

OES Faculty Handbook

School Year 2023 – 2024



Home of the Mighty Mustangs!

Updated 07/28/2023

***** Reminder: Check back regularly for updates! *****

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OES Mission

Educate, engage, and empower each student to succeed in a dynamic world.

Osan Elementary School Vision

Excellence in Education for Every Student, Every Day, Everywhere

OES Motto

I will do my best today. I will respect myself and others. I am responsible for what I do. I will be the best me I can be!

Core Values

- Student Centered
- Excellence
- Continuous Improvement
- Diversity
- Individual Potential
- Lifelong Learning
- Shared Responsibility
- Trust

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS

Chain of Command



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Principal

Phone 505-784-5368
Phone (DSN) 315-784-5368
Phone (from US) 011-82-505-784-5368
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Dr. Nicole Walker
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US Mail Osan Elementary School
Unit 2037
Osan AB
APO, AP 96278

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Korean Address 사무실 근무시간은
평일 오전 7시30분 부터
오후 4시 까지 입니다.
사무실 연락처는 아래와 같습니다



Brief History of Osan Elementary School

Osan Elementary School (OES) is a 131,181 square foot facility designed to accommodate approximately 550-600 students in grades Pre-K through Grade Five.

The 21st Century facility is designed with six neighborhoods with grades K-4 containing six learning studios that surround a shared learning hub. Grade five has four learning studios.

OES has evolved over time from the traditional classroom of the nineteenth century, consisting of one teacher with a room full of students sitting in individual desks all facing- forward to the open—plan learning environment with various seating arrangements. The learning environment allows for adaptable and flexible spaces to accommodate changes within the school and to provide opportunities for all learning styles.

Students have many opportunities to access technology applications; updated hardware and software in computer labs, learning studios or hubs, and information center; updated school wiring and internet access; integration of technology into the academic content standards; project-based learning opportunities; technical support personnel at the school level; and a security system that protects and encourages use of equipment.

It is important that all students demonstrate technology skills appropriate to their grade level. Students are expected to acquire technology skills through authentic learning opportunities and using applicable technology.

Learn more about DoDEA's model for 21st Century Teaching, Learning, and Leading at the link, https://content.dodea.edu/teach_learn/professional_development/21/index.html.

ACCREDITATION AND STAFFING

Osan Elementary School is a federal activity, funded by the Department of Defense, and accredited by Cognia. Cognia provides accreditation under the seals of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

Osan Elementary School hosted a Quality Assurance Review team during the 2022-2023 and the 2017-2018 school year. Through interviews with school stakeholders, classroom observations, and a review of school documents and student performance results, the team developed a Quality Assurance Review (QAR) report detailing its findings from the visit. The full reports can be viewed at <https://www.dodea.edu/education/accreditation/district-accreditation-reports> and at <https://www.cognia.org/> These reports and inspections insure adherence to the high standards demanded by DoDEA and Cognia.

As required by the directives of Cognia, all staff members are qualified with experience and training for the positions they hold. Teachers must be certified in the grade level or specialty that they are teaching. Minimum qualifications include a bachelor's degree, eighteen semester hours of education courses, subject area courses taught and actual teaching experience. Many teachers hold master's Degrees.

The teaching staff at Osan Elementary School is cosmopolitan, having been carefully selected from many qualified applicants drawn from all sections of the United States, with some who have taught in other DoDEA regions. In addition, local hire teachers add to the varied diversity of the staff. Your background and training provide a variety of enriching experiences that benefit our students. You will find the faculty willing and able to provide a high quality, challenging education. A collaborative and cohesive teaching staff has consistently made OES a desirable place to work.

STAFF RESPONSIBILITIES

ADMINISTRATION - performs as the professional leaders of the school and is responsible to the District Superintendent-Korea and DoDEA Pacific Director for the school's operation assigns specific areas of responsibility to all staff members, office personnel and other personnel. The principals are concerned with all personnel matters, curriculum, supervision, public relations, budget, and host nation activities. The principals are the leaders of learning in the school.

COUNSELOR - provides services not limited to the following: assistance in initial grade placement; guidance in solving personal and scholastic problems; serving on school related committees; administering academic, achievement, or behavioral tests, scheduling the standardized test for students in grades 3-5; applying data analysis and interpretation of selected tests.

TEACHER - acts as the professional leader in the classroom and in accordance with the Department of Defense Education Activity (DoDEA) Educator Performance Appraisal System (EPAS). The teacher is responsible for assessing, planning, and implementing the instructional program, standards-based instruction, differentiated instruction and the management of diverse students in his/her charge.

PARAPROFESSIONAL PERSONNEL (School Aides) - serve under the direction of a teacher. They assist teachers in all appropriate areas.

SCHOOL NURSE serves as a faculty member in the total school program. Provides first aid treatment to children who are ill or injured and maintains current health records on each student. Screening procedures include height, weight, vision, hearing, and scoliosis. Health and Sex Education is implemented by the nurse, teacher, school counselor, and community resource personnel. The nurse does not administer medications (to include aspirin) except medications specifically prescribed for conditions such as asthma, hyperactivity, allergies, and heart conditions unless requested by parent who has given a Hold Harmless letter to the nurse.

In the event a child becomes ill and needs to be sent home from school, parents will be contacted first. The order of contact is: home phone, duty phone, emergency contact, and then sponsor's supervisor/commander. A Medical Power of Attorney should be on file with the school nurse in the event parents couldn't be reached in an emergency.

SPECIALISTS - provide supplemental services in the areas of literacy, mathematics, music, art, physical education, English as a Second Language, Advanced Academic Programs and Services (AAPS), communication impaired, learning impaired, media, and Korean culture.

ADMINISTRATIVE OFFICER: - Provides logistical support to the Osan Complex administrators to coordinate and facilitate the critical logistical operations of the schools. The AO is responsible for school management support functions to include comprehensive knowledge of budget, management analysis, student registration, student attendance, facilities management, student meal program, overseeing the

schools' safety and security plans and ensuring that the schools are ready to receive the working staff, students, and parents. The AO's position allows the school administrators to focus their time on providing a comprehensive prekindergarten through 12th grade curriculum that is dedicated to attaining the highest student achievement for all students. The AO's position is also critical for overseeing administrative required tasks during school breaks. The Administrative Officer is also the NEO Warden for the School.

SECRETARY - works under direct supervision of the principal and assists in all areas of office and personnel administration, payroll, timesheets, EDC's, leave request etc.

REGISTRAR - collaborates with the Administrative Officer and secretary and provides data automation support to include attendance and school registration.

SUPPLY TECHNICIAN - works under direct supervision of the Administrative Officer and principal is responsible for logistical and budgetary concerns of the school.

ABSENCES & LEAVE (TEACHERS)

Each teacher is given ten sick days at the beginning of the year. Sick leave that is not used will accumulate for the next year. There are an unlimited number of days that can be accumulated.

Teachers are required to complete a Standard Form-71 to support the absence; it is given to the administrator to sign. The SF-71 is kept on file with time and attendance for that pay period. There are six types of absences for teachers: sick leave, any purpose leave, emergency leave, family leave act, administrative leave and leave without pay. Leave should be requested and approved in advance before it can be taken. **Leave is approved by PRINCIPAL ONLY. DO NOT purchase airline or any other tickets prior to leave approval.**

Sick Leave is used for bona fide illness or injury. By regulation, sick leave that results in greater than 3 days of absence should be supported by medical documentation. Leave need not be requested in advance when circumstances such as illness and/or emergencies prevent the employee from requesting leave in advance. In these cases, the employee will request leave as soon as possible.

Any Purpose Leave (APL) is used by a teacher for any purpose. Three of your ten sick days can be used for any purpose. If you do not use the any purpose leave days, they cannot be accumulated towards the next school year. You do not lose the 3 days, but they cannot be applied to extend a leave by adding to the 3 days of the following year. **Any Purpose Leave should not be taken during the first or last week of the school year.**

Emergency Leave is used for a family emergency in the states. This leave can only be granted when verified by the Red Cross of the family emergency. Emergency leave days are deducted from your sick leave.

A notification of a death is needed for leave purposes. Eligible educators are also entitled, in such verified emergency situations, to priority space available travel to and from Korea and CONUS. Verification comes from the Red Cross for Space-A travel.

EMERGENCY RED CROSS INFORMATION

In the event of an emergency in the US, your family should notify the nearest Red Cross Office and ask them to send a message to you. The message must contain:

Your Name
Class: Teacher, DoD Civilian
Osan Elementary School – Your SSN
Your Mailing Address

The message will be received at Osan Air Base. The Red Cross will, in turn, notify you directly through the school administration. Please give this information to your family in the USA as soon as possible. The local Red Cross is located in Bldg. 936, Room 122, and telephone number 784-1855/4552. Office hours are from 0730-1630, Monday through Friday.

