

# **Korea International School**



**Seoul Campus**

**Parent - Student Handbook  
2020-2021**





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It is my great pleasure to welcome you to KIS Seoul Campus! Your family is now part of an exceptional learning community. At KIS, you will find a place to grow, a place to connect and a place to belong. Here, each child is known by name and celebrated for the unique talents they bring to our school. We aim to instill in every student a sense of confidence, a yearning for knowledge and a love of learning that extends far beyond their elementary years. KIS is a school of thinkers. On a daily basis, students will be invited to question, explore, discover and reflect upon the learning process. With the latest technology, they will conduct research, communicate ideas and connect as global citizens. And through these experiences, they will learn language, Mathematics, Science and Social Studies-- amongst other subjects-- more broadly and deeply. With intellectual curiosity, creativity and problem-solving skills, your child will be prepared for a rapidly changing future. We live in a world where knowledge is no longer the sole indicator of success. Vast amounts of information are available in less than a second via any search engine. Success belongs to those who know what to do with their knowledge. The future lies in the hands of KIS students, who are inspired not only to remember important information, but to ask the critical questions, synthesize facts, identify misinformation, and create solutions for global issues.

Our teachers are highly dedicated, well-trained professionals. As a team, we constantly seek research-based and engaging ways to teach young minds. We develop the curriculum so it is relevant, engaging and challenging for each student. We extend areas of strengths, support areas of growth and attend to the emotional, social and physical wellbeing of every learner. This handbook is just the beginning of our communication. Herein, you will find important information about the school's policies and practices. You will not, however, find the essence of KIS. To truly understand and appreciate our school, I invite parents to get involved. Visit classrooms, talk to teachers and attend our school events. Parental involvement is a significant factor in student success. We value parent input and active involvement, and look forward to a strong partnership for the 2020-21 school year.

Welcome to the KIS Seoul Campus family!

**Ms. Jennifer Le Varge**  
Seoul Campus Principal  
Korea International School

# TABLE OF CONTENTS

<b><u>School Calendar</u></b>	<b>6</b>
<b><u>Contact Information</u></b>	<b>7</b>
<b><u>KIS Mission and Educational Expectations</u></b>	
KIS Mission Statement	<b>8</b>
Core Values	<b>8</b>
Expected School-wide Learning Results (ESLRs)	<b>8</b>
<b><u>KIS Elementary Timings</u></b>	
School Day	<b>9</b>
Elementary Office Hours	<b>10</b>
Attendance	<b>10</b>
Long Term Absences	<b>10</b>
Making Up Missed Work	<b>10</b>
Late Arrivals	<b>11</b>
Closed Campus	<b>11</b>
Procedures for Early Departure	<b>11</b>
<b><u>Health Matters</u></b>	
School Nurse	<b>12</b>
Physical Examination and Medical History Requirements	<b>12</b>
Required Immunizations	<b>12</b>
Tuberculosis Testing Requirements	<b>12</b>
Student Need for Medication	<b>12</b>
Emergency Information	<b>13</b>
Exclusion from School (Illness-related)	<b>13</b>
Allergies and Health Matters	<b>13</b>
<b><u>Behavior Expectations, Regulations, and Discipline Procedures</u></b>	
General Student Conduct	<b>13</b>
Seoul Campus Positive Behavior Intervention and Support Policy	<b>15</b>
Phoenix Behavior	<b>15</b>
Phoenix Behaviors	<b>15</b>
KIS Seoul Campus Student Behavior Guidelines	<b>16</b>
Student Disciplinary Procedures	<b>17</b>
Student Harassment and Bullying (Regulations and Consequences)	<b>18</b>
School Bus Rules	<b>19</b>
Academic Honesty Policy	<b>20</b>
Language at KIS	<b>21</b>
Computer Acceptable Use Policy	<b>15</b>
Digital Mobile Device Guidelines	<b>16</b>

## **Seoul Campus Information and Routines**

The First Few Weeks of School	21
A Typical Classroom	22
A Typical Day	22
The Seoul Campus Library	23
School Supplies	24
School Lunch	25
Seoul Campus Publication	25
Emergency Procedures	25
Textbooks, Library, and School-Owned Materials/Property	25
Cubbies	25
Excused from Physical Education (P.E.)	25
Excused from Recess	26
Elevator Use	26
Inclement Weather and Air Quality	26
Korea International School Air Quality Policy	26
Student Attire and Personal Appearance	27
Lost and Found	27
Visitor Policy	28

