

Humphreys American School
Parent- Student Handbook SY 2012-2013
SureStart thru Eighth Grade



Principal: Ms. Joyce M. Diggs
Assistant Principal: Ms. Jamie Wollman

Main Office: 753-6313

Registrar: 753-8894

Commercial: 031-691-9527 or 031-690-8992

DSN Fax: 753-3510, 753-3511

Commercial Fax: 031-691-9527, 031-690-8992

From the United States 011-82-31-691-9527, 011-82-31-690-8992

HAES Internet: <http://www.humphreys-es.pac.dodea.edu>

Korea District Website: www.dodea.edu/pacific/korea

Pacific Area Website: www.dodea.edu/pacific

DoDEA Website: www.dodea.edu

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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

2012-2013 SCHOOL CALENDAR

FIRST SEMESTER

Friday , August 17	New Students and Parent Orientation 1100 and 1400 in school cafeteria
Wednesday , August 22	First day for teachers and support staff
Friday, August 24	Meet/Greet your Teachers 1400-1500
Monday, August 27	First day of school for 1st – 8th grade Begin First Quarter and First Semester
Monday, September 3	Labor Day – Federal Holiday
Tuesday, September 4	First day of school for Kindergarten
Monday, September 11	Sure Start First Day
Tuesday, September 12	Open House 1700 - 1900
Wednesday, October 1	Chusok Korean Holiday /No school for students
Friday, October 8	Columbus Day – Federal Holiday
Monday, October 22	School Pictures
Tuesday, October 23	School Pictures
Wednesday, October 24	School Pictures
Thursday, November 2	End of 1 st Quarter Teacher Work Day/No Students
Friday, November 5	Beginning of the 2 nd Quarter
Monday, November 8	Parent/Teacher Conference/ No School for Student
Tuesday, November 9	Parent/ Teacher Conference/No School for Students
Monday, November 12	Federal Holiday – Veterans Day
Thursday, November 22	Thanksgiving Federal Holiday

Friday, November 23	Thanksgiving Recess – No school
Monday, December 24	Begin Winter Recess
Monday, December 25	Federal Holiday – Christmas
New Year 2013	
Tuesday, January 1	Federal Holiday – New Year's Day
Monday , January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day Federal Holiday/ No school
Thursday, January 24	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 25	Teacher Work Day / No school for Students

SECOND SEMESTER

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Federal Holiday - Presidents
Thursday, April 4	End of Third Quarter
Friday, April 5	No School for Students / Teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Friday, April 19	½ Day Parent/ Teacher Conferences
Monday, May 27	Federal Holiday – Memorial Day
Tuesday, June 6	Last Day of Sure Start
Wednesday, June 12	Last Full Day for Kindergarten

Thursday, June 13	½ Day Early Release for Students
Friday, June 14	No School for Students – Teacher Work Day. Last day for non administrative educator personnel.
School Year 2012-2013	Instructional Days – 183 Teacher Work Days - 190

Chain of Command

The Classroom Teacher

Assistant Principal Ms. Jamie Wollman, Humphreys American School

Telephone: 753-3946

jamie.wollman@pac.dodea.edu

Ms. Joyce M. Diggs

Principal, Humphreys American School

Telephone: 753-6313

Principal.HumphreysES@pac.dodea.edu

Dr. Judith Allen

Assistant Superintendent, Korea District

Telephone: 753-3946

Dr. Irby Miller

Superintendent, Korea District

Telephone: 738-5922

Ms. Marilee Fitzgerald, Director

Department of Defense Education Activity

4040 North Fairfax Drive

Arlington, VA 22203-1635

HAS Administrative Information

School Office: 753-6313

Registrar: 753-8894

School Nurse: 753-6472/8834
Bus Office: 753-3941

DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY COMMUNITY STRATEGIC PLAN (CSP)

VISION STATEMENT

Humphreys American School (HAS) is dedicated to providing the highest quality education where a love of learning is evident in all students and teachers. We envision a school community in which the environment is positive, nurturing and respectful of students, teachers and the military community. HAS strives to be a school in which academic, artistic and physical expectations are high and individualized for each student and goal-oriented, technology-rich instruction aligns with Department of Defense Education Activity standards and assessments. At Humphreys American School, engaged parents, teachers and the military community will all work together to ensure that all students can be successful.

MISSION STATEMENT

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

GUIDING PRINCIPLES

- **Success for All Students**
- **Trust and Respect for Others**
- **Uncompromising Advocacy for Students**
- **Development of Lifelong Learners**
- **Equal Access to Quality, Rigorous Education**
- **New and Motivating Challenges to Inspire Excellence**
- **Teaching with High Expectations**
- **Safe and Stable Learning Environment**

CSP GOALS

GOAL 1: Highest Student Achievement

GOAL 2: Performance-Driven, Efficient Management Systems

GOAL 3: Motivated, High Performing, Diverse Workforce

GOAL 4: Network of Partnerships Promoting Achievement

HUMPHREYS AMERICAN SCHOOL MISSION STATEMENT

Humphreys American School, in collaboration with the community, implements standards-based instruction which enables all students to become problem solvers, life-long learners, and productive members in a culturally diverse society.

SCHOOL IMPROVEMENT GOALS

Goal 1: Writing

By June 2014, all Humphreys American School students will increase performance on targeted writing skills as measured by TN3 Language subtest, other system-wide assessments, and school-based assessments. The targeted skill is to answer constructed response question that produce clear and coherent writing that focuses on organization, ideas and sentence fluency in all content areas.

Goal 2: Mathematics

By June 2014, all Humphreys American School students will increase performance on targeted math skills as measured by the TN3 Math subtest, other system-wide assessments, and school-based assessments. The targeted skill is to construct viable written arguments that support the problem solving process using good organization and ideas that communicate precisely to others.