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During after duty hours you can call the Command Post at 784-7000.

The immediate family emergency procedure is as follows:

- a. Provide your home in the U.S. with your present work and quarters address as well as phone numbers and social security number.
- b. In case of immediate family emergency, your home contacts the local Red Cross chapter in the area, who then contacts the Osan Red Cross.
- c. If there is an emergency requiring you to be in the US, the Red Cross message will state that. With that message we can provide space available orders.

Family and Medical Leave Act (FMLA) is granted for the long-term care of a close family member. Family Leave must be submitted in advance of leave and approved by the Personnel Division at DoDEA.

Maternity/Paternity Leave is taken when the birth of a baby is imminent. Sick leave will be used for maternity or paternity leave. Leave must be requested in advance unless there is an emergency situation.

Leave Without Pay is leave that is granted by the school administrator if it does not exceed three days. Any additional leave beyond three days can only be approved by the district superintendent.

Administrative Leave is granted by the school administrator. Administrative leave is given when the school administrator would like a teacher to perform specific assignments. Teachers may request Administrative Leave if they wish to attend a professional conference. Three days of leave may be granted by the Superintendent to attend a no cost to the government conference.

IMPORTANT! Be protective of your leave. Always be prepared for the unexpected by having a substitute folder available with detailed plans to cover your absence.

STUDENT ATTENDANCE

Student attendance is necessary for the educational achievement and social growth of the student. All students enrolled in Osan Elementary School are expected to attend classes regularly in order to remain enrolled. DoD 1342.6 requires the installation commander to encourage all educable, eligible dependents that have not completed high school to attend the local Department of Defense Dependents School (DoDEA), to enroll in a local tuition school, or to enroll in an independent study program by correspondence.

You will be trained and required to use ASPEN attendance. Each day, you will record by inputting the absences of students into the computer. The collective attendance will be stored in our database and submitted to DoDEA when requested. You are to record attendance each as you did when you used a combination grade and attendance book. Students will be excused if they have brought a note signed by a parent or the parent has notified you by a phone message. Students who go on an extended leave will be excused if the parent has notified you before leaving for the trip. Daily attendance must be reported in ASPEN by 0900. For more information see the following links.
www.dodea.edu/attendance/

BASIC BUS RULES

Students are to be reminded that they are to:

1. Speak quietly.
2. Remain in seat.
3. Wear the seat belt.
4. Keep hands to self.
5. Be respectful to the driver and other students.

Teachers are responsible for ensuring that their students get on the appropriate buses in the afternoon. A student is not to get on any bus other than the one he/she rides unless the parent has written a note to say the student is to go on another route other than the one which they normally take. Do not accept the word of the student about a change in schedule.

BEHAVIOR EXPECTATIONS OF STUDENTS

All students at Osan Elementary School are expected to behave in a mature and respectful manner that is appropriate for their age. Behaviors that are disruptive and disrespectful will not be tolerated.

Each student is required to attend school regularly and arrive promptly. The student must be prepared for class with completed assignments and materials needed in order to be successful. A student who continually disrupts the learning process of others will be referred for Alternative Referral Interventions (ARI). The ARI consists of involving (1) the student and teacher only; (2) the student, teacher, and parent(s); (3) the student, teacher, parent(s), and counselor; and (4) the student, teacher, parent(s), and counselor; and administrator.

BOMB THREAT

If you receive a phone call stating a bomb threat, do not hang up but ask the caller the following questions:

BOMB THREAT CARD

USAG-D BOMB THREAT CARD

Questions To Ask :

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of Threat: _____

REPORT CALL IMMEDIATELY TO: MP 764-4141 or 911

Call Received By: _____

Name: _____

Position: _____

Time/Date: _____

Phone # _____

Caller's Voice

☐ Calm	☐ Nasal	☐ Rapid
☐ Angry	☐ Stutter	☐ Deep
☐ Excited	☐ Lip	☐ Soft
☐ Slow	☐ Normal	☐ Whispered
☐ Frightened	☐ Loud	☐ Laughing
☐ Enraged	☐ Accented	☐ Crying
☐ Stunned	☐ Deep Breathing	☐ Familiar
☐ Distorted	☐ Creaking Throat	☐ Hired?
☐ Raspy	☐ Crackling Voice	

Background Sounds

☐ House Noises	☐ TV/Radio	☐ Motor
☐ Long Distance	☐ Voices	☐ Music
☐ Factory Machinery	☐ Street Noise	☐ Clear
☐ Animal Noises	☐ Beep	☐ Static
☐ Office Machinery	☐ PA System	☐ Other

Threat Language

☐ Well Spoken	☐ Incoherent	☐ Foul
☐ Taped	☐ Message read by threat maker	
☐ Intentional		

Remarks :

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you now?
9. What is your name?

Leave the phone off the hook. Report the call immediately to the office by using another classroom phone. It is important not to hang up, as it may be possible to trace the call. The office will notify Security Police. The fire bell will ring to notify teachers and students to exit the building(s).

CLICK ON THE IMAGES OF THE BOMB THREAT CARD ABOVE AND THE BOMB THREAT PROCEUDRES CARD BELOW TO VIEW THE REFERENCE MATERIAL.

Supervision: All teachers have supervision duties during a bomb threat. You are to supervise your class if it is in session or meet the specialist who has your class. If the threat occurs during lunch or between special classes, everyone will perform general supervision as appropriate.

Students and teachers may be moved by bus to a safe haven, primarily the base theater. The principal, in coordination with the local military officials, will provide for the continuation of the educational program, primarily through large group instruction at an alternate facility. Only after the Explosive, Ordnance and Disposal Unit (EOD) declare the facility safe, will the administration and school staff return the students to their classrooms.

Classroom Teachers:

Upon receiving a bomb threat notice via a messenger or the fire alarm, classroom teachers will instruct their students to leave the classroom in an orderly fashion and accomplish the following:

1. Check to see if all students originally marked in attendance are out of the room.
2. Leave the closets, cabinets and storage areas unlocked. Make a visual check of the room for unusual or suspicious packages.
3. Report what you see to someone in the office or to Security Police if they are at the school.
4. Go to your designated area on. Bring your attendance book if you can.
5. Specialists will lead the classes they are supervising; the teacher will meet his/her students on the playground. The specialist will also remain with the class. The aides will remain with the assigned classes or student(s).
6. Immediately take attendance once you get to your designated area. Stay on the playground for further instructions.
7. Return to the classroom when "All Clear" is sounded and resume instruction.

BOMB THREAT PROCEDURES

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and exact instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

BULLETIN BOARDS

The DoDEA official notice board, the Federal Education Association notices, and unofficial or informational boards are located in the teachers' lounge. Hallway boards are used to display student work or themes. Please review the boards in the teachers' lounge for current information.

Bulletin Boards should be updated regularly. Posted student work should include teacher and/or student feedback as well as standards addressed.

ZERO TOLERANCE FOR BULLYING

Bullying is applicable to all students

Bullying is a critical issue for school safety*. It is defined as intentional, repeated harmful acts, words, or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another.

1. Physical bullying includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
2. Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
3. Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and ostracizing and peer pressure.
4. Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

All reports of bullying will be investigated and resolved expeditiously, and the administrator will determine what plan of action is required to avoid perpetuating bullying, which may include suspension or expulsion.

CAFETERIA

The cafeteria is under AAFES (Army/Air Force Exchange System). Any concerns about the food program should be addressed to AAFES. A hot meal is served each day based on a monthly calendar that is sent home with the newsletter. Students may purchase extra lunch portions **only** after paying for a full lunch. Students may request additional

fruit and vegetables at no charge. This is called extra lunch. Three charges are permitted prior to repayment. A fourth charge will not be accepted. Students are discouraged from loaning tickets or money to other students.

There are monitors on duty during the lunch period to supervise the students. Students are to be escorted by the teacher to the cafeteria and should arrive on time.

Teachers must pick up students on time and escort them to recess. Classrooms are used during inclement weather for the recess period. Only a G-rated video is shown to the students or games are available for them to use.

Basic rules for all students during the lunch period are:

1. Have money or lunch ready.
2. Enjoy your lunch but do not share food with other students.
3. Speak in a conversational tone of voice.
4. Remove tray and/or trash when given the signal to clean up.
5. Student is responsible for cleaning up any spills made.
6. Line up when your class when given the signal.
7. Remember to be kind to each other.
8. Sit four to a side of each table seating.

OES MASTER CALENDAR/FACILITY CALENDAR

The master calendar of events is in Teams and is available to all via e-mail. Please check the calendar before planning any event to prevent a conflict in use of the facility or the scheduling of a similar program to another teacher's program. To ensure that conflicts do not exist, make sure you get the principal's approval to add an event to the calendar.

A school office staff member is responsible for writing the scheduled events on the facility calendar. During SY 23/24, the individual is Mr. Bill Elliot.

