of teen life issues.

### **Health Services & Concerns**

The school nurse provides health education services. The health program deals with preventive medicine and includes prevention of disease and the early detection and correction of potential health problems. Programs for vision, hearing, scoliosis, immunizations, dental, and general physical conditions such as height, weight, blood pressure, are ongoing.

### **First Aid/Emergency Care**

The school nurse renders first aid in emergency situations and institutes necessary immediate nursing procedures for the student who becomes ill at school. Parents or emergency contacts will be notified to assume the responsibility for the student if he/she needs to go home or to a medical facility. In the event a parent cannot be located, an ambulance may be summoned to the school to transport the student to the hospital. **Please be certain that telephone numbers on file in the school office are up-to-date.** The order of contact is home phone, duty phone, emergency contact, then sponsor's supervisor or commander. A Power of Attorney is expected to be on **file** in the health office.

### **Medication Policy**

DoDEA Regulations require that all medications are kept in the School Nurse's office. The medication must be in the original prescription bottle with the student's name, name of medication, and complete directions for administration. There must be a signed medication consent form signed by the doctor and the parent. Three times a day medications are encouraged to be given at home, before school, after school, and at bedtime.

Even if the prescription says to take with food, it does not require that it needs be taken at meal times.

The only exception to the rule about all medication being kept in the nurse's office is in the case of students who need to carry emergency medication such as asthma inhalers. A form is still required, signed by the doctor, parents, and student to permit the student to carry the medication. Without this document, a student found carrying or using medication will be found in violation of the rules regarding medications. This is for the safety of all students.

The health office does NOT stock a supply of over the counter medications such as eye drops, Tylenol, Icy Hot or other such medications to give to students. If your student needs such medications, they must be supplied and documented the same way as prescription medications.

### **Immunizations**

DoD Directive 1342.6/ DoDEA Instruction 6205.1 states that all students must meet immunization requirements PRIOR to enrollment in DoDEA schools. The immunizations required that are not required in many non-DoDEA schools are Hepatitis A and the TB skin test. Hepatitis A is a two dose vaccine with dose #2 given 6 months after the first dose. When students enroll in middle/high school they should be current on all immunizations including their 11 year TDaP and Meningitis vaccines. If you have a student who has come from another country and does not have the basic immunizations or if you have no immunization documents, you will be required to either begin the immunizations or reimmunize your student in order to enroll. If you have questions about the completeness of your student's immunization status, please check with the immunization clinic before the start of the school year to prevent any delay in the enrollment process.

**Fever:** Every family should have a thermometer since a hand on the forehead is not always a valid indicator whether or not a fever is present. Most students do not start to have an elevated temperature until 10:00 in the morning. If your student had a fever of over 100°, they should stay home until the temperature remains normal for 24 hours without the help of any medications. This prevents their exposing others to whatever is making your student ill as well as protecting them from contacting other organisms while their body is trying to become healthy.

### **Permission to be Excused from Activities**

A doctor's note is required when a student needs to be excused from physical activities for more than one day. Students must dress out and participate in their PE classes. To be excused from participating in PE for one day, a student must bring a written note from his/her sponsor. The note must state the reason the student is unable to fully participate.

### **Information Center**

The Information Center has computers, books, Audiobooks, DVDS, and magazines. Internet access is available. Students using the Internet **must** have permission from the Information Specialist or a supervising teacher.

The center is open before and after school and during a the lunch period (hours will be posted). Food, drink, gum, portable electronic music devices, and personal computer disks are **NOT** permitted at any time. Unless accompanied by the teacher, students will be admitted during class time **only** with a pass issued by a teacher.

Books are checked out to students for two weeks and may be renewed. Overdue notices will be sent out after two weeks. Students having overdue items will have checkout privileges suspended until items are returned or purchased. Restitution must be made for all lost materials. AV materials may be used only in the Information Center.

## SECTION VI: ACTIVITIES

### Scholastic Recognition

High school students can earn special privileges by maintaining grade point averages above 3.0 or raising their GPA by 0.5 during a grading period. The purpose of this program is to encourage students to focus on their academic achievement. Assemblies will be held at the conclusion of each quarter to recognize student achievements and reward successes.