ACCREDITATION AND STAFFING



Humphreys American School is a federal activity, funded by the Department of Defense and accredited by Advance EDD and Schools, which is the largest accreditation association in the United States. Humphreys American School submits an annual report to the North Central Association. HAS was just re-accredited by NCA in spring of 2007. These reports and inspections ensure adherence to the high standards demanded by DoDDS and Advance ED. As required by directives of the Advance ED, all staff members are qualified by experience and training for the positions they hold. Minimum qualifications include a Bachelors Degree, minimum of 18 hours in education, 18-24 hours in subject courses, and actual teaching experience. Over 80% of the teachers hold master's degrees.

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

Accident and Illness

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

Appointments

Parents are encouraged to make appointments with teachers, the counselor, and administration (in that order) for discussion of personal and academic problems as they arise. Appointments may be made by contacting the main office (753-6313), or by a written note and arranging for the teacher to return your call. Appointments with the principal may be made through the school secretary. Please coordinate with the teacher do not expect to conference with a teacher during class time without prior coordination with the teacher.

Attendance

It is the policy of the Department of Defense (DoD) that, while overseas, minor DoD dependent students may be enrolled in DoD dependent school subject to applicable regulation. Minor dependents eligible for schooling are those who will reach their 5th, but not 21st, birthday by 1 September of the current year. Children, who will reach their fifth birthday on or before 1 September, may be enrolled in Kindergarten. Children, who are six years old on or before 1 September, may be enrolled in first grade. Parents are encouraged to ensure that their children attend classes daily unless the absence is absolutely necessary. Do your best to ensure that you contact the school at 753-6313 or 753-8894 to inform the school of your child's absence and reason. When the teacher is made aware of the student's absence it helps them anticipate the child's need. Upon returning to school, a note stating the reason for the absence must be given to the teacher. Students should not arrive on the school grounds more than five (5) minutes before the start of school. **Students arriving to school after 8:06 are considered tardy and must be signed in at the front office of their campus by a parent/guardian.**

Excused Absence

An **excused absence** is one in which the student will be given make-up privileges and credit. Excused absences will be granted for the following:

- Illness
- Medical, dental, or legal appointments which cannot be arranged other than school time
- Family emergency (severe illness or death)
- School sponsored activities such as athletic contests, music and drama programs , and study trips
- Travel when accompanied by parents or school personnel

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. Otherwise, the absence remains **unexcused**, and students **will not** be granted make-up privileges for classes missed. **A telephone call does NOT substitute for a written note.**

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.

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 (refer to individual teacher class expectations for specific policies.)

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 attendances have been submitted must provide a note. An unexcused tardy or absence denies the student the right to make up the missed work for credit.

Behavior

The expectation for all students of Humphreys American School is for them to behave in an age appropriate and respectful manner. Students of Humphreys American School are in a Community of Learners, and their behavior should reflect that. Behaviors that are disruptive and disrespectful will not be tolerated. DoDEA has a Zero Tolerance for Weapons Policy. See chart of consequences for violation of this policy at the end of the handbook. The responsibility for each student is to be prepared for class with completed assignments and materials needed in order to be successful. During class they will be attentive and will be an active participant in their learning.

Behavior on the Playground

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

1. Share all playground equipment.
2. Throwing rocks, stones, sticks, or any objects is not allowed.
3. Go down the slide feet first.
4. No running or climbing up the slide.
5. No dropping objects down the slide.
6. Students do not leave the playground without permission.
7. Do not tease or call others names.
8. No pulling, pushing or grabbing.
9. No fighting or play fighting.

Bicycles/Skate boards/Rollerblades/Scooters



Students are not to ride bicycles to school. There is no area near the school site to secure them. Also, skateboards, scooters, rollerblades and skate shoes, such

as Heelies, are not permitted at school. This policy is for the safety of your children.

Bus Discipline

Humphreys Student Transportation Office (STO) is responsible for the discipline of students transported on school buses. The STO is notified in writing by the Security Attendant of incidents occurring on the bus and filed in the student's folder in the office. At a minimum, parents or guardians will be notified by the STO when student behavior is in question. In most cases, the first offences will be a documented warning. However, depending on the severity of the incident or number of offences, the STO may suspend student riding privileges. Infractions on the school bus can result in suspension from 5 days to the remainder of the school year. All infractions are cumulative and evaluated on a case-by-case basis. A series of minor infractions may result in serious consequences.

It is important for students to listen and respect the Security Attendant and Bus Driver. The following is a partial list covering school bus infractions:

- Unsafe behavior such as fighting, smoking, pushing, tripping, standing while bus is in motion, not wearing seatbelt, making excessive noise, extending part of body out of window, engaging in horseplay and obstructing aisles, steps or seats.
- Inappropriate behavior such as eating, drinking or littering the bus, public display of affection, failure to remain properly clothed, use of abusive language, cursing, name calling or gestures, spitting, failure to comply with attendant or bus driver requests, disrespect and distraction on bus.
- Destructive behavior such as damaging government property, damaging property of others, and opening or trying to open door or other emergency exits.

Prohibited behavior includes tampering with controls of bus, interfering with bus driver, and loaning bus pass to another student.

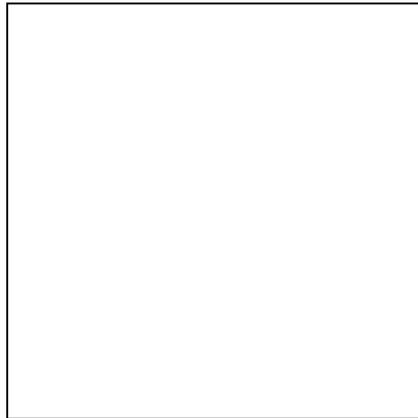
Bus Passes

- Students registered with Student Transportation Office (STO) will be issued picture ID passes.
- Students must wear or carry their bus pass each day
- The Transportation Office is located in Humphreys American School, South Campus Bldg 535 DSN 753-3941.