A weekly calendar of activities and special programs is sent home with the parent newsletter. You will be asked to contribute to the calendar of special events when the weekly calendar is prepared to go with the newsletter. Scheduled visitors to the school are also posted on the master calendar.

CASE STUDY COMMITTEE (CSC)

The Case Study Committee (CSC) refers to a multi-disciplinary team that oversees the needs of students with special needs at Osan Elementary School. This team is comprised of the following members:

- School Administrators
- PSCD Teacher
- Communication Impairment Teacher
- Learning Impairment Teacher
- School Psychologist
- School Nurse
- Counselors
- English as a Second Language Teacher
- Assessor
- Others (as necessary)

A Case Study Committee exists in all DOD schools for the purpose of meeting the individual needs of students with disabilities. The committee meets on a regular basis and consists of DoDEA special education educators, administrator, guidance counselor, school psychologist, school nurse, regular educator, and ESL, as appropriate. The administrator has ultimate responsibility for the functions of the committee. The committee meets on an ongoing basis to determine the proper policies and procedures and to take necessary action. Most staff members will be involved with the committee throughout the year.

The specific duties of the Case Study Committee include:

1. Communicating with parents, special and regular educators, medically related personnel, and administrators.
2. Initiating Child Find activities.
3. Examining pre-referral information.
4. Identifying students with disabilities through assessments and evaluations.
5. Determining eligibility for special education.

6. Developing Individual Education Plans (IEPs).
7. Maintaining confidential student records and referrals.
8. Providing assistance to classroom teachers.

IEPs are reviewed annually, and comprehensive testing is completed every three years. However, an IEP can be reviewed any time during the year. If you have a student on an IEP, please read, as the regular educator is responsible for implementing the stated modifications and to know what academic and/or behavioral objectives are to be met. **Teachers are accountable for implementing modifications of a student's IEP. Please meet with the special education teacher to discuss each student's IEP.**

CERTIFICATION/RECERTIFICATION

Staff members new to DoDEA should have DoDEA certificates provided by DoDEA. Returning teachers who have completed courses enabling them to be certified in another discipline must update their teaching certification. DoDEA online, www.dodea.edu, is available to see what courses are required for additional certification.

Each teacher is to accumulate at least six semester hours every six years for recertification, three in his/her field and three in another field. You can earn all six semester hours in your current field. It is your responsibility to renew your certificate. Only official transcripts will be accepted. Please request an official transcript be sent to:

Principal
Osan Elementary School Unit 2037
APO AP 96278-0005

CHILD ABUSE/NEGLECT PROCEDURES/CHILD ADVOCACY

“A DoDEA employee who has reason to believe that a student has been abused or neglected, either within or outside of DoDEA schools, shall report that information to the local installation's [Family Advocacy Program \(FAP\)](#) officer immediately.”

Osan FAP: 784-5010

The Department of Defense Education Activity defines child abuse and neglect as:

“Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of maltreatment of a child by an individual responsible for a child's welfare (parent, guardian, foster parent, employee of a residential facility, caretaker, school personnel, any staff person providing out-of-home care...) under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts of commission and omission on the part of a responsible person. Any adult who is responsible for

the child's welfare is legally responsible for acts of child abuse and neglect."

FAMILY ADVOCACY

Teachers have the responsibility to report any suspected [child abuse](#) case. In cases of suspected child abuse, the following procedure is recommended:

The teacher should immediately inform the Family Advocacy (784-5010) and the administrator about the suspected abuse. Additional information and guidance are provided during the Back-to-School training.

CHILD FIND

Every child with disabilities is entitled to a free and appropriate education. DoDEA offers programs for children with communication problems, physical disabilities, learning difficulties, and other severe handicaps that prevent achievement from occurring. If you know of a child with disabilities within your class or in the community not enrolled in school, please inform the administrator, special education teacher and specialists of your concerns.

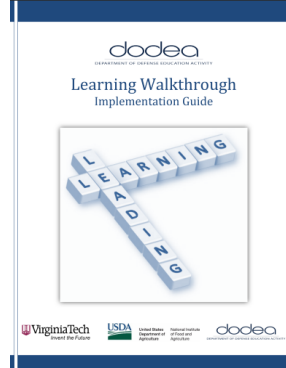
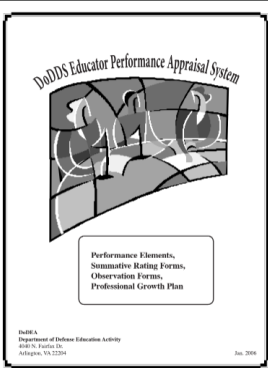
CLASSROOM MAINTENANCE & SECURITY

Each teacher is responsible for the materials, textbooks, equipment, and the appearance of the classroom. A list of equipment and textbooks will be posted on the back of the classroom door. The forms need to be signed by the teacher. This is a requirement by the Pacific Logistics Division. It is recommended that classrooms be closed when the class is not present. A sign on the door stating the destination of you and your class would be helpful. Classrooms are to be locked at the end of the day unless the cleaning staff has not been in to do the daily cleaning. All windows are to be closed and locked at the end of the day.

CLASSROOM OBSERVATION

The principal will visit each teacher with **formal** observations and **informal** walkthroughs. A conference will be held before and after the formal observation. A written description of the formal observation will be given to each teacher following the evaluation. **Informal** walkthroughs will be made on a regular basis. The principal will visit classrooms often throughout the school year on short visits in an instructional supportive manner. Specific procedures are listed in the performance appraisal system for Professional Growth Plans.

EACH TEACHER IS EVALUATED ON PERFORMANCE STANDARDS. Please see the performance standards in the documents listed below.



CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in government service should:

- Put loyalty to the highest moral principles to country above loyalty to persons, party, or government department.
- Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never are a part to their evasion.
- Give a full day's labor for a full day's pay, giving to the performance of his/her duties, his/her earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself/herself or his/her family, favors or benefits under circumstances which might be considered construed by reasonable persons as influencing the performance of his/her governmental duties.
- Make no private promises of any kind binding upon the duties of office, since a government employee has no private word, which can be binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his/her governmental duty.
- Never use any information coming to him/her confidentially in the performance of governmental duties as a means for making private profit.
- Expose corruption wherever discovered. Uphold these principles. It is a matter of public trust.

SCHOOL ADVISORY COMMITTEE (SAC)

The Osan Elementary School Advisory Committee is comprised of six voting members: three parents and three teachers elected by the parents and teachers. In addition, the principal, a teacher's union representative, and the installation commander (or designee) serve as liaison members of the committee.

The purpose of this committee is to foster participation in school affairs by members of the school community. The committee is responsible for advising the principal on all matters affecting the operation of the school and for advising the installation commander on improvements for dependents' education within the jurisdiction of the commander. Election of the committee members will be completed by 10 October, and public meetings will be held throughout the school year.

CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSILT)

The Department of Defense Educational Activity (DoDEA) school improvement process is an integral part of all DoDEA. Continuous School Improvement (CSI) is developed at each school based on local and external tests, research and the data determining the needs of each school. CSI Goals are based on this data. The CSILT will guide the major activities of the school improvement process. The CSILT is responsible for ensuring that appropriate procedures and monitoring occur. The entire staff participates in the school improvement process - including the administrators, command, parent, and community participation in the process.

Identification of appropriate resources for accomplishing the SIP goals is an additional shared responsibility of the staff. The CSI plan is monitored and approved by the Pacific and Korea District CSI liaisons. Final approval of the plan is given by the district superintendent and forwarded to the Pacific Director.

OES has School Improvement Leadership Team chairpersons. Each chairperson is responsible for providing vertical and horizontal articulation among the members of each committee and the CSILT. This vehicle provides shared decision making for all staff members. All personnel on the staff should be known and be able to articulate the SIP goals and plan. **THE ENTIRE SCHOOL COMMUNITY IS A VITAL PART OF THE CONTINUOUS SCHOOL IMPROVEMENT PROCESS.**

PTO - PARENT TEACHER ORGANIZATION

We have an active Parent-Teacher Organization that has given countless hours of work to help enrich our school program. This group has also raised funds for many different projects and will approve special purchases for individual teachers or groups. **DO NOT** buy educational materials and expect to be reimbursed. **A request must be in written format with accompanying catalog pages. It is given to the principal for approval**

prior to being present to the PTO board members. When the PTO agrees to fund the purchase, the educational item becomes the property of the school.

PTO also runs the School Store each Tuesday. Students can buy OES T-shirts, sweatshirts, and OES-themed trinkets.

COMMUNICATION WITH PARENTS

Keeping parents informed is the key to a student's success. **A letter home talking about your experience, special interests, a description of your program, homework, classroom rules, etc. should be sent the first week of school.** Every letter sent home from school needs to be proofread for correctness and approved by the principal prior to distribution.