### High School Scholar Recognition (Renaissance) Card Qualifiers

- Platinum: 3.8 - 4.0 (or above) Quarter GPA, no disciplinary referrals to include excessive tardies
- Gold Card: 3.79 - 3.5 Quarter GPA, no disciplinary referrals to include excessive tardies
- Green Card: 3.49- 3.0 Quarter GPA, no disciplinary referrals to include no excessive tardies, no grades below a "C"
- White Card: Raised GPA 0.5 up to a 2.99

### National Honor Society

The Daegu High School Chapter of NHS has established strict criteria for membership.

- Candidates eligible for consideration to this chapter must be members of the sophomore, junior, or senior class for the following school year. Ninth grade candidates will be considered following the completion of the first semester.
- To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at DHS. The invitation/induction period will commence shortly after the first semester ends.
- The first step for all candidates to be found eligible is based upon their minimum cumulative GPA of 3.5 (out of 4.0 scale) and they must belong to the top 20 percent of their graduating class. All students who can rise in scholarship to or above such standard may be invited to candidacy for consideration for membership.
- Upon meeting the grade level and GPA standard requirements, candidates shall then be considered based on their conduct, service, leadership and character.

### Conduct, Service, Leadership and Character

- Candidates who meet the required criteria for membership can choose to accept or decline an invitation to be considered for membership in the DHS Chapter of NHS. Applicants will be evaluated by a staff council on the basis of service, leadership and character. Candidates must not have received suspension or been involved with any activity requiring the intervention of law enforcement at any time during high school prior to application.
- Conduct is evidenced by school administration, faculty, school records and subjective observance of behavior, in and out of class, of each candidate prior to invitation.
- Service and volunteerism speaks to compassion, and a desire to serve a part of the world greater than self. Service for membership is evidenced by essay defining the amount of community service affiliation each candidate has experienced and what that volunteer service means to the candidate.
- Leadership is evidenced by an essay defining the meaning of leadership and a well-written depiction of at least one leadership role each candidate experienced.
- Character evaluations are based on admin and faculty observations, school records and at least one character reference letter provided to the NHS adviser from an adult, teacher or volunteer supervisor who is familiar enough with candidates to be able to speak to their character attributes.

### Student Activities

Students are encouraged to participate in activities beyond the classroom. A wide variety of special programs are offered as a privilege to enhance student experiences and broaden their views. Extracurricular students are our ambassadors for Daegu High School and must honor the code of conduct.

**SUBJECT: KOREA DISTRICT ACTIVITIES POLICY**

**PROGRAM:** It is a privilege and an honor to represent one's school. Members of the Korea District athletic programs and activities will be expected to assume greater responsibilities than non-participants, to act as ladies and gentlemen at all times, and to set good examples for all students. A well-balanced activities program is an integral part of any high school.

**ACTIVITIES COUNCIL:** It is the function of this Council to review breaches of the Activities Code of Conduct and to advise the principal on action to be taken.

The members of the Activities Council include:

1. Three (3) sponsors not to include the sponsors in that particular activity
2. Vice-Principal (observer)
3. Athletic/Activities of Director (facilitator/recorder)
4. One (1) teacher
5. One (1) parent not involved in the issue at hand

The student involved in the incident (along with his/her parent) will be notified of the Activities Council meeting. Additionally, both parent and student will be invited to the Council meeting so that the student can present his/her side of the incidents. The appearance at this meeting is optional. Additionally, the student may also invite any advocate of his/her choice, i.e. coach, friend, etc. in order to speak on behalf of the student.

It is the responsibility of the Athletic/Activities Director to present, in an unbiased and fair manner, any information regarding the incident to the Activities Council at the meeting. The student, parent, and any other advocates will then have a chance to speak. Upon completion of their presentation, the student and parent will leave so that the Council can weigh all information and make a recommendation to the principal.