Bus Problems

Mr. Graves is the Student Transportation Officer for both USAG Humphreys and Osan schools. Please report any transportation related problems to his office. Mr. Graves can be contacted at 784-1827.
Email: DodeaTrans_Humphreys@pac.dodea.edu

Bus Transportation



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 Student Transportation Office (STO) is responsible for handling bus discipline problems. Parents/Guardians must accompany students in 2nd grade and below to the bus stop and meet the bus at the end of the day. Students not met will be taken to Youth Services. If you desire someone else pick-up your child, please fill out authorization form at STO.

The following rules should be observed:

- Students should be at stops five minutes before schedule departure
- Students will be respectful to Security Attendant and Bus Driver
- Students will be respectful of themselves and others
- Students will sit in assigned seats
- Students will remain seated while bus is in motion
- Keep noise to a minimum so the driver can concentrate on the traffic
- Student will not use inappropriate language i.e. no cursing or name calling
- No eating or drinking on bus to include candy and chewing gum
- Do not extend any part of your body out bus window
- Do not bring items that could injure someone or cause damage to the bus

NOTE: PSCD and Sure Start students are placed in car seats

Cell Phones

Students are strongly discouraged from bringing cell phones to school. Each classroom has a phone and there is one in the office for students to use. If it is necessary for your student to have a cell phone at school, the student must keep it in their back pack (if not assigned a locker) and turned off during the school day. If the student has an assigned locker the cell phone needs to remain in the locker and turned off during the school day. If a cell phone is found in a student's possession during the school day it will be confiscated and the parent will need to come to the office to pick it up. Humphreys American School is not responsible for any lost or stolen cell phones.

Chain of Command

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

1. The parent discusses the matter with the teacher concerned.
2. The parent and teacher meet with the counselor, or principal as appropriate.

Ms. Jamie Wollman, Assistant Principal, Ms. Joyce M Diggs, Principal 753-6313
Ms. Mesharn Joseph/ Ms. Sherise Spiller, Counselor 753-6481/8949

3. Matters, which cannot be resolved at the school level, are referred to the

District Superintendent of DoDDS schools in Korea. If not resolved at the Superintendent's level, the matter is elevated to the Director, Pacific Area.

Dr. Judith Allen, Assistant Superintendent 738-5197

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

Change of Address and Phone Number

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

1. Official Address
2. Home Address
3. Telephone Number (duty and home) and cell phone number
4. Emergency information (includes two types):
 - Local emergency contact other than parent
 - Permanent stateside emergency contact
5. Sponsor's Rank
6. DEROS
7. E-mail address

Child Find

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

Child Find is DoDDS' effort to locate persons ages birth through twenty-one, who are entitled to DoDDS schooling who have handicapping conditions and need individual and appropriate special education. Once they have been identified, the information can be used to meet their special education needs and to determine priorities for services. If you feel your child may qualify for a special education program, or if you know of a student who may qualify but has not yet been identified, contact the Case Study Committee Chairperson at the school or see the school principal.

Classroom Visits

Parents may make appointments to visit classes. Please make arrangements with the teacher in advance to find out the best time to visit. You must sign-in at the main office and obtain a visitor's badge before proceeding to the classroom. Please do not expect to meet with your child's teacher during instruction time without making prior arrangements with the classroom teacher.

Closed Campus

All Humphreys American School students will remain on campus throughout the school day including lunch period and after school activities. Students are not allowed to go to Burger King or the AAFES Food Court or any other facility on USAG Humphreys from the time they arrive on campus until they leave campus. Students abusing this rule will face disciplinary action. If a student must leave during the school day, the sponsor or the emergency contact person listed on DS Form 600, Student Registration must sign the student out in the front office. Should it be necessary for anyone else to sign the student out, this must be documented in advance by a note from the parent or sponsor. Students returning to school during the school day should be accompanied to the office for re-admittance.

Computer Literacy

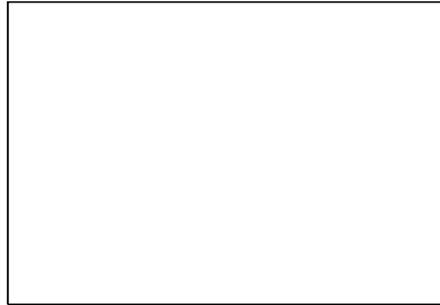


Humphreys American School has Pentium/Celeron computers in each classroom. In addition, there are SmartBoards, Infocus machines, laptops with wireless access points and one Pentium/Celeron computer lab that are available for small and large group use. The regular curriculum is enhanced by technology based instruction with software programs and multimedia peripherals that support the curriculum standards for each grade level. Parent and student must jointly sign the DoDDS Computer and Internet Agreement before the student is permitted to use any computer in the school. Each student is assigned a Gaggle account that is monitored by the Educational Technologist (ET). **Any misuse of the Gaggle account or violations of the Internet agreement can result in the removal of the student's privilege to use computers in the school.**

The FBI Internet Safety Tips

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

Conferences



Either parents or teachers can request parent-teacher conferences. Teachers conduct conferences at the end of the first and third quarters. These conferences are designed to inform parents of progress of the student and/or potential problems. Parents are encouraged to maintain contact with the child's teacher throughout the school year.

Course Selection – 6th-8th Grade

Counselors assist students in developing the programs which will best suit students' individual needs. Students should be aware that once they are enrolled in a course, that course might only be dropped for valid reasons determined by and with the recommendation of a staff member, the placement committee, a parent, or the administration. Final approval rests with the principal.

Curriculum Standards

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

Discipline

Humphreys American School strives for an atmosphere conducive to maximum learning by all students. The goal of the teachers and administrators is to provide a safe environment where children are free of fear and can concentrate on learning. Inappropriate behavior and violence will not be tolerated. Fighting, sexual harassment, bullying, profanity, theft, or refusal to obey an adult working in the school will not be permitted. Each staff member maintains a discipline plan for his or her classroom. In general, discipline concerns are handled directly by the classroom teacher. Severe disruptive behavior may lead to detention, suspension, or in extreme cases, expulsion. Corporal punishment is not permitted or condoned in DoDDS schools. Parents will be notified of discipline problems, and their support to correct disruptive behavior is expected.