Requests by parents for school-related information should be honored. Please **respond to all parent requests as soon as possible**. If you do not have sufficient information to respond, see the administrator for assistance. Do your best to keep the parents informed about academic grade changes, lack of homework and other potential concerns.

CONFERENCES WITH PARENTS

Either the teacher or parent(s) can request a parent-teacher conference. In special cases, the principal or counselor may be invited to attend. School-wide parent-teacher conferences will be scheduled following the first quarter and third quarters. First quarter conferences are required for all parents. Third quarter conferences are held for parents whose students are at risk or new students who arrived after the first quarter.

CURRICULUM

Osan Elementary School (OES) follows an established curriculum that is common to all of DoDEA. All areas of the curriculum are reviewed on a five-year cycle and changes in the curriculum and textbooks are made system-wide after extensive study involving students, parents, and staff to assure the curriculum meets the needs of the DoD community. You are expected to follow the DoDEA curriculum objectives and content standards using the DoDEA approved materials.

CUSTODIAL SERVICES

Every effort is made to provide the best possible custodial service for our school. Report any deficiencies to the administrative officer. The administrative officer will contact the custodial contract QAE. Do not ask the custodians to do special favors or errands for you.

MUSTANG EXPRESS WEEKLY BULLETIN

A weekly bulletin will be e-mailed on Fridays to all families and teachers. The bulletin provides vital information for all staff members. If you have an item you want to be

included in the bulletin, submit your item in writing to the office. Be sure to indicate which dates you want your article to be published. Submit your article by COB Wednesdays.

DEMONSTRATIONS, POLITICAL

Demonstrations of protest about certain interests do take place in Korea, mainly in the major cities of Seoul, Pusan, Taegu, and/or Kwongju. Notification is given to Osan Air Base when there will be a demonstration in front of one of the gates. You will be told when a demonstration is planned. Avoid the area of the demonstration and, if caught in an area, make yourself as inconspicuous as possible. Get out of the area as soon as you can. Report any threats to you to the military police. Traveling with a "buddy" or group is advised. Scheduled demonstrations will be posted on the bulletin board in the teachers' lounge.

DISCIPLINE

During the first week of school, you should discuss class discipline rules and academic expectations with your children. As appropriate for their age level and maturity, involve the children in rule and expectation formation.

Post rules/expectations where all can see them easily. You are expected to manage your own discipline on a routine basis. Please use the chain of command when experiencing discipline issues within the classroom. The principal is available when there are major infractions such as aggressive behavior, stealing, fighting, etc.; not when students will not follow your directions, complete classwork, out of seat, etc. Limit the class rules to no more than five clearly stated positive rules.

OES strives for an atmosphere conducive to maximum learning by all students where inappropriate behaviors and violence WILL NOT be tolerated. Each staff member maintains a discipline plan for his or her classroom, and in general, discipline concerns are overseen directly by the classroom teacher supported and assisted by the principal as needed. Severe disruptive behavior may lead to detention, suspension, or in extreme cases, expulsion. Corporal punishment IS NOT used in DoDEA schools.

Parents will be notified of discipline problems and their support to correct disruptive behavior is expected. Please refer to page 12, Behavior Expectations of Students.

Good aspects of discipline are:

1. Involve students in making rules and in the responsibility for enforcing them.
2. Keep rules to a minimum and be consistent and fair in enforcing them. Do not ignore infractions, especially in the beginning of school or with new students.
3. Avoid arguing, yelling at students, or making threats.
4. Striking a child is not allowed.
Corporal punishment of students is cause for dismissal of a teacher.
5. Do not keep a child after school unless a parent has been previously notified, and

- transportation arrangements home have been made.
6. If you have an incident during the day, which might result in a parent calling administration, it is to your advantage to notify the principal before leaving school for the day. It is far easier to support you if the principal has background information.
 7. **MOST IMPORTANT:** Be sure the child understands you still care for her/him when she/he did not make a good choice.

Teachers should make every effort to manage classroom disciplinary problems. A phone call, or a parent conference at school, is required before the problem is brought to the administrator. If you feel the situation has not improved after talking to the parents and believe the counselor or an administrator should oversee it, please notify the office. Disciplinary referral sheets (available through the office and in the teachers' lounge) are most advantageous in quickly resolving the problem and to document through ASPEN.

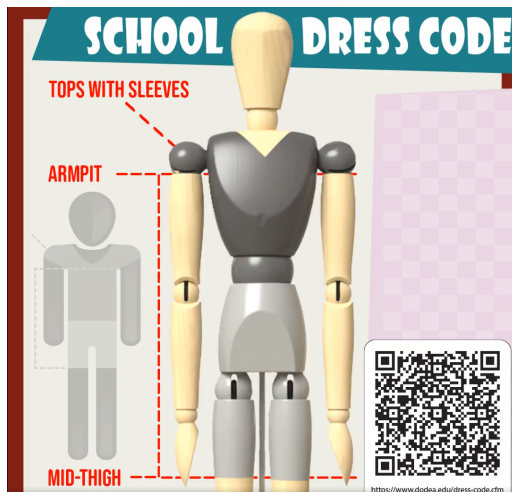
CORPORAL PUNISHMENT

Corporal punishment is defined as punishment administered to the body of a child by an adult, ranging in severity from slapping to spanking. IAW Dependents Schools regulation, corporal punishment **will not** be administered. (Refer to student's rights and responsibilities regulations as this area has serious legal implications).

Suspension of a student from class or school can only be done by the principal. Suspension from school is used only as a last resort and is normally reserved for very serious infractions of behavior standards. If a student is sent to the office, an entry is made in the student's discipline record, which is maintained in the computer. The type of problem and any action taken is listed.

The Deputy Director, DODEA-Pacific Area makes the determination for expulsion after reviewing the facts of individual cases. Expulsions occur only in the most extreme circumstances.

DRESS CODE-STUDENTS'



DoDEA schools have implemented a new "gender-neutral" dress code that aims to standardize regulations and promote self-expression. Students are expected to wear clothing that covers their shoulders to mid-thigh. Tops must have sleeves, with the exception of tanks or spaghetti straps permitted for school-sponsored formal events. Solid clothing that is not transparent and fully covers the top and bottom from armpit to mid-thigh is mandated. Additionally, safe footwear, including open-toed shoes with a heel strap, is required.

Clothing with language or images promoting violence, drugs, alcohol, or tobacco is not allowed. Curse words, illegal items or activities, and any content that is obscene, or derogatory towards specific groups based on race, ethnicity, gender, sexual orientation, disability, or religion are also prohibited.

DONATIONS

All funds and items donated to the school must be accepted in accordance with existing policy letters and regulations and will become the property of the school. Donations made to individual educators for use in the classroom or to support educational programs do not become the property of that educator. Computers may not be accepted for donations.

DRIVING

Please drive carefully on and off base. Plan ahead for departure to allow yourself sufficient time to arrive on time at your destination. Know the base regulations concerning operating a vehicle. Adhere to the speed limits on base. Points are assessed by the security police for violations of base regulations. Traffic violations call for a great deal of time, paperwork, and aggravation. Report any traffic violation to the principal (i.e., speeding tickets, parking tickets, etc.). Wear your seat belt at all times on base. Three tickets can suspend your driver's license for one year. Renew your vehicle registration when you renew your CAC every two years.

DUPLICATION

The heavy workloads of the administrative staff do not permit time for typing tests, assignments, or making copies; therefore, copy machines, computers, and the needed supplies are located in the supply room. A copying machine is located in the teachers' lounges, workrooms, main office, and counselor area. Anyone needing instructions for operating a machine should notify the secretary or supply clerk.

DUTY DAY

Teachers' official workday begins at 7:30 a.m.; you are expected to be at your duty location by 7:45. The duty day ends at 2:50 p.m.; 20 minutes after the instructional day ends. Students will enter classrooms at 7:45 to be ready to begin their instruction at 8:00. A student arriving after 8:10 a.m. must sign in the office prior to going to class.

EARLY WITHDRAWAL

Parents who anticipate receiving a transfer to a new duty assignment before the end of the school year should notify the school as soon as possible. It may be possible to make arrangements for the child to complete the school year requirements if they are in attendance through the middle of May. This is a DoDEA policy, and it is not possible to grant a waiver. If a student withdraws before this date, such as late April or early May,

we can put “Had (child’s name) remained in school he/she would have been promoted.”

INFORMATION (MEDIA) CENTER

Teachers may check out books, journals, videos, DVD’s, digital cameras, camcorders, and cassette tapes as needed from the Information Center for use in the classroom. It is imperative that ALL materials be signed out before they are taken from the Information Center. Teachers will need to sign out all equipment with the Information Specialist or the library technician. You are free to check out equipment for the whole year or, for a shorter time frame, as you need it. However, teachers are responsible for the physical security of any equipment they have in their rooms.