The Activities Council will present in writing its recommendation to the principal for a final decision, i.e. to uphold or to not uphold the Council's recommendation. The principal will notify the parent and student of the final decision of the school. Appeals may be made to the Korea District Superintendent's Office (K-DSO).

**APPLICABILITY:** This policy applies to the following:

- All athletic and sports teams
- All competitions, presentations and /or performances (Far East, KAIAAC and otherwise)
- Student Council / Government Association
- JROTC Drill Team, Rifle Team, & Color Guard

**ELIGIBILITY:** For eligibility in the activity programs at Korea District, the following conditions apply:

The student must:

1. Have an Athletic Code on file at school signed by the student and his/her parent or guardian 5 days prior to the first event or contest.
2. For sports, have a current physical examination form on file in the school for the athletic activities. No student will be permitted to try out, practice, or compete until the student shows proof of a physical and files it with the coach and the Athletic Director. Physicals are valid for one calendar year.
3. Academic Eligibility for all:
  - a. Maintain eligibility and proper behavior; academic eligibility and behavior will be monitored weekly. Students must maintain a minimum 2.0 GPA with no more than one F. The cumulative average will begin every quarter and run for the current quarter only.
  - b. The school will complete the grade check by 1600 hours every Tuesday of the week that activities programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible for Wednesday 0800 hours through the following Wednesday 0800 hours.

c. A student declared ineligible will be allowed to practice but will not be authorized to participate, be in school uniform at the scheduled event, or travel with the group to any away event until regaining eligibility.

d. A student participant identified as ineligible for three consecutive weeks following receipt of intervention assistance may be dropped from the activity.

4. Emergency Medical Authorization: Each student's parents/ sponsors shall complete the Medical Power of Attorney per season, giving permission for treatment when the parents are not available. Each sponsor will have this form available at all events.

#### **GENERAL PROCEDURES FOR ATHLETICS:**

1. Seniors will not participate in junior varsity competition unless the principal or designee has granted a waiver.
2. League practice and checking out of equipment will not take place prior to the beginning date designated by KAIAC or DoDDS for each season.
3. Individual dual participation is disallowed in all league sports, and a student may not forgo an extra-curricular sport commitment in lieu of a non-curricular activity. For instance, a student/athlete may not attend a modeling appointment instead of attending a game.
4. The student/athlete may, however, participate in a non-school sport as long as that activity does not in any way interfere with the school sport or event in which he/she has made a commitment. This will be at the coach's discretion.
5. Each parent or sponsor shall read these policies and certify that he/she understands the athletic eligibility rules and policies of Korea District. The coach will be responsible for this signed document.
6. Insurance: Students who are not I.D. cardholders must show proof of private insurance. Any injuries and subsequent medical care resulting from their child's participation in any aspect of interscholastic activities is the sole responsibility of the parents.
7. The coach will determine the amount and type of individual participation necessary to letter, and inform the participants at the beginning of the seasons.
8. The student/athlete must be in regular attendance at all practices. Exceptions to this rule are only those made through prior arrangement with the coach of that sport or activity. Every player is expected to attend every practice session on days he/she is in attendance at school. **Students who do not attend school for any part of the day for any reason, including health, will not be allowed to participate in any extra-curricular school activities on that date, including practice session, unless PRIOR NOTIFICATION was made through the school office, i.e. a medical appointment. A note from the physician must be provided to the office after the absence.**
9. Injuries: All injuries, minor or major, will be reported to the coach immediately. The coach will complete DS Form 4801 and will make referral to the proper medical authority. Copies are provided to the school nurse, administration, and the Athletic Director.