Suspensions from school normally do not exceed five (5) school days and may be administered by the principal for student actions inappropriate to the well being of the school society. Suspension of more than ten (10) school days requires a formal hearing with the parents prior to its implementation. If a student is suspended for a second or more times, a letter will be sent to the sponsor's commanding officer and the school's officer. Expulsion from school for a year is authorized in extreme situations and will be addressed by the Area Superintendent.

Dress Code

Students are expected to follow the standards of good taste. Caps and head coverings are not permitted inside the building. Clothing which displays offensive language, reference to drugs or alcohol, or is disruptive to the

educational process will not be allowed. Closed toes shoes are to be worn to prevent accidents and foot injuries. Girls may wear shorts that are no shorter than fingertip length. Baggy pants are not permitted because the student cannot walk or run freely while maintaining good balance.

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.

Students' attire standards include:

- No bare feet, bare midriffs, short shorts, short skirts (finger-tip rule), halter-tops, deep scoop-neck shirts, tank tops, see-through sheer blouses, spaghetti straps, tight, revealing, or sagging pants.
- No unsanitary clothing.
- No clothing with cigarette, beer, alcohol, or drug statements or advertisements contains language or symbols oriented toward violence, sex, drugs, or any prohibited substance.
- No articles that could cause damage to other students or property.
- No dark glasses in school unless medically prescribed in writing.
- No headgear inside the building such as hats, caps, hoods, bandanas, sweatbands, headphones, etc.
- No gym clothing in classes other than gym.
- All clothing, including shoes must be appropriate for the activity. Shower shoes are not appropriate for school.

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

Due Process Rights For Parents of Special Education Students

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

under what circumstances.

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

Early Dismissal

Early dismissal may occur because of inclement weather, water main breaks, loss of utilities, or scheduled staff development. Announcements of an early dismissal will be made through the media: AFN TV and radio. Parents will be called at home and/or at their place of duty. If parents cannot be contacted, the student will remain at school until the parent can pick up the student. Parents can give permission to a neighbor to meet the child at the bus stop. Notification must be given by phone to the school to allow the student to be met by someone other than the parent. You can call the school at **753-6313** for information about the early closing.

Staff development training can be either one-day training or a half-day of training. Parents/guardians are notified in the monthly newsletter and a special announcement is sent for your scheduling purposes. The topic of the training will be given and all parents are invited to attend the training along with the teachers.

Eligibility for Enrollment

DoD instruction 1342.10 governs eligibility for enrollment in the DoD Overseas Dependents Schools and [DoDEA Regulation 1030.1](#). All command sponsored school age dependents of military and civilian service personnel assigned to the area and dependents of designated located category in Korea are eligible for space required, tuition free enrollment. All other categories of sponsors are space available. Humphreys American School accepts space available category students pending on space availability.

Emergency Evacuation Procedures/NEO

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

In the event that the NEO process is activated, the students at HAS will remain with their teachers and administrator until a parent or designated guardian picks them up. **No student** will be sent home, including walkers, without their parent/guardian. The teachers and administrator will remain at HAS until every student has been picked up. After picking up your child, proceed directly to the appropriate base processing location.

This information is supplied in the event that USAG Humphreys emergency evacuation procedures are implemented during the school day. Listen to AFN radio and TV for details.

English as A Second Language (ESL)

Many students enrolled at Humphreys American School come from households where two languages are spoken. These students may not speak, read, write, or understand enough English adequately so as to be able to fully succeed academically and socially in the regular classroom. The English as a Second Language Program (ESL) has been developed to help these students. Parents of two-language households should fill out a short home language survey when enrolling their child in school. Each of these students is then administered an English language proficiency screening. Students in grades K-8th receive a reading, writing, and oral screening. The following spring, a different version of the same screening is given again to measure progress. This screening is the IPT or Idea Proficiency Test. The publisher of this particular measurement is Ballard and Tighe Publishing. You can find information regarding this IPT screening at their website: www.ballard-tighe.com – it is an excellent site to peruse. Results of the screening may lead to placement in a small ESL class or simply being monitored to watch their progress in the regular classroom. Parents of these students will be notified by the ESL teacher via letter or email when their child is in need of these services.

Extra-Curricular Activities

Each year extra-curricular activities are offered to students at HAS. Some

activities will vary year to year depending on staff personnel, these activities will be announced in October. The following are examples of and are not limited to some of the activities that may be offered:

National Junior Honor Society
Student Council
Yearbook
Honor Choir
Homework Club
Cooking Club
Game Club
Math Club

Family Education Rights and Privacy Act

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

1. Registration Form (DSPA form 2030.2 and SD Form 600)
2. Duplicate Report Card
3. Student Transfer Evaluation (DSP form 402)
4. Pupil Personnel Service Referral Form
5. Test Information
6. Health Records (in Nurse’s Office)
7. Immunization Form (in Nurse’s Office)

If you wish to see your child’s academic folder, please call the school at 753-8894 and make an appointment. All records may only be reviewed in the office.

Fire Drills

These drills are essential. They are held weekly during the first month of school and once a month thereafter. In the event of a fire drill, or other emergency

evacuation procedures, a loud, continuous alarm will be sounded. Students will follow the evacuation route posted in the room and follow the teacher in an expeditious and orderly manner. Students are not to return to their rooms during or after an emergency evacuation procedure until given permission by an appropriate authority.

Gifted Education Program

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

A Gifted Review Committee is established at the school to determine a student's eligibility for gifted education services. Optional ability testing may be used as one source of data for identification, but are not required components in the identification process. Other assessment data such as rating scales, anecdotal information, observations, performance assessments coupled with information from parents are essential elements as well. The Gifted Education teacher works with these identified students using those programming options that meet the particular student's academic needs. Classroom teachers also use differentiating instruction in addition to collaborating with the Gifted Education Teacher to deepen and expand upon areas of study. Opportunities to address the social and emotional needs of the gifted are provided in the course of working with students on a regular basis.