An open Information Center is available to all students and teachers during the majority of the school day. Most instruction is individualized or centered on small group activities, which reinforce and relate to classroom projects. While this approach makes instruction more meaningful and practical to the students, it requires close cooperation and planning between the teacher and the Information Specialist. You will receive EMC passes from the Information Specialist. A reminder that all materials **MUST BE** checked out including books, equipment, and computer programs, etc.

EMERGENCY CONTACT

Emergencies are never planned. We must always be in a state of readiness for the unexpected. The OES Recall Roster is used for most crises. You are required to provide the office with your correct phone numbers and home address. A vacation itinerary form will be given to you to complete for the longer vacations – Thanksgiving, Winter Break, and Spring Break, etc. The form is solely to find you when an emergency occurs. Also, please fill out an Emergency Notification Data form located in the office. This will be kept on file throughout the school year. It is important that anytime you are away from your quarters overnight or longer, be sure to leave a contact phone number and location where you will be staying.

EMERGENCY EVACUATION PROCEDURES

The following procedures will be put into effect upon notification from base authorities and/or the superintendent’s office that the school is to be closed and the students are to be sent home during the school day:

1. Upon notification to the school administration that school will be closed, all staff members will be so informed by messenger or intercom.
2. All students will then be directed to return to their classrooms or first period teacher where they will prepare to depart.
3. As soon as the administration informs classroom teachers, parents will be notified.
4. Walkers will be sent home when it is known that the parent will be home.

5. Bus riders will be held for further instructions.
6. Parents will be notified that the student is coming home earlier than scheduled.
7. Their teachers will lead bus riders to their buses when notified they are to be dismissed.

EMERGENCY SCHOOL CLOSINGS

1. School closures by the installation commander, who is in communication with the principal, decides when students are to be sent home.
2. Announcements of the school closings are made on radio, school's website, and Facebook page.
3. Staff members will be informed of their status through the staff phone tree if it is before the start of the duty day or by our AtHoc System.
4. Announcements will be made via TV and radio if the base has been shut down.
5. Whether staff members are or are not to report to work will be explained in the announcements.

ENTRANCE TO SCHOOL ON WEEKENDS AND AFTER SCHOOL HOURS

Please be sure that upon departure everything is locked and secured; the lights are turned off. Be aware of possible fire hazards. Check to see that coffee pot(s), microwave, toaster ovens, and any other heating equipment are turned off or unplugged. No one wants to be called in the middle of the night to lock up the building or respond to a fire.

ENVIRONMENTAL/MORALE LEAVE (EML)

Each regular staff member is entitled to a maximum of two EML leaves per school year to the following locations: CONUS (Continental United States), Okinawa, Japan, Hawaii, and Guam. A SF-71, Request for Leave, may be obtained from the secretary. You must be on leave status in order to sign up for military flights. Complete a draft of the EML orders; they will be typed by Mr. Collins. If these orders are not used, they must be returned to Mr. Collins for cancellation. As it is not always possible to obtain a seat on a return military flight, the staff member has the responsibility to have enough money to purchase a commercial ticket so one does not exceed the authorized leave.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The EEO Specialists for the school district are located in the Pacific offices in Okinawa. We support the Equal Employment Opportunity (EEO) program, which helps ensure that all

personnel actions and employment practices are based solely on merit and fairness. Complaints of discrimination on any aspect of personnel management policy, procedure or practice that may result in an advantage in employment or deny equality of opportunity of any group or individual on the basis of race, color, religion, sex, or national origin will be given prompt and fair consideration and every effort will be made to provide for just and expeditious disposition each complaint. Annual training is provided each school year.

DoDEA-Pacific EEOP Office
Shantrel Stapleton, Disability and Diversity Program Manager
DoDEA-Pacific Director's Office
Unit 35007
APO AP 96376
DSN: 315-644-5656
Commercial (in Japan): 098-953-5656
Commercial (US): 011-81-611-744-5656

Diana Herrera Satterlee, EEO Team Lead

Lucy Sabanal, EEO Specialist,
DSN: 315-652-5890
Commercial (in Japan): 093-953-5890
Commercial (US): 011-81-98-953-5890

EQUIPMENT

Teachers are responsible for the security and care of equipment issued to them. School equipment will not be loaned to others who are not assigned to the school. If equipment is moved from one room to another, supply personnel must be notified. School equipment will not be removed from the school without the approval of the administrator. If equipment is damaged beyond repair or lost, notification is given immediately to the administrator and the supply staff. When equipment cannot be found, local military police will be called to complete a form that will be forwarded to the deputy superintendent's office to make adjustments to the accountable property inventory. Notification of equipment in need of repair is made to the supply staff. You will be asked to sign the list of equipment in your classroom.

EXTRACURRICULAR PAID ACTIVITIES

Osan Elementary School provides a range of extracurricular activities for the students. The administration constantly seeks qualified and interested teachers to sponsor these activities. Please give serious consideration to applying for one of the many extracurricular activities. The students will appreciate the time you will give to them.

It is the teacher's responsibility to remain with students until they are picked up. Teachers are responsible for contacting parents in advance if club is cancelled for the day.

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Activities may include, but are not limited to, the following:

Art Club	Drama Club
Student Council	Homework Club (primary and intermediate)
Detention Supervisor	CSI Chairpersons
CSC Chairperson	Yearbook
Math Olympiads	Drama
Sure Start Parent Educator	

FACILITY MAINTENANCE AND REPAIR PROCEDURES

Proper maintenance of Osan Elementary School is an ongoing concern. All personnel are encouraged to assist the administrative efforts in the following ways:

1. Encourage students' pride in the school through discussion and involvement.
2. Report discrepancies to the Administrative Officer.
3. Custodians are to be viewed as part of the staff that play an important role in the operation of the school. Students' attitudes towards them should be respectful of the role they have in the maintenance of the school.
4. Maintenance needs, such as: light bulbs, broken chairs, inoperative locks, leaky water faucets, should be reported to the supply staff.

FACILITIES, USE OF

Outside organizations are sometimes permitted to use our facilities. Outside agencies sign a "Permission to Use Facilities" form and agree to the necessary arrangements. If a teacher has difficulty with a group using a classroom, please see the Administrative Officer. If you need to use the gym or cafeteria, please see the Administrative Officer or secretary. They will schedule events and record them in the office logbook. It is possible that the school may be used by many organizations. We expect the classrooms, gym, and cafeteria to be used in an appropriate manner by the visiting groups. Please let us know if you see any inappropriate activities.

FACULTY MEETINGS

Faculty meetings are held the second Tuesday of each month and as needed. All staff members are expected to attend all such meetings. Tuesdays are set aside for staff, Grade-Level Focused Collaboration Meetings after students' early dismissal at 1:15. Each Tuesday afternoon from 2:30-4:00 pm, meetings are held by different committees in regards to school improvement. See below for the schedule. Staff are expected to attend unless excused by the principal.

Monthly Meeting Schedule:

1st Tuesday - Team Leader Meeting

2nd Tuesday - Faculty Meeting

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3rd Tuesday - CSILT Meeting
4th Tuesday - CSI / PLC Meetings
5th Tuesday - TBD by Admin

FACULTY LOUNGE

This area is a place to eat your lunch, talk with other teachers, rest, work on plans, check your e-mail, etc. Please help to keep this area as neat and clean as possible. If you use dishes from the cafeteria, please return them back to the cafeteria. If you use dishes from the faculty lounge, please wash and put them away. The microwave is for your convenience. Please do not leave the room when you have anything cooking in the microwave or on the electric range. **The faculty lounge is for teachers, substitute teachers and paraprofessional aides only. Volunteers and children are not to be in the teachers' lounge.**

STUDY TRIPS

The scheduling of field trips will depend on the availability of substitute(s) and/or funds. A good resource person for local study trips is the Korean Culture Teacher. Review the study trip guide that has been prepared for teachers.

School study trips are expected to provide worthwhile educational experiences for the participants. This is the basis on which the study trip is planned and will be the basis for approval to be given. Planning should be completed in advance to cause as little disruption to the rest of the school as possible. Following are the steps that can help insure a well-planned, well-organized, safe, and productive experience for our students:

Study trips on base or off-base are to be requested in writing and approved by the administrator.

1. Any study trip requires a DSP form, Teacher Request for Study Trip. This must be done **no less than three weeks** before the planned study trip. The form is to have the objectives of the trip stated. (Insufficient justification will be cause for disapproval.)
2. After the study trip has been approved by the administration, it is the teacher's responsibility to coordinate the approval for transportation through the administrative officer. Be specific about the destination and any other places you plan to travel.
3. Names of adults assisting with the field trips are to be listed on the request forms and home phone numbers for each chaperone must be included: DoDEA-P regulation recommends one adult for each group of ten students.

4. Teachers on the faculty may not go to assist on a study trip when it would involve getting a substitute for that teacher.
5. Only OES students can ride the bus during field trips.