**CODES OF CONDUCT:** Because of the honor and responsibility bestowed on the participants, the following detailed descriptions of expectations are in order:

1. All students who participate in school activities are required to maintain, at all times, a standard of conduct that reflects the standards of Korea District.
2. All participants in school activities shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in activities affords. Any conduct that results in dishonor to the students, their activity, or the school will not be tolerated. Substantiated acts of unacceptable conduct,

such as, but not limited to theft, vandalism, disrespect, immorality, fighting, truancy, or violations of the law tarnish the reputation of everyone associated with the activity program and will result in immediate dismissal. Specifically, the following behaviors are not acceptable:

- a. Truancy
- b. The possession or use of drugs, alcohol, or tobacco products
- c. Sexual misconduct
- d. Abusive or vulgar language
- e. Unauthorized absence from designated locations
- f. Presence at unauthorized or off-limit establishments
- g. Theft, vandalism, or misuse of equipment or facilities
- h. Travel in non-approved vehicles without sponsor permission
- i. Violation of all base (post, camp) regulations to include curfews
- j. Bullying
- k. Repeated Insubordination

\*\*Other negative behaviors not specifically mentioned will be dealt with accordingly.

Failure to uphold expected standards of behavior may result in suspension from the activity and /or early return home of the participant at his/her expense.

3. All participants in school activities will adhere to the rules and regulations concerning student behaviors. If a participant receives a suspension from school, to include ISS and Direct Escort, he/she will not participate in that activity for the duration of the suspension. In other words, the student will not participate in that activity until the morning he or she is reinstated. If behavior problems, and thus suspensions, continue, the Activities Council will convene to determine the student's future participation in that activity.
4. All students will conduct themselves in a satisfactory manner at all times. No student is dismissed early from the jurisdiction of the sponsor after any event unless the parent has specifically requested such a release in writing prior to the group's departure.
5. Proper Dress: It is mandatory that all members of the group be groomed and dressed in an appropriate manner especially when traveling as outlined in the Student Handbook.
6. For sports, any participant quitting a sport without the approval of the coach is not eligible to participate in the athletic program for the remainder of the sport season.
7. For all other activities, any participant quitting an activity without approval of the sponsor is not eligible to participate in any other activity for the duration of the activity at the discretion of all sponsors involved.

(Note: The sponsor will submit names of all students who violate the above rules.)

#### **LETTERS AND AWARDS:**

1. All letters and awards will be made in compliance with applicable regulations. (DoDEA Regulation 2740.01 – Interscholastic Athletic Program) Any student dropped from an activity for disciplinary reason or who quits an activity will not letter.
2. In regard to injuries and/or late arrivals, letters will be awarded at the sponsors' discretion.
3. Only students in grade 9-12 are eligible for a varsity letter.

**Memorandum to Parents, Players, and Coaches**  
**Daegu High School's Athletic Lettering Policy**

Daegu High School stresses the team concept in our athletic programs. The following requirements and rules must be met in order for players to attain a letter.

1. Unexcused absences, according to the team policy, will result in the loss of a letter.
2. If injured, players must attend practice and help in any way deemed useful (if physically able).
3. Players that are in attendance for the school day must inform the coach in person if they are going to be late or cannot attend practice.
4. All players must end the season in good standing.
5. Managers will be awarded letters using the same criteria as the players.
6. Even though there may be times during the season when there are few games scheduled, it is important that all team members attend practice unless excused by the coach. Remember, failure to attend practice will subject the player to be ineligible for a letter as well as possible removal from the team.
7. All players must return assigned uniforms and equipment, or provide equivalent reimbursement for lost items, prior to a letter being issued.

**Student Council**

Student council represents our students. They organize student activities and provide input on matters related to the student body. Participation provides opportunities to develop civic responsibilities and to practice social and political skills. Most officers and representatives are elected in the fall. Representatives are required to attend meetings to share the views of their classes. They are to uphold the standards established in the Student Council Constitution. They are expected to maintain a 2.5 GPA.

**Class Officers**

Class officers are elected in the fall and serve for the school year. They are expected to maintain a **2.5 GPA**.

**Special Interest Organizations**

Special interest organizations are designed specifically to enrich and supplement academic programs. Typically teachers sponsor these organizations. These may include: JROTC Color Guard and Drill Teams, Drama, Environmental Club, Junior Science and Humanities Symposium, Model United Nations, Chess Club, Newspaper, special instrumental and vocal music groups, and Yearbook.