Guest Readers

Many volunteers have come to the school to read to students. The students look forward to having a Guest Reader come to their classroom to read favorite books. Units have adopted the school to provide a rotating group of guest readers and students in upper grades will read to the younger students. Our Partnership In Education Reading Program offers role models to help students to be more motivated in recreational and informational reading. You are most welcome to be a Guest Reader. Please contact the classroom teacher if you

would like to participate in this program.

Health, Student and Staff

Each spring Humphreys American School students and staff are given the TB skin test. The results are recorded in the students' and teachers' immunization records.

The school nurse, with the assistance of medical personnel from the 168th Medical Battalion and other volunteers, conducted annual screenings for vision, hearing, and dental problems. Vision and hearing screenings are conducted for each new student who arrives after the scheduled screening for all students.

Fifth thru Sixth graders receive scoliosis exams. In addition, Fifth thru Sixth graders will also participate in a Growth and Development Program every spring. The program may include special speakers, such as Public Health Personnel, and School Nurse who will cover the following topics: puberty, growth and development.

Helping Your Child to Succeed in School

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

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

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

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

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

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

Homeroom Parents

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

Homework

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

Homework is intended to serve four purposes:

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

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

Illness – Parent/Guardian Responsibility

Parents are responsible for ensuring that children who are sick stay home from school. If your child is ill, please keep him/her at home. School Policy states that children with vomiting, diarrhea or a temperature of 100 or above must be kept home from school until they are symptom free without medication for twenty-four hours. If a child becomes too ill to remain in school, the School Nurse will notify the parent to pick up the child and to take the child home. Children with communicable diseases (such as ring worm or pink eye) may not return to school

until they are no longer contagious. If a child has a communicable disease, please be sure to notify the School Nurse at 753-6472/8834.

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

Should your child need to take prescription medicine during school hours, please contact the School Nurse. **Only the School Nurse can administer prescribed medication.** Teachers and the school clerical staff **are not authorized** to administer any medication. Children are not authorized to carry any medication during the school day. No medication will be dispensed unless the nurse has a Hold-Harmless letter or medication permission letter signed by the physician. Medication is kept in a locked cabinet. For more information call the School Nurse at 753-6472/8834.

Immunizations

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

Inclement Weather



In the event of school closure due to weather or some other safety issue, the following procedures will be implemented:

Should early closure of school become necessary, the Command and the Principal will determine a closing time sufficient to reschedule buses and notify parents. Early closure will be passed through command channels to all work sites, and broadcast over AFN Radio and Television.

In addition, the school's web site has information regarding school delays or closings ([School Closings](#)). As soon as the school has knowledge of a delay or school closing, our ET, will update our Intranet's Important Information page and send out an email.

Please discuss with your child (children) an alternate home to which she/he is to report if school closes early and you are not available. Please call the **school office at 753-6313 or 8894** – to get information about change in school schedule during the school day.

When the weather is inclement or extremely cold and the school is open students will report to their classrooms before school starts.

Leaving School

Students are not to leave the school grounds during the school day without a parent or guardian present to check them out. Students who need to leave at any time must be picked up and signed out via the office by parents or guardians. Prior arrangements can be made with the administration via the telephone or by note to the teacher. Parents are not to go to the classroom to get the student but should report to the office to sign the student out. Someone from the office will go to or call the classroom. Parents are requested to not send friends to pick up children unless they have written authorization from the parents or guardians or coordinated via telephone with the office.

Length of the School Day

The instructional day meets the standards for Advance ED Accreditation.

Sure Start	0800-1400
Kindergarten	0800-1430
Grades 1st-8th	0800-1430

Supervision is not provided prior to the beginning of school starting at 7:55 AM. **Please make sure your child isn't dropped off before that time.** However, children who walk should arrive **no more than five (5) minutes** before school begins.

Lockers

Each student in grades 6th through 8th 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 keys or lock combinations. The school is not responsible for personal property kept in lockers. Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner (inside or outside). Students who violate this rule will be held responsible for the destruction of government property and face disciplinary action. 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 the military police to search for stolen or prohibited items. 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 or damaged.

Lost and Found

We recommend personal property (raincoats, lunch pails, backpacks, hats, jackets, etc.,) be marked with the child's name, number, local address, or phone number. The lost and found is located in the cafeteria. **DO NOT allow students to bring valuables to school. This would include radios, ipods or MP3 players, CD players, tape recorders, toys, computer games, and expensive jewelry.** Students are strongly discouraged from bringing cell phones to school, HAS is not responsible for any lost or stolen cell phones. Loss of personal property due to theft by other students is a serious matter. Students should take all possible precautions to safeguard their property. At all times lockers must be secured. Students should not share their lock combinations with peers.

Lunch Program

Students eat in the cafeteria and The Exchange System (AAFES) provide a hot meal. The cost of a meal for school year 12-13 is \$2.40 for K-5th and \$2.55 for 6th-8th, including milk. Additional milk costs \$.35. If there are any changes in prices the information will be sent home via email. **AAFES uses the Auto-Payment Plan for lunch purchases. Meal accounts are opened at the AAFES PX Customer Service area. There are Customer Service Representatives available to explain the auto-payment plan to all interested parents. It is the parent's responsibility to ensure the account is not overdrawn.**

Lunch aides and the administrator supervise the students. AAFES provides the lunch menu for the month. It can also be found on the AAFES web site: [AAFES Lunch Menu](#). Stars & Stripes also prints the menu for the month and copies are available at the school office. Students are not permitted to walk home to the Housing Area or to leave campus for lunch. **Free and reduced price lunches are available for those who qualify. Stop by ACS for more information.**

Lunch	
Students Eligible for Free Meals	No charge
Students Eligible for Reduced Price Meals	\$0.40
Elementary Students Paying Full Price	\$2.40
Secondary Students Paying Full Price	\$2.55
Non-Students	\$5.00
Lunch Plus Additional Entrée	\$1.00

Lunch Schedule

The SY 2012-2013 lunch schedule will be sent home the first day of school. It is also available on the school web site ([School Lunch](#)).