When approval has been given for a study trip, the teacher will be responsible for:

1. Informing parents of all details concerning the trip and receiving written parental permission allowing their children to attend. Details should include any costs of admission, lunch, special clothing, and the time away from school.
2. Inform the office, nurse and specialists, giving the names of the students who will be absent due to field trips, and ensure there is a plan for students with medical needs.
3. A code of conduct will be established.
4. If possible, have a volunteer who is fluent in Korean to serve as an interpreter. The teacher is to take a first aid kit on the trip and the school cellular phone. It is desirable to have a map to show the driver the location of the field trip.
5. Students will not go on a study trip if they do not have the signed permission. Make every effort to contact the parent.
6. If a parent does not want the child to go on the trip, arrangements must be made with another teacher for the supervision of the student. Students will not be sent to the Information Center or office.

FIRES AND FIRE DRILLS

In case of fire, staff should locate the nearest firebox, sound the alarm, and contact the school office. The office will then notify the fire department. Students should be evacuated from the building in accordance with the evacuation maps posted in each classroom. The emergency phone number for the base is 911.

Fire drills are held monthly throughout the school year. Learn your exit routes and congregating areas. Post the exit route by a classroom door. Teachers should carry a roll book and call roll after leaving the building. Check the roll again once you reenter the classroom. Lights should be turned off and doors closed prior to the teacher leaving the room. The most important thing in any emergency is the safety of students and faculty. Students are to learn that the fire drill is a time to walk quietly, swiftly, and safely to the evacuation location.

GRADE BOOKS

Grade books are legal records. You may also keep classroom grades on the computer, but you need to turn copies of them into the office at the end of the school year. They must be kept up to date with your students' names and grades. An explanation of your grading system should be included. Above the column for the grade should be written the type of assignment. Grade books need to be placed in a secure section of your desk to prevent anyone from tampering with grades or violating the privacy of a student. At the end of the year, the grade books must be turned in to the office for filing and storage for five years.

HOMEWORK

Is as much a part of the educational process as classroom instruction. Homework is intended to serve as the following:

1. Reinforce classroom instruction.
2. Help prepares for the next lesson.
3. Transfer and extend classroom instruction.
4. Provide opportunities for creative development.
5. Not introduce new or unfamiliar skills or concepts.
6. Be designed to meet the needs and abilities of individual students.
7. Homework will be done outside of class time, not during the instructional period.
8. Homework should not be given as punishment.

Please see student and parent handbook

Teachers will:

1. Determine the degree to which homework is part of a final grade.
2. Provide clear, concise directions for completion of homework assignments.
3. Check homework for completeness and mastery of concepts and skills.
4. Homework will be returned to students.
5. Inform parents of student performance and completion of homework assignments as appropriate.

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 accordingly by Osan American Elementary teachers to promote student achievement and academic success. Each elementary teacher will communicate his or her individual homework policy to parents.

Typical homework assignments may include the following:

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- computation/word problems,
- skills practice exercise in English,
- vocabulary development,
- comprehension.
- spelling,
- decoding,
- and writing.

When appropriate, assignments will be graded and returned in a timely matter. It is also recommended that a student read 10 to 30 minutes daily. Parents are encouraged to set a time and provide a conducive environment in which to do these assignments. In addition, parents should monitor their child's work and progress.

IDENTIFICATION AND RATION CARDS

All school personnel should carry their cards with them and be ready to display them to appropriate authorities. The ID and ration cards are necessary for access to the base and base retail facilities throughout Korea. Your employee ID, or Common Access Card (CAC), is also your ration card. You may be asked to show your ID card at immigration when you are departing or returning to Korea. If you lose, or any of your dependents lose, their ID card, please notify the administration and a letter of employment will be given to you. It is required that the loss of an ID card is reported and a written statement is given to the military police.

DoD Instruction 4165.45 and FEA agreement established equivalent military grades for certain civilians, including DoDEA personnel, assigned or attached to PACAF facilities. This regulation delineates the comparison scale for purposes of accommodations, privileges, and amenities to be accorded United States citizen civilians. Rating of a GS-11 grade is given to teachers who are step 10 or below; GS-12 equivalency is given to teachers at step 11 or above.

INCENTIVE AWARDS (SUPERVISOR'S CASH AWARDS)

Supervisor's Cash awards are given at the discretion of the principal throughout the school year. They are not related to job performance. The awards are given for various activities conducted throughout the school year which are voluntary. I

INJURY ON THE JOB

Report to supervisor: Every job-related injury should be reported immediately to the supervisor. Injury also means any illness or diseases that are caused or aggravated by employment as well as damage to medical braces, artificial limbs, and other prosthetic devices. Obtain medical care by requesting your supervisor to authorize medical treatment by use of Form CA-16. You may initially select a local federal medical officer/hospital, if available, or a local private emergency treatment may be obtained without prior authorization.

File written notice: If it is a traumatic injury, complete the employee's portion of Form CA-1. The form should be obtained from your employment agency and returned to them within two (2) working days. Claims, however, may be valid if filed within three (3) years following injury. Use Form CA-2 instead of Form CA-1 if disability results from an occupational disease. For more detailed information, carefully read the "Benefits" and "Instructions" sheets which are attached to Forms CA-1 and CA-2.

Obtain Receipts of Notice: A receipt of notice of injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. A copy will be placed in your personnel file maintained in the office.

Select leave or continuation of pay: If disabled due to traumatic injury, you may use leave or request continuation pay, not to exceed 45 days. Thereafter, compensation is claimed on Form CA-7. If disabled due to occupational disease, you may use leave, or claim compensation on Form CA-4

KEYS

This is an area that presents the school with many problems. It is directly related to security. Room keys are core keys and are issued to teachers by Supply Technician. Keys will be coded according to the essential rooms that teachers need to enter after regular school hours. Keys to cabinets are issued when available. All keys have to be signed for prior to being issued by the Supply Technician. If you work late or on weekends, ensure windows and exterior doors are secured. Security problems are to be reported to the office immediately. It is extremely important that teachers accept the responsibility of security when issued keys. Notify the Administrative Officer and supply as soon as you are aware that you have lost your keys. The office operates under an extensive lock and key security regulation.

LESSON PLANS

Efficient delivery of instruction takes prior planning. Lesson plans are required for all teachers. They should reflect standards-based instruction and how students will be assessed. Plans are to be of sufficient detail that anyone reviewing them will know what has previously been taught and what will follow. Lesson plans will be reviewed periodically by an administrator. Lesson plans are a part of the DoDEA performance

appraisal system and should be kept up to date. Emergency substitute plans are required. These should be located in a specific place easily accessible for use.

LINE OF COMMUNICATION

Both the military and DoDEA place great emphasis on proper channels of communication. Correspondence, to include letters, bulletins, etc., that have an impact on the entire school should be coordinated through the administration prior to distribution. **Any general letter to parents must be approved by the administration before being sent home.** When individual concerns affect your working conditions or quality of life, the principal will elevate your concern to the District Superintendent or the proper military official.

LIVING QUARTERS ALLOWANCE (LQA)

Instructions for completing LQA paperwork are available in the office, along with the current LQA rates chart. Form 1190 is also available. See the school registrar or mentor for assistance.

LOST AND FOUND

Valuable items, including money, should be taken to the office. If not claimed after a reasonable time, money may be returned to the finder and other items given to charity. Student clothing, lunch containers, book bags, are to be placed in the area at the entrance to the cafeteria. Remind students to have their names in items of clothing.

LUNCH

There are six lunch periods: by grades (*See lunch chart for lunch times*) AAFES provides a hot lunch program using pre-paid tickets or money. Students may bring a sack lunch from home. Teachers have a duty-free lunch period that is concurrent with the lunch period for the students they teach.

Make sure that you pick up your students on time at the end of your designated lunch period and escort them to recess.

RECESS

Recess is not a time for teachers to socialize with each other. It is imperative that you are visible and vigilant. Teachers are expected to spread out through all areas of the playground to monitor students and encourage appropriate behaviors.

Use this time to build relationships with your students.

Recess should last no longer than 25 minutes. On inclement weather and bad air quality days recess will be held inside the neighborhoods or school common area.

Grade level teams should create a plan to address students who are not allowed outside when air quality is high.

MAIL & E-mail

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Personal mail is handled through the base US post office. You will be assigned a combination lock mailbox. The Main Post Office is open at specific times Monday through Saturday only. The hours vary and are posted.

Official mail is placed in a basket in the office. Personal mail cannot be sent through official mail. Official mail must contain the official school-mailing label. A typed label to the addressee must be placed on the letter or the box. Any official mail for individual teachers will be placed in his/her box in the teachers' lounge.

Mailboxes are located in the teacher lounge. Please check your mailbox at least twice daily—once before school and once after school. Please do not send children to get items from your mailbox.