**Athletic Programs (Varsity and Junior Varsity)**

Fall - Cross Country (F/M), Tennis (F/M), Volleyball (F/M), Football, and Cheerleading

Winter - Basketball (F/M), Wrestling and cheerleading

Spring - Soccer (F/M), Baseball (M), and Softball (F), JROTC Shooting and Drill

For students from ChinHae there is an activity bus daily departing the school at 6:00 p.m.

Student participation in these activities is governed by DoDDS eligibility rules. Participation is limited to 8 semesters and student must be less than 19 as of 1 September. Students with two failing grades or less than a 2.0 during the weekly eligibility check will not be allowed to participate in travel or games during that week. Two or more failing grades over a consecutive three-week period may result in removal from the team.

Students participating in these activities are expected to follow all school rules and to attend all classes. Students absent the day of an activity or the Friday prior to a Saturday activity are not allowed to travel or compete.

Letter eligibility is determined by the individual coaches and approved by the administration.

### **Dance Policy**

Standards for all DHS Dances are listed below. For more details please contact the Assistant Principal. Student Organizations that sponsor dances must comply with the following guidelines:

#### **Prior to the Dance**

- Requests forms for dances must be completed and submitted for administration approval 2 weeks prior to the dance.
- Tickets will be sold prior to the dance. Special consideration will be shown for students who were away for school related functions during the ticket sale.
- Dance hours are normally from 7 to 10 pm. Specialty dances, such as Homecoming, Prom, Military and Winter Ball may have longer hours depending on administration approval.
- Approved student guest passes may be obtained from the administration prior to the dance.
- The school sponsor is responsible for having the photographer escorted to and from the dance. This procedure will be determined before the event.

Dance sponsors and Administration must approve all details of the dance. Students will be supervised as they prepare for, conduct and clean up from the dance. A Parent Leader may assist with the dance.

- Approved Chaperones will monitor student behavior and report infractions to Administration or the Sponsor of the dance. A list of duties and procedures for chaperoning will be provided by the sponsor.

#### **Dress Code at Dances**

- The school dress code is in effect. For formal dances spaghetti straps are permitted.

#### **Behavior at the Dance**

Students are expected to adhere to all normal school rules.

- Students must have been in school that day to be able to attend the dance; exceptions may be made by administration.
- Student must be in good standing at school and not in suspension.
- Once a student has left the dance, they may not return.
- Students will not show up at the dance under the influence of any mind-altering substance and will be subject to suspension or even expulsion if they do so.
- If a **student becomes ill during the dance or found to be out of compliance** with the rules, the parents will be called **immediately**. Parents will arrange for their student to leave the dance under their responsibility. Parents and teachers are not authorized to transport students without parent/sponsor permission.

#### **Music at Dances**

- Music with the following will not be permitted at school dances
  - Sexually explicit lyrics
  - Lyrics advocating violence
  - Lyrics with racial slurs/overtones
- MTV and other music videos will not be played at school dances; a lighting system would be more appropriate.
- Parent/Advisor conference with the DJ 7-10 days prior to the dance to discuss music.
- DJ will sign statement of compliance to play only music that doesn't offend the rules stated and failure to do so will equal lack of opportunity in the future for that DJ.

## SECTION VII: STUDENT RIGHTS AND STANDARDS



### Daegu High School School-wide Discipline Plan & Philosophy

Dear Students, Parents, & Stakeholders,

The focus of the DHS discipline policy is threefold. First, our goal is to ensure that all members of the school community are safe; second, to maintain the integrity of classroom instruction at all times for all students; and third, to ensure that students who persistently demonstrate unsafe, disruptive, or otherwise problematic behaviors are given the opportunity to learn more effective and appropriate strategies for coping with the many academic, social, and emotional challenges of the school environment.

Students need to enter school everyday ready to learn and be challenged at Daegu High School. To be successful in school and in life, students must learn and routinely demonstrate certain basic social skills. These include compliance, cooperation, conforming to changing behavioral expectations in different settings, and perhaps most important, emotional self-regulation.