National Junior Honor Society (NJHS)

The Humphreys American Middle School's National Honor Society is open to any student who qualifies for membership as described by the NJHS by-laws. A student must maintain at least a 3.5 grade point average in order to be considered for membership and to remain as a member. Selection is by the faculty based on the scholarship, character, leadership, and service criteria published by the National Junior Honor Society. NJHS students are required to attend regular meetings and to complete an annual service project. Selection to the HAS chapter entitles a student admission to another school's NJHS chapter upon transfer. Students who are already NJHS members and PCS to HAS must show their NJHS membership card or induction certificate before actively participating in NJHS. Induction programs will be held once a semester.

Online Criterion-Referenced Testing

As part of the DoDEA system-wide assessment plan, students in grades 3, 5, and 6 at Humphreys American School (HAS) will participate in a web-based criterion-referenced test in the spring of 2013. Third grade students will be tested in the area of Social Studies and fifth and sixth graders will be tested in Science.

What is criterion-referenced testing? Criterion-referenced tests measure individual student performance compared to specific DoDEA standards in Science and Social Studies. In contrast, norm-referenced tests, like the *TerraNova*, report individual student performance compared with that of a larger group known as the norm group. Norm-referenced tests are usually general achievement tests that measure a wider scope of content than criterion-referenced tests.

Why is DoDEA implementing this testing? Criterion-referenced tests provide information regarding the level to which students are meeting the DoDEA standards in Science and Social Studies. Results from this testing can help guide instruction, and affect curriculum and professional development decisions in DoDEA schools.

If you have any questions in regards to the testing, please contact Wendy Smith at 753-8949/6481.

Parent and Community Volunteer Program

The Parent and Community Volunteer Program is a program of service to the school. It provides a supplementary service in the school to enrich and expand classroom work. The school volunteers make important contributions to the teaching-learning situation. They share their special talents and experiences as they contribute to specific areas of the curriculum. They also perform a worthwhile contribution in helping to bring about a closer relationship between school and community. If you would like to help at school, please call the school Secretary at 753-6313 to start completing the necessary requirements to

volunteer.

Some of the specific services the volunteers can provide are:

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

Parent Newsletter

The school makes a concerted effort to communicate with parents. Throughout the school year you will be advised of school events through a parent newsletter that is sent home monthly via our email distribution list. Additionally, reminders may be sent to advise you of important dates and activities by the classroom teachers. These newsletters should be read carefully as they contain important information about school special events, school closures, half-day, special assemblies, etc.

Parent – Teacher-Student Organization (PTSO)

PTSO elects officers in the spring for the following school year. The following positions have been filled for the school year 2012-2013.

President – Mrs. Jennifer Farris

Vice-President –

The PTSO sponsors several projects throughout the year such as sale of school pictures, lollipop sale on Fridays, Winter Wonderland Store, teacher appreciation activities, and Scholastic Book sales. Profits are used to support school programs in classes and purchases for the Information Center, such as paperback books and reference books. Meetings are held monthly on the third Thursday of the month. Please come out and support your school!

President's Award for Educational Excellence

Certificates are given only to the exiting grade from Humphreys American School (grade 8). The criteria for this award are as follows:

B+ average: The overall B+ average is composed of all grades in the school including the fall semester of the final year. It is equivalent to a 3.5 on a 4.0 point scale or 85 on a 100-point scale. **Test scores:** Standardized Achievement Test Battery Score is at the 85th Percentile. The battery must be from the current or preceding academic year and include both language and mathematical skills.

Prohibited Items

Students should bring to school only those items which are needed in order to do their schoolwork. Certain items can be distracting to their owners and to other students, may be a safety hazard, and/or may present an unnecessary temptation to other students to take or misuse them. The following are examples of, but not limited to, items that are not allowed at school, on school buses, on study or incentive trips, or on any school sponsored activity:

Matches or lighters, fireworks or poppers, radios, **MP3 players (Ipods)**, tobacco or tobacco products, electronic games, alcohol, prescription or OTC drugs, or other controlled substances, electrical equipment (hot rollers, irons, etc.), aerosol products (Bianca, shaving cream, air freshener, etc.), weapons or replicas thereof, hypodermic needles, laser pens, razor blades, medications, (except those kept for students by the nurse), bandannas, chains of any weight or length or other items which might be considered gang regalia, toys, water guns, and clothing or book bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages.

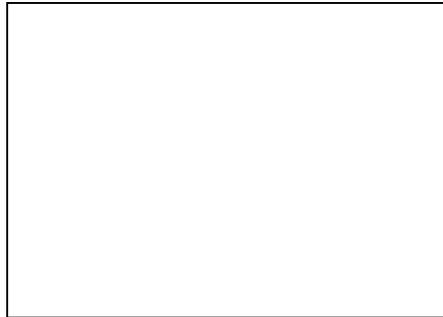
These and other non-educational items will be confiscated and returned to the sponsor. Although school personnel will make every reasonable effort to ensure the security of confiscated items, the school will not accept responsibility for the security and/or replacement of these items that should not have been brought to school in the first place. Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the military police. Laser light pointers are prohibited from DoDEA student possession or nonstaff supervised use in schools or during school sponsored activities. The Food and Drug Administration (FDA) regulates lasers under the Radiation Control for Safety and Health Act. The FDA has determined that hand-held laser pointers can cause serious eye damage. Please insure that your child does not bring these items to school. While cameras are a non-educational item, we recognize that our student body is transient. Additionally, many students live far away from their friends, and school is the only place that they see each other.

Cameras will not be confiscated unless they disrupt the educational environment and/or safety of others. While it is not recommended that students bring high value cameras to school, there are several models that cost fewer than ten dollars. In the event that a camera is lost or stolen, it will be the student's responsibility, in concert with their parents, to search for it and file the necessary police reports.