Each teacher will have a separate E-mail address. The AT will input your name into the DoDEA world-wide address. E-mail is to be used for official business and a reasonable, but limited, amount of personal mail. Graphics take up much of the memory and are discouraged unless it is used in a professional capacity when corresponding with another educator. Jokes and chain mail are not permitted.

You will be asked to sign the DoDEA Computer use and Internet Agreement. Please do not use the Internet to go to inappropriate sites. The Superintendent's Office and the Communications Unit of the base monitor Internet use and can identify the user of inappropriate sites.

NEO

In case of base-wide emergency evacuation, teachers will remain on duty to supervise their students until released from duty by the principal. Non-classroom teachers (special subject and specialists) will assist classroom teachers and relieve them as appropriate to allow them to return home to get NEO processing kits. Unless otherwise directed by the base commander, teachers will release students only to their parents who will pick them up at the classroom. Teachers will have the parents sign in a logbook that they are taking their child out of school. All DOD staff members (not family-member spouses) living off base must furnish the principal with a telephone number, a map, and directions to your quarters. Be sure you have your NEO packet ready at all times in case of an emergency. If you need forms, you can get them from the current NEO Warden in the office.

Gas Masks

Gas masks are issued to all military, civilian personnel and their dependents who are assigned to the Republic of Korea. Training on the use of the gas masks is provided by the base. The gas masks are part of your NEO packet.

NTE/PRAXIS

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Submission of test scores from PRAXIS is required for employment at DoDEA schools with the following exceptions:

1. Any personnel currently hired who have not taken the test and were hired prior to the implementation of this regulation.
2. Former DoDEA employees, including NTE educators, who have been re-employed on or before the beginning of the fourth school year following separation (MOU 27 April 95).

PARTIES AND SPECIAL PROJECTS GUIDELINES

Special projects, such as classroom plays, research exhibits, open house for parents, units on cooking, cultural celebrations, and other activities both in and outside the classroom are encouraged. Please keep both the administration and families informed of any special events or parties you will hold for your class. Remember to think healthily when planning celebrations.

PASSPORT(S)

It is the responsibility of the individual to ensure that both the passports of the employee and passports of dependents are current before travel. Your passport must have a current Korean Visa and SOFA stamp. Both can be obtained at the Immigration Office in the AMC Terminal. CAC IDs and SOFA stamps in passports must be renewed every 2 years.

PAYDAY/PAYCHECKS

Payday is every two weeks, on Friday. There are 21 pay periods. Your pay is disbursed through a direct deposit from the offices in DFAS in Indianapolis. If you have any questions about your pay or have not received a direct deposit and do not yet have a CAC, please see your timekeeper, the school secretary. Otherwise, submit all pay inquiries through the Global Service Desk.

PROMOTIONS/VACANCIES/EDUCATION CAREER PROGRAM

Promotions and vacancies are announced as they become available. Announcements will be made through the weekly bulletin emailed to all families and teachers. The Educator Career Program is the DoDEA path to promotion to administration.

PROGRESS REPORTS

Beginning the 4th week of school progress reports will be sent home on a bi-weekly basis for 4th and 5th graders. All other grade levels should provide progress reports to parents if there are academic concerns for a student.

PROPERTY CARE AND SECURITY

Teachers should always be alert to misuse and destruction of school property or supplies. Before departing from school, each teacher should secure valuable items. Any losses or broken/malfunctioning classroom equipment should be reported in writing to the supply clerk so that repairs or replacements can be made as soon as possible. Requests for construction/minor maintenance and repair should be submitted in writing to Mr. Kim. Please send a copy of the e-mail or note to the Administrative Officer. Teachers should close and lock windows and doors when they leave at the end of the day.

PUBLIC RELATIONS

We are highly visible to the community, parents, and Osan Air Base Command. This includes our professional conduct and also our personal behavior while not on the job. Base expectations concerning both our on and off the job behavior are high, and information travels the grapevine quickly. All of us are a part of the public image the community has of its educational system. You are encouraged to have frequent communication with parents of your children to let them know what is happening and future plans. The community's need, and right, to be kept informed regarding their educational system must not be forgotten.

REGISTRATION/ WITHDRAWAL/PLACEMENT OF STUDENTS

ELIGIBILITY FOR ENROLLMENT: DOD Instruction 1342.10 governs eligibility for enrollment in the DOD Overseas Dependents Schools. Basically, all military command sponsored school age dependents of military and civil service personnel assigned to this area are eligible for required enrollment on a tuition-free basis. Dependents whose transportation to a "Designated Location," Songtan, Korea, as authorized by the U.S. Government are likewise eligible on a space-required tuition-fee basis. All other students are accepted on a space available basis.

RECORDS

Official student records are kept in cumulative folders in the office; except for special education records, which are kept in the CSC office. Because of the Privacy Act of 1974, only personnel with a professional "right to know" can view these records. Parents have the right to see any records we have for their children.

RETENTION POLICY

The following resolution passed by the National Association of Elementary School Principals in April of 1991 states:

“In light of the large body of contemporary research indicating that retention has adverse negative effects on the social, emotional, and intellectual development of children, NAESP views with alarm the continued implementation of retention practices and policies in some districts and states. NAESP believes that such policies deprive the child of age-appropriate relationships, places that child at risk for dropping out of school, and adversely affects the child’s self-concept and level of confidence. NAESP therefore urges state and local associations to work cooperatively with legislative bodies, state departments of education, local school boards, and local administrators to seek creative alternatives to retention.”

If you, or a parent is considering retention, contact the counselor by March or April.

SPECIALS

Students attend one of four specials: Art, PE, Korean Culture, and Music each day. The classroom teacher brings students to the specialist. The specialist greets the students before the classroom teacher leaves. Teachers are to be timely in meeting their students at the end of the period. There is only a 5-minute period between classes. Being late delays the start of the next period and may create confusion in the hallways.

PLEASE PICK UP YOUR STUDENTS UP ON TIME.

STUDENTS, ENROLLED DURING THE SCHOOL YEAR

In most cases you will be notified the day before a new student begins in your classroom. In the case of holidays such as Thanksgiving, Winter Break and Spring Break, sometimes a new student will begin the day after the holiday so that the child does not miss any additional school time. It is recommended that you keep a few extra supplies available for incoming students.

STUDENT, TRANSFERS

INCOMING: When you receive a new student, you are notified of the entry date. School records will be placed in your box. Review them, initial the forms, and pass them on to the next person on the distribution list. Please do not remove student records from the office.

WITHDRAWAL: You will be notified by the office when one of your students is PCS’ing. Please provide as much information as possible to help the next teacher get started with the student. The records should be processed and then returned to the office the day before the child’s last day. If a parent notifies you they are leaving, notify the office.

SPACE AVAILABLE ENROLLMENT: A roster is maintained on students whose sponsors are non- command sponsored. They will be enrolled when the principal determines space is available in a classroom.

STUDENT PLACEMENT

Osan Elementary School is concerned that each student has an opportunity for continuous progress by providing an appropriate program of studies designed to foster academic and personal success. Placement of each student will be considered on an individual basis, and decisions will be made on the criteria of what is best for the student. The school has established a Student Intervention Committee to recommend placement of students being considered for grade retention or other placement adjustment and also to review progress of students after adjusted placement. CSC membership is normally composed of:

1. The principal or her designee,
2. Resource educators such as: counselors, psychologists, social workers, nurses, and speech therapists, OT, PT, LARS, ESL teacher and classroom teachers
3. Parents and students when appropriate.

STUDENT RIGHTS and RESPONSIBILITIES CONCERNING DISCIPLINE

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

1. Students have a right to a school atmosphere conducive to learning, which provides for the common welfare and the safety of all in the school community.
2. Students have the right to be informed of the rules that regulate behavior as well as situations that will result in disciplinary measures before they take effect.
3. Students have the responsibility for being aware of and respecting the fundamental rights of others according to applicable standards of conduct or codes of behavior.
4. Students have the responsibility for participating in the development and observance of these standards and codes.
5. In cases involving suspensions and expulsions, students have a right to investigations of all facts and allegations and to the fair application of school rules and installation requirements.

For more on Student Rights and Responsibilities see the following link.

http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

SUBSTITUTE TEACHERS

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The school secretary will contract substitute teacher services. Teachers should **not** contact the sub when they are going to be absent.

Procedure:

1. **Notify the administration as soon as you know that you will need a sub. Please call by 06:00 AM or before 10:00 PM the evening prior. It is imperative that you notify administration as soon as possible since most substitutes live off-base.**
2. If you have a sub and do not notify us by 1430, we will assume you are returning the following day, and the sub will not be re-hired.

Your responsibilities to your substitute are:

1. Lesson plans need to be specific and detailed. If you have no plans made in advance, it is your responsibility to get them to school before school begins.
2. Emergency substitute plans must be available at all times.
3. A description of your routines should be ready for the substitute.
4. Have available a time schedule, special subject for that day, seating chart, and names of teachers who are near you, and names of a student helper.