The DHS School Discipline Policy outlines the standards of behavior expected of students and defines responsibilities for students, parents, and teachers. The important aim of schooling and this policy is to support the development of self-discipline. This policy includes a range of strategies to promote student achievement and deal with unacceptable behavior. As a result of policy implementation, students will be safe at school and they will know what is expected of them. They will be able to learn with minimal disruption from inappropriate student behavior.

School policy outlines rules and regulations, along with specific consequences. The DHS discipline policy is progressive in nature, and school personnel will aim to use the minimum corrective action to address the behavior. Again, working together with parents and stakeholders is essential in creating a positive and nurturing learning environment. **School administrators will make the final determination regarding consequences for inappropriate student behavior.** Some situations may require school administrators to review DoDEA Special Education procedural guidelines before making a decision regarding appropriate consequences.

We expect all students of Daegu High School to abide by the rules and regulations as established by the administration, faculty and DoDEA regulations. **Teachers will have classroom management plans that are shared with students, parents, counselors, and school administration.** School rules apply at all school functions. Please also review the attached list of violations of school policy and *Table of Consequences* which follows at the end of this section. This list is not comprehensive and exhaustive, but contains the most common violations of accepted school policy. The administration will determine the consequence for any violation not contained in this plan. Ultimately, this plan is to make for a safe learning environment to help teachers to teach and students to learn.

Kristopher Kwiatek  
Principal

Carole Osman  
Assistant Principal

Section	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
A	Detention	Detention	Detention/ Suspension	Suspension	Suspension
B	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension	Expulsion *2
C	3 Day Suspension	5 Day Suspension	10 Day Suspension	Expulsion	
D	5 Day Suspension	10 Day Suspension	Expulsion		
E	Expulsion				
A-level Offenses	Gambling Insubordination Minor Classroom Disruptions Minor Disrespect to Teacher (back talk, arguing, etc.) No show for detention (Classroom) Persistent loitering or disruption of extracurricular activities Profanity Public Display of Affection Tardiness (3+) <i>Other (To be determined at the discretion of the administration)</i>				
B-level Offenses	Bullying (to include Cyber-Bullying) Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration) No show for detention (Administrative or No show for Saturday School Sexual Harassment (Verbal – Second Offense) Smoking Truancy <i>Other (To be determined at the discretion of the administration)</i>				
C-level Offenses	Extreme disrespect to a teacher/faculty member (i.e. use of profanity) Fighting Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration) Theft Use, Possession, or being under the influence of alcohol (mandatory referral to ASACS counselor) Vandalism (Minor incidents) <i>Other (To be determined at the discretion of the administration)</i>				
D-level Offenses	Extortion/threats Sexual Harassment (Physical) Threatening a staff member (Verbally) Vandalism (Major incidents) <i>Other (To be determined at the discretion of the administration)</i>				
E-level Offenses	Bomb threats Threatening a staff member (Physically) Use, Possession, or Distribution of drugs <i>Other (To be determined at the discretion of the administration)</i>				

\*1 – sixth offense in Section A will automatically become a Section B first offense.

\*2 – the consequence for any combination of offenses resulting in a total of 10 or more days of suspension will be EXPULSION.

Daegu High School's behavior codes are in **accordance with DODEA Regulation 2051.1 Department of Defense Education Activity Disciplinary Rules and Procedures, dated April 4, 2008**. The management of student behavior 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
- 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. **(see DoDEA Reg 2051.1 for entire guide)**

### **Student Rights**

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their views and listen to and evaluate the opinions of others. Mutual respect between staff and students is basic to this concept.

### **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 student does not have a change of clothes ISS may be administered.

Students' attire standards include:

- No bare feet, bare midriffs, all shorts must be mid-thigh, short skirts (finger-tip rule), halter-tops, revealing deep scoop-neck shirts, tank tops, see-through sheer blouses, spaghetti straps, tight, revealing, sagging pants, or pajamas. All gym clothes/athletic shorts, tops, etc., are worn in gym class only.
- No unsanitary clothing.
- No clothing with cigarette, beer, alcohol, or drug statements or advertisements contains language or symbols oriented toward race, violence, sex, drugs, or any prohibited substance.
- For safety concerns, students may be asked to remove clothing chains, excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them.
- No dark glasses in school unless medically prescribed in writing.
- No headgear inside the building such as hats, caps, hoods, bandanas, sweatbands, headphones, etc.
- All clothing, including shoes must be appropriate for the activity. Shower shoes, slippers, slides, and flip flops are not appropriate for school.