## **KIS Elementary Academic Programs, Enrichments and Activities**

House Team System	28
After School Clubs	28
Field Trips	29
Field Trip Chaperone Guidelines	29
Seasonal Parties	30
Birthday Parties	30

## **KIS Elementary Parents, Parent Groups and Organizations**

Communication with Parents	31
Parent - Educator Partnership	32
Seoul Campus Parent Liaison Group	32
Parent - Teacher Organization (PTO)	33
Picking Up Students After School	33
Process for Parent Concerns	33
Withdrawal from KIS Policy	33
Transfer Requests	34
Letters of Recommendation	34
Teacher Gifts	34

## **KIS Elementary Grades, Report Cards and Student Matters**

Conferences and Student Led Conferences	34
PK-JK Curriculum and Grading	34
Elementary Curriculum and Grading (Grades K-5)	35
Report Cards	35
Homework Policy	35
Study Skills	37

Academic Probation  
Classroom Placement

**38**  
**38**

**KIS Elementary Forms and Parent Documents**

Acknowledgement Form  
KIS Parent/Guardian Admissions Agreement

Appendix A  
Appendix B

# School Calendar

The school calendar is distributed to all parents at the beginning of the school year. Copies can be made from the school website. Please note holidays, early dismissal days, and other special events. The school year consists of two semesters, totaling 180 school days.



- Beginning of Semester
- Teacher Work/No Students
- No School for Students or Teachers
- Half Day for Students

## 2020 - 2021

### Korea International School Academic Calendar

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**July 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
						30

**January 2021**

- 1-8 Winter Break
- 11 New Student Orientation
- 12 Semester 2 Begins

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	31	25	26	27
						28
						29

**August 2020**

- 30-4 New Faculty Orientation
- 5-11 Full Faculty Orientation
- 12 First Day of School
- 17 Temporary Holiday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**February 2021**

- 11-16 Lunar Break

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**September 2020**

- 1 MS/HS Back To School Night
- 2 ES Back To School Night
- 3 SC Back To School Night
- 28-30 Chuseok Break

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**March 2021**

- 1 Movement Day
- No School for Students/Teacher PD
- 25-26 ES/MS/HS Parent Teacher Conferences
- Half Day for Students
- 29-31 Spring Break

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**October 2020**

- 1-2 Chuseok Break
- 9 Hangeul Day
- 29 ES/MS/HS Parent Teacher Conferences
- Half Day for Students
- 30 ES/MS/HS Parent Teacher Conferences
- No School for Students

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**April 2021**

- 1-2 Spring Break

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**November 2020**

- 26 Half Day for Thanksgiving
- 27 Thanksgiving Break

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	31	25	26	27
						28
						29

**May 2021**

- 5 Children's Day
- 19 Buddha's Birthday
- No School for Students/Teacher PD
- 21 HS Graduation

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**December 2020**

- 18 Half Day for Winter Break
- 21-31 Winter Break

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**June 2021**

- 10 Last Student Day
- Half Day for Students
- 11 Last Teacher Day

Form last updated: July 29, 2020

# Contact Information

Korea International School Seoul Campus

408 Gaepo-ro, Gangnam-gu, Seoul, Korea 06324

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## School Director

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## Seoul Campus Principal

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## Principal of Teaching and Learning

Ms. Liz Cho

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## School Secretary and Registrar

Ms. Elle Lim

[esseoul@kis.or.kr](mailto:esseoul@kis.or.kr)

## Admissions Officer

Ms. Danny Kwon

[shkwon@kis.or.kr](mailto:shkwon@kis.or.kr)

## Librarian

Ms. Kathlyn Cho

[kcho@kis.or.kr](mailto:kcho@kis.or.kr)

## School Bus Coordinator

Mr. James Lee

[scbus@kis.or.kr](mailto:scbus@kis.or.kr)

## School Nurse

Ms. Lily Lee

[scnurse@kis.or.kr](mailto:scnurse@kis.or.kr)



# **KIS Mission and Educational Expectations**

## **KIS Mission Statement**

The mission of Korea International School is to inspire students with a passion for learning and cultivate the competence, self-assurance, initiative, and creativity necessary for success in the global community

## **Core Values**

**Korea International School will create a culture of excellence through modeling our core values of:**

- **Global Citizenship**  
By developing an appreciation and understanding of world cultures, communities and perspectives.
- **Integrity**  
By educating our school community to become ethical, fair, honest and responsible citizens.
- **Adaptability**  
By providing a variety of challenging experiences that promote success and the ability to see change in a positive light.
- **Balance in Life**  
By nurturing physical, social-emotional, creative and intellectual wellness leading to healthy self-actualization.
- **Empowerment**  
By providing opportunities to apply knowledge and skills to real-world situations fostering confidence, leadership and responsible risk-taking.