Progress Report

Progress reports are sent home on a regular basis by classroom teachers to inform the parents of the student's academic and social progress. The report may contain specific areas that are in need of improvement.

Report Cards/Parent Teacher Conference



Report cards are issued quarterly. Parent-teacher conferences are held at the end of the first and third quarters. At the end of the first quarter, we will schedule **all parents** for conferences. At the end of the third quarter, teachers will hold conferences with parents of students with specific concerns. These parents will be notified. Two-way communication, continuously, between school and parents is a key ingredient in fostering a successful learning experience for each child. Parent-teacher conferences are encouraged throughout the school year on an as-needed basis. Parents desiring an appointment with their child's teacher should call 753-6313 and make an appointment or send a note directly to the teacher with their child.

School Advisory Committee

Humphreys American School Advisory Committee (SAC) is comprised of four (4) voting members: Two parents and two teachers elected by the parents and teachers. In addition, the school principal, teachers' union representative, and

the installation commander (or designee) serves as liaison members of the committee. The purpose of this committee is “provide a two-way communication between community and the school. Minutes of the committee are shared with the community. Other links with the community will be established to ensure that all groups with an interest in the education program will have an opportunity for input. The SAC is responsible for advising the principal on matters affecting the operation of the school.

School Bus Transportation/Discipline

Bus transportation is handled by PACTMO located at Humphreys American School or phone 753-3941. Questions about buses, routes, time, schedule and so forth should be referred to that office. Comments about student's behavior on the buses should be referred to the Transportation Officer, Mr. Graves at 784-1827.

School Liaison Officer

The School Liaison Officer functions mainly as the liaison between DoDDS and the military via the principal.

Security

Humphreys American School is concerned with the security and safety of students. All visitors, including parents/guardians, entering the school **must sign in at the Main Office bldg 550 BEFORE** going to a classroom or any other area of the building. Visitors are requested to use the **main entrance** of the school at all times. Military Police may be called if a visitor is disruptive to the educational process.

Sexual Harassment

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

call to parents, and or suspension from school.

Special Education Information

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

Art/Korean Culture/Music/Physical Education

Each student in Kindergarten through Eighth Grade will go to one special subject class each day on a rotational schedule. The class period is for forty-five minutes. Students learn the value of the arts through these classes.

Staff Development Program

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

Standardized Test

It is DoDEA policy that all system assessments administered in DoDEA measure student performance so that inferences can be made about student achievement in basic skill areas as well as provide a source of information for decision-makers concerning programs and services. Students take the *TerraNova* Achievement Test, a norm-referenced test for students in grades 3 through 8. All students are given local assessments throughout the year. Parents will be advised of test results.

Please see [TerraNova FAQ's](#) and [Online Criterion-Referenced Testing FAQ's](#)

Student Placement

Humphreys American School is concerned that each student has an opportunity for continuous progress by providing an appropriate program of studies designed to foster academic and personal success. Placement of each student will be considered on an individual basis, and decisions will be made on the criteria of what is best for the student. The school has established Retention Committee to recommend placement of students being considered for grade retention or other adjusted placement. The school principal reviews all committee recommendations and is the final approving agent for all cases.

Student Rights and Responsibilities

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

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

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

Study Trips

Study trips are taken by students to further enhance and expand learning. Costs to students are generally limited to entrance fee, food, personal requirement, etc. A parental permission slip is required for each student to participate in each study trip when transportation is required. If the class is walking to an activity, the teacher will inform you as to where and when they are going and the time they are expected back. Please complete and return these forms promptly.

Students at a school-sponsored study trip have the responsibility for acting in accordance with school rules, installation regulations, and customs of the host country. Students must have a signed permission form by their parent/guardian **before** taking part in the field trip. Adequate supervision is needed for the safety of all students who are attending the study trip. When parent assistance for supervision of study trips is requested we hope you will volunteer. All volunteers must complete a background check with ACS prior to the field trip. This may take several weeks to complete so please be sure to apply in advance.

Siblings, relatives and other family members are not permitted to ride the school bus on study trips.

Supplies

All textbooks, workbooks, and most instructional materials are provided free of charge as long as the pupil takes proper care of issued equipment and materials. Reimbursement to the government will be made by parents/guardians for any loss or damage. [Recommended supplies for individual grade levels.](#)

Suspensions

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

Table Of Consequences- Elementary

Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense	7 th Offense
A	Warning	Parent Contact	Retained in Office	Detention	Detention	Detention	
B	Suspension 1 day	Suspension 1 day	Suspension 1 day	Suspension 2 days	Suspension 2 days	Suspension 2 days	Expulsion
C	Suspension 2 days	Suspension 2 days	Suspension 3 days	Suspension 3 days	Expulsion		
D	Suspension 3 days	Suspension 3 days	Suspension 4 days	Expulsion			
E	Expulsion						

A Level Offenses*	Abusive Behavior to Peers Abusive Acts/Language Action Leading To Accident Aggressive Behaviors Biting or Spitting Did Not Obey Instructions Disrespect to Students Disruptive Behavior Dress Code Violation	Engaged In Horseplay Excessive Noise Internet Agreement Violation Left Class without Permission Lunch Room Rules Violation Lying Playground Behavior Violation Prohibited Item Pushing/Shoving	Scuffling Tardies Threats of Damage Throwing/Shooting Objects Unprepared For Class Unsafe Behavior Verbal Abuse/Gesturing
B Level Offenses*	Bullying Cheating/Plagiarism Damage to Property Disrespect to Adult Fighting	Forgery of Signature Harassing Students Indecent Act/Language Refusal to Obey Stealing	Threatening Behavior Truancy Uncooperative With Staff Willful Disobedience
C Level Offenses*	Extreme disrespect to a teacher/faculty member (i.e. use of profanity)	Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration) Theft	Use, Possession, or being under the influence of alcohol (mandatory referral to ASACS counselor) Vandalism (Minor incidents)
D Level Offenses*	Extortion/threats Sexual Harassment (Physical)	Threatening a staff member (Verbally)	Vandalism (Major incidents)
E Level Offenses*	Bomb threats	Threatening a staff member (Physically)	Use, Possession, or Distribution of drugs

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

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

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

Terra Nova FAQ's

1. What is the TerraNova?

The Terra Nova Third Edition Multiple Assessment is a Norm Referenced achievement test of basic skills that is part of the DoDEA System-wide Assessment Program. Students are compared to other students their age in DoDEA and 38 other states.