***School administrators have the authority to make decisions about the appropriateness of all school attire.***

### **School Standards**

Students will display respect towards all members of the school community by:

- refraining from acts of violence or potential endangerment
- refraining from harassment of a sexual, racial, or religious nature
- respectfully complying with staff members' directions

Students will display respect toward school facilities and property. The abuse, misuse, destruction, or theft of personal property will not be tolerated. Students will take a responsible part in their learning by attending class regularly, being punctual, bringing supplies, and participating in class. Students will not bring items that

are disruptive to the educational climate. Acts of dishonesty (i.e. lying, cheating, plagiarism, and stealing) will not be tolerated. They are subject to disciplinary action.

### **Electronic Devices**

Prior to entering the building, all electronic devices will be turned off and put away.

No electronic devices are to be used at any time during the day, except during lunch.

Headphones should not be visible (example: dangling around the neck or worn as an item of clothing.)

Violations will result in immediate confiscation and will require a parent / sponsor to pick up the confiscated item.

### **"Zero Tolerance" Policy**

DoDDS-Korea and Daegu High School have a policy of "**Zero Tolerance**" of weapons and drugs on school property. It is absolutely essential that all students are aware our schools are to be free from weapons or anything that might resemble a weapon, even a toy.



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DISTRICT SUPERINTENDENT  
KOREA DISTRICT  
UNIT 15549  
APO AP 96205-5549**

**MEMORANDUM FOR PARENTS AND STUDENTS**

**SUBJECT: WEAPONS POLICY**

There has never been a significant problem with weapons in our schools. This memorandum is intended to ensure that all parents and student, especially those new to the school, have a thorough understanding of school and community policy.

Students occasionally bring to school items which they might not think of as weapons, but which could possibly be used as weapons. Both DoDDS-Pacific and DoDEA have zero tolerance policies on weapons. Students who bring weapons to school will receive notice of proposed expulsion from school, and the incident and the proposed action will be deliberated by the administration. Any incidents of weapons in the school will be reported immediately to the military police, the District Superintendents Office, DoDDS-Pacific, and DoDEA.

According to DoDEA Regulation 2051.1, April 4, 2008, Disciplinary Rules and Procedures, "Weapons are items carried, presented, or used in the presence of another person in a manner likely to make a reasonable person fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots, nun chucks, any flailing instruments such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosive, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, brandished in a manner that reasonably provokes fear." Weapons could include items not designed as weapons, such as locks, bats, or even nail files, if they are used or intended to be used to hurt others. Weapons can be any items used to hurt someone.

Government regulations are very specific concerning the identification, control, and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as serious misconduct.

To ensure the safety of DoDDS Pacific students and staff, any incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

Military law enforcement procedures at a minimum will result in:

- a. Confiscation of the item.
- b. An investigation of the incident to include interviews with all involved individuals.
- c. A review of the case for intent. If it is determined that the intent of the incident is unlawful, the item will be held by authorities for appropriate disposition. Disposition may include the destruction of the item.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions which may be taken by the authorities range from counseling to the suspension of base privileges to removal employees and their family members as well as military family members are subject to these actions. For incidents involving DoDDS students and occurring on activities, appropriate student disciplinary action will be taken, which may result in expulsion from school.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.

Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at school or at a school activity are inherently dangerous and require a recommendation for expulsion.

The use, possession, sale, or purchase of marijuana, alcohol, or any substance defined by law as a drug, unless specifically prescribed by a doctor for personal use, is prohibited. Students violating this policy will have their parents notified and will be suspended.