SUPERVISION OF STUDENTS

Teachers are to open their classroom doors for the students by 7:45 so that the school can actually begin at 8:00. Do not leave your students unattended. If you must leave the room for an emergency, let the teacher in the next room know. **Do not place a child outside your room for disciplinary purposes.** If a child has a problem that needs immediate attention and the office seems like the answer, then be sure to send a note so we know the specifics.

SUPPLIES

The school provides textbooks, workbooks, and most instructional materials. The proper care and use of these items should be stressed to children to help each child develop a feeling of responsibility for their supplies. We want to know when you have supply problems in order to help. We do not supply the day-to-day tools required for classroom use and homework. Please check with your children on a weekly basis to make sure that each child has school supplies. (i.e., pencils, paper, paste, crayons, etc.)

CONSERVATION OF SUPPLIES

The school budget is limited. Our first priority is obtaining textbooks and the instructional supplies we must have. We have three Xerox type machines with a monthly quota.

NON-EXPENDABLE SUPPLIES

Textbooks and other supplies and equipment must be accounted for. All textbooks have a school number on the inside front cover. Please assign each student a book by number and record the number in pencil in your grade book by the student's name. A list of the numbers should be kept in your plan book.

PROCUREMENT OF SUPPLIES

Procurement is completed through the annual order by the supply technician. Teachers will be asked to recommend supply purchases. Catalogs and brochures are kept in a bookcase in the supply office. These are mainly used for the annual order. Donations of extra catalogs related to educational materials and equipment to supply would be most welcome. Names and addresses of catalog companies can be given to the supply clerk to request they be sent to the school. The Internet also has several sites for obtaining materials.

Committing the school to purchase certain items from vendors is not permitted. All purchases are made through the regular supply system. **Teachers cannot be reimbursed for supplies and materials they have purchased on their own. DO NOT PURCHASE ITEMS ON YOUR OWN CREDIT CARD. DODEA CANNOT REIMBURSE YOU!**

TELEPHONE, USE OF

The phones in the faculty lounge and in your classrooms are designated for your professional and personal use. To call Songtan, dial 99 and then the number. Long distance commercial calls are not authorized from school phones. Should you receive a phone call during the instructional day, you will be called out of class only if it is an emergency.

The office staff will take messages and put them in your mailbox. Students may use the office telephone only with a pass issued by a teacher. Use of the office phone by students is limited to emergencies.



NEW OES PHONE #

☎ Local 505-784-5368

☎ DSN 315-784-5368

CONTACT UPDATE

OSAN MUSTANGS
OSAN ELEMENTARY SCHOOL
오산초등학교

C

Placing a phone call from the school phone:

For Cell Phone in Korea Dial:
+99-010-1234-5678

For DSN Dial:
+94-315-784-1234

Messages will not be delivered to your classroom to prevent interruption of instruction. Only messages of an emergency nature will be delivered to you. CHECK YOUR BOX TWICE A DAY IN ORDER TO GET TIMELY MESSAGES.

LONG DISTANCE CALLS

Long-distance calls for **official** business are made from the office only. The secretary will assist you in the process. The FAX machine can only be used for **official** business. If you have any questions about something being official or not official, see the administrator.

CELL PHONES

Cell phones should be silent when students are present. It is unprofessional and a disruption for cell phones to ring during instructional times. Teachers are to limit calls to their planning periods.

It is highly recommended that teachers NOT give their personal numbers to parents. However, it is their decision.

TRAVEL PAY CLAIM

Copies of the travel claim forms are in the front office and available in Teams. Complete the form by filling in the necessary information. Include your e-mail address on the form. See a colleague, mentor, secretary, or the principal to help you get started.

Travel vouchers are now submitted on the Resource Management Service Desk (RMSD) using via the Global Service Desk (an icon will be located on your work laptop's desktop). After a finance officer makes calculations, payment is made by direct deposit. You will receive a summary voucher of payment for your travel by e-mail.

TDY/RAT/PCS

TRAVEL ORDERS

Travel orders for funded DSO travel, DoDEA workshops, or RAT orders are emailed to the employee. Read your orders carefully to be sure the information is correct. **Remember you can only be paid for what is stated on the orders.**

TUITION ASSISTANCE

Tuition assistance for teaching staff is granted to individuals serving on non-time limited appointments who have completed at least one year of continuous service. Tuition assistance is not provided for substitute teachers. Interested teachers should contact the school administration for further details. **YOU MUST SUBMIT THE FORMS PRIOR**

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TO TAKING THE COURSE FOR TUITION ASSISTANCE. FORMS ARE IN THE TEACHER'S LOUNGE.

TYPHOONS

Typhoon conditions exist in Korea during the summer and rarely strike during the school year or with such velocity to be of serious concern. Should typhoon conditions exist, and if the school cannot be evacuated, teachers should take the following actions in regard to their own classroom or area to assure:

- Open one or two windows to equalize air pressure.
- Securing of loose outside articles
- Placing of all materials subject to water damage off the floor
- Keeping all personnel inside the building or, if time and situation permit, moving to a designated shelter.

Normally there will be enough time to send students home from school or coordinate with the local commander and our District Superintendent. The safety of the students must always be of first consideration in all emergency situations.

UNION REPRESENTATION

The Federal Education Association through its Korea chapter, Teachers Education Association Korea (TEAK), is recognized as the exclusive representative of employees in the school and is entitled to act for all employees in the school covered by the Agreement. The Association shall represent the interest of all employees in the school without discrimination and without regard to labor organization membership. FRS stands for Faculty Representative Spokesperson. Please see the following members with any concerns.

- FRS: Mr. Bill Elliott
- FR's: Ms. Kim Grant & Mr. Paul Forester
- FR-HCR: Mr. Cornell Jones

VOLUNTEERS

Teachers are encouraged to seek volunteer help as early in the year as possible. Volunteers can assist with preparation of lesson materials, intercultural activities, and field trips, etc. You may want to send out a letter asking for volunteers.

Before the volunteer arrives, you should have specific work for him/her to do. Volunteers can accomplish much of the bulletin board work, copying and small group enrichment and/or recommendations. Use of volunteers will strengthen your academic program as well as provide good public relations with the base. Parents are eager to help but they

want specific, meaningful organized tasks to perform. Volunteers are not to record grades in the teacher's grade book. Volunteers should be cautioned about talking about students outside the school. Have your volunteer sign in and out in the office so they receive credit. Baby-sitting at the Child Development Center may be available for volunteers with young children. All volunteers must sign in at the office. CWE students from the high school should also sign in. Be sure your volunteer knows how to use the equipment. Please do not have them use the office Xerox machine. There are copy machines located in the Information Center, cafeteria, and the second-floor workroom.

ZERO TOLERANCE FOR WEAPONS / THREATS / DRUGS OR ALCOHOL

Applicable to all students

DoDEA supports a **Zero Tolerance Weapons Policy, re: DoDEA regulation**. Student possession or use of a knife, gun, or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students, regardless of age. **Weapons:** are items carried, presented, or used in the presence of other persons in a manner likely 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, nun-chucks, and flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear. (Definition from DoDEA 2051.1.)

Offenders are immediately referred to an administrator. The administrator will use "reasonable" Zero Tolerance in determining the consequence for the offense and referred all criminal offenses to the military police and or appropriate security agency. **A student who brings a firearm to school must be considered for expulsion because of federal law: Gun-Free Schools Act of 1994**

Threats

Any student who makes comments or threats about harming people or themselves will be immediately referred to the Principal, who will assume the threat is serious, and the following will occur:

1. Student will be referred to the school psychologist or other appropriate staff member for a preliminary interview.
2. If an imminent danger to others is perceived, the Military Police will be notified.

3. Parents will be called for an immediate conference.
4. Student will be re-admitted only after the principal is satisfied with the results of the foregoing action.
5. School services, such as, a behavior modification plan and or counseling services may be required for school re-admittance.
6. Acts of violence and threatening behavior may be punishable by suspension or expulsion.

Drugs and/or Alcohol

Drugs and/or Alcohol includes intoxicants, mind-altering inhalants, and controlled substances. These offenses will be reported to the military police and/or appropriate security agency.

1. Students found to be distributing drugs on school grounds or at school sponsored events will be recommended for suspension or expulsion from school.
2. A mandatory expulsion recommendation will be required for all offenses.
3. Students' possession and/or use of illegal drugs/alcohol on school grounds or at school-
4. Sponsored events will be recommended for suspension or expulsion from school.
5. A mandatory expulsion recommendation will be required for all offenses.

Zero tolerance is applicable to students with special needs, as determined by the student's Case Study Committee.

****All consequences are at the discretion of the school administrator and/or the Disciplinary Committee.**

Please review the [DoDEA Administrative Instruction 1347.01 - Student Disciplinary Rules. \(Effective\). 1 Jul 2021.](#)