2. Who takes the TerraNova?

All DoDEA students in grades 3-11 take the Terra Nova each year in March, usually during the third week.

3. How is the TerraNova constructed?

The Terra Nova Third Edition Multiple Assessments incorporate more open-ended and performance –based items that require students to explain the processes used in arriving at their answers. It also uses authentic maps and other real resource materials and manipulative tools, and excerpts from literature as the basis for test items rather than materials developed only for the test. This follows the national trend in evaluation, which is moving from only scoring multiple choice test items towards measuring performance.

The Terra Nova has four main subject areas; Language Arts/ Reading, Math Science, and Social Studies.

4. Can students use calculators on the Math section?

Calculators are not necessary to solve the problems, but can be used on the TerraNova Test where admissible. A decision on students in grades 3rd-5th will be made on a classroom to classroom basis. Students in grades 6th-8th will have individual opportunities to use them throughout the test where admissible.

5. Can home schooled students take the TerraNova?

Any home schooled student who is eligible to attend a local DoDEA school may contact the Assessment Coordinator of that school and register to take the Terra Nova. At HAS that would be the school counselor.

6. What if I do not want my child to take the TerraNova?

Parents who do not wish for their child to be tested should submit a letter stating such to the Assessment Coordinator prior to the week of the exam. However, we encourage all to complete the exam.

7. How will my child's scores be utilized?

Each student's score will become part of their cumulative record and used to determine eligibility for specialized programs. The scores may be reviewed by

receiving schools, following a PCS, to determine what programs might be beneficial to the student and proper classroom placement. DoDEA utilizes all student scores to make “Data Driven” decisions on programming, curriculum and next steps in the School Improvement Plan.

8. How can my child best prepare for the TerraNova?

There is no last minute way to prepare for a standardized test. In fact, your child has been “preparing” all year long, by attending class and completing assignments. The tests look at over-all learning and compare your child’s performance to that of all other students of the same grade level. As a general rule of thumb, students are successful in a test setting if they come to school rested, have had a healthy breakfast and have a positive attitude.

9. How can I as a parent assist with this process?

Parents can best assist us in this process, by keeping doctor/dental appointments and absences to a minimum. Standardized testing results are more accurate when the tests have been administered at the appropriate time and setting. Naturally some absences are unavoidable and “make-up” days will be provided. Also, insure your child is well rested and has had a healthy breakfast each day.

10. Can you recommend strategies to assist students in doing their best on the TerraNova?

There are strategies that students can use during standardized testing to help them feel more confident and prepared for testing. These strategies are useful in all testing situations and may help to ease the anxiety that some children feel before a new testing situation. Discuss this list of strategies with your child and share with them ways in which each strategy might be useful in helping them to be successful. Your support and reassurance can be one of the most successful tools your child has in his/her toolbox.

Testing Tips for Kids!

Have a good attitude. Reassure yourself that you are prepared and ready to take the test. Negative thoughts will only create anxiety and reduce your ability to remember the information you know.

Be prepared. Get plenty of sleep and eat a well-balanced meal before the test.

Stay focused. Try not to be distracted by the students around you or other things happening in the room.

Read all directions carefully. Be sure you understand what the directions are asking you to do. Ask for help in understanding the directions if you need it.

Try to answer every question. On most tests it is to your advantage to take your best guess on questions to which you don't know the answer. Try not to leave any questions unanswered.

Don't spend too much time on any one particular question. Pace yourself so that you'll have time to get to all of the questions on the test.

Mark or write your answers neatly. Be sure that your answers are clearly marked or legibly written.

Look over your answers before you turn in your test. Take the time to check that all questions are answered. If there is time, double check your answers to make sure you haven't made any careless mistakes.

Don't worry about other students. Everyone works at a different speed; don't worry if other students finish before you.

Encourage your child to save and practice these strategies in a variety of testing environments (i.e. standardized testing, classroom testing). As a parent you can help your child prepare for a successful testing experience by talking to your child about the test for which he/she is preparing, making sure your child gets plenty of sleep each night, preparing a well-balanced breakfast for your child, helping your child get a positive start on the day, and encouraging a positive attitude.

(all information was compiled by the School Counselor, HAS)

Travel and Extended Leave

Parents and guardians are encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for an extended period of time, please stop by the school office to fill out a "[Request for Pre-arranged Absence](#)" form within **five school days** prior to departure.

Videos/DVD's

The school has a policy of only showing G rating videos/DVD's. If a student has a special video he or she would like classmates to see, the video must have a G rating. The teacher or administrator will screen the video before it is shown to students.

Visitor Identification and Control Policy

Providing a safe and secure environment for the students is a goal of Humphreys American School. All visitors to schools, regardless of rank or position, **must** sign in, and wear the school's visitor badge at all times when they are in the school (even if you are just stopping by). If visual ID is in doubt, ID cards will be requested. If a child needs to be picked up from school early for any reason, the parent or guardian should go to the front office and sign the child out. The office will call down to the child's classroom and the child will meet the parent in the front office.

Withdrawal of Student

Parents are to notify the main office at least ***Ten school days prior to the date of withdrawal*** in order to permit all records to be completed. Before a student will be cleared and given a report card and transfer papers, all books and school property must be returned. An early withdrawal date, usually in mid May, is issued every year by the DSO for those students that will PCS before the end of the school year. This date is only offered to those students that are PCSing. Please bring the sponsors orders to the office 10 days prior to the students last day of school.

Zero Tolerance Weapons Policy

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

Please refer to the [attached chart](#) to be aware of the consequences for violations of this policy.