**Students possessing or using tobacco products within the campus grounds will be suspended.**

Additionally, Daegu High School's position is that any student who strikes a teacher or administrator or verbally threatens a teacher with physical harm may be subject to expulsion.

**Criminal Actions**

Assault, arson, vandalism, theft, possession or distribution of drugs and possession of a weapon will result in the school filing an official complaint with the military police. The student will be suspended pending a decision by the Community Commander. A Disciplinary Committee will be convened to address expulsion.

**DoDEA Regulation 2051.1**

**Disciplinary Rules and Procedures**

**E3. ENCLOSURE 3**

***GROUNDS FOR DISCIPLINARY ACTIONS***

E3.1. General. This enclosure describes student conduct warranting disciplinary action or consequence and provides guidance as to the seriousness of offenses. However, this Regulation does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct that may result in disciplinary consequence and is intended to alert principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. Disciplinary sanctions may be imposed for student conduct:

E3.1.1. While on school property.

E3.1.2. While en route between school and home or any school activity.

E3.1.3. While on vehicles owned by the Government or contracted by DoDEA schools for the transport of students.

E3.1.4. During the lunch period on a school day, whether on or off campus.

E3.1.5. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

E3.1.6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions. For out-of-school actions that involve First Amendment rights, there must be substantial disruption to the school.

E3.2. School Bus Discipline. Rules of student behavior and disciplinary procedures prescribed in enclosure 8 that are applicable to students en route by DoD-sponsored school buses between home and school and/or school-sponsored events and activities. The school has the discretion to process disciplinary actions for school bus infractions solely within the context of procedures prescribed in enclosure 8, or as a part of school discipline generally. Disciplinary action that might affect a student's special education program must be processed under the disciplinary procedures for students with disabilities. (See enclosure 6)

E3.3. Additional Guidance at the School/District Level. In addition to this guidance, individual schools; school districts; or directorates may promulgate student policies/manuals that implement the procedures of this Regulation subject to prior coordination in accordance with subparagraph 5.2.8. of this Regulation.

E3.4. Discipline for Minor or First Offenses. A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others through the use of written or oral

reprimands or notice to the sponsor/parent/guardian, time out, teacher/student! conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language; disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. Nothing in this paragraph precludes the imposition of more serious disciplinary actions when a student engages in repeated or multiple acts of misconduct and the teacher or principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence than contemplated by this paragraph. Grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

E3.5. Grounds for Removal. A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

E3.5.1. Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h)(3) of 18 U.S.C. (reference (k)).

E3.5.2. Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j))), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.

E3.5.3. Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.

E3.5A. Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut.

E3.5.5. Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. A mandatory expulsion recommendation is required for a second offense.

E3.5.6. Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.

E3.5.7. Robbing or extorting, or attempting robbery or extortion.

E3.5.8. Damaging or vandalizing school, U.S. Government, contractor, or private property.

E3.5.9. Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.

E3.5.10. Committing any lewd, indecent, or obscene act; or engaging in habitual profanity or vulgarity.

E3.5.11. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, violation of the school honor code, and/or the violation of other rules and guidance established for an orderly educational atmosphere.

E3.5.12. Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).

E3.5.13. Gambling in any form.

E3.5.14. Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.

E3.5.15. 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).

E3.5.16. Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerrys; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.

E3.5.17. Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, bum, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).

E3.5.18. Forging, cheating, or plagiarizing the work of others.

E3.5.19. Possessing or using fireworks or other explosive devices.

E3.5.20. Violating attendance regulations or policies (i.e., truancy).

18 DoDEA Regulation 2051.1

E3.S.21. Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.

E3.S.22. Violating any law, rule, regulation, or policy of the military installation or the school.

E3.S.23. Failing to report or otherwise be complicit in the above-described acts.

E3.6. Notice to Law Enforcement Authorities. The principal of the school shall notify the Installation Commander, or his or her designee for law enforcement or legal affairs, of any acts that may violate local laws or any situations that may pose a threat to the safety or security of the installation.

E3.7. Confiscation of Property. Authorized school officials may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by this Regulation, or good order and discipline. Unless possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of disciplinary action.