## **Expected School-wide Learning Results (ESLRs)**

### **Students will Exhibit Citizenship by:**

- Modeling ethical, fair, honest, and responsible behaviors.
- Demonstrating a positive understanding of self, community and the world.
- Proactively contributing to civic, environmental and social issues.

### **Students will Communicate Effectively by:**

- Practicing active listening skills.
- Processing information and presenting concrete and abstract ideas.
- Demonstrating participation skills and the ability to work collaboratively.

### **Students will Think Creatively and Reason Critically by:**

- Exploring and understanding issues from multiple viewpoints.
- Applying knowledge to real world situations.
- Creating, implementing and self-assessing original ideas.

### **Students will Utilize Information and Technology Effectively by:**

- Accessing information and evaluating its validity and usefulness.
- Demonstrating a sound understanding and use of various technologies.
- Selecting appropriate technologies and resources to plan and produce authentic products.
- Understanding and practicing safe, ethical and legal behaviors related to information and technology.

## **KIS Seoul Campus Timings**

### **School Day**

The school day begins at 8:25 a.m. for all grades. Children need to arrive with enough time to go to class, put away their belongings, and be ready to learn. All students are dismissed from school at 3:00 p.m. School buses leave campus no later than 3:10 p.m.

On scheduled half-days all students are dismissed at 12:15 p.m. Buses are scheduled to depart for home by 12:20 p.m. and parents are asked to pick up students, who do not ride a KIS bus, at the half day dismissal time.

All students (PK- Gr. 5) have a daily snack and a daily recess time. Early years students (PK-G1) receive time for an additional mid-afternoon snack. Lunch begins at 12:15 p.m. (PK-Gr. 2) and 12:45 p.m. (Gr. 3-5), which is preceded or followed by a recess time.

All students arrive at school by bus or car. Should you have your child brought to school or taken home by car please make every effort to arrive on time (no later than 8:25 a.m.). **There is no student supervision prior to 8:00 a.m. each morning, so early drop off is not permitted.** On-time arrival sets a positive learning tone for the rest of the school day. Please arrive on time to pick up your student at the end of the school day (no later than 3:10 p.m.). **There is no student supervision after 3:10 p.m., so late pick up is not permitted.** Immediately following your child's dismissal from school, teachers have daily responsibilities to give feedback on assignments, record assessments, participate in faculty meetings, meet with parents, and prepare for subsequent days' lessons. Your timely arrival and pick up is greatly appreciated and expected.

After school, we ask that all students remain on the first floor until their registered parent, guardian, or driver comes to the door to get them. Parent/s, guardian/s, or drivers that arrive after 3:10 p.m. will be required to call the Elementary Office on the 4th floor to collect their child/children. The parent or guardian will be required to sign the child out from the guard, teacher or staff member on duty. This practice is to ensure that every child is going home with the appropriate person. Please notify the Seoul Campus office by telephone in case of any delay in pick-up.

Should your child travel by bus, it is important to note that the assigned bus is the bus they must use. If, for some reason, you wish to have your child travel on another bus or take car transportation, we **must have notification by 1:30 p.m. to the school secretary.** This will give us enough time to notify teachers, buses and your child of the change.

## **Elementary Office Hours**

The KIS Seoul Campus Elementary Office is open from 8:00 a.m. until 5:00 p.m. on all school days.

## **Attendance**

KIS expects all students to attend school each day of the school calendar year. We further expect students who attend school each day to participate fully in each day's activities.

KIS recognizes a need for absence in the case of illness or family emergency. Please note, your child's teacher should receive a clear and acceptable explanation from the parent regarding absences. Parents should call the school secretary to report a student's absence on the morning of the absence, or as soon as is reasonably possible.

**Students are permitted a maximum of seven (7) absences per reporting period.** Extenuating circumstances surrounding excessive absences will be reviewed on a case-by-case basis by the school leadership.

Students diagnosed with communicable diseases or showing any of the illness-related symptoms on page 8 must remain out of school until they have fully recovered. Full recovery will be determined by a physician. **Should a student's illness last five or more consecutive days, a physician's certificate will be required for readmission to school.**

In case of an accident or sudden illness during the school day, the school nurse will make every reasonable effort to contact parents. Please be certain the school registrar is informed of your most current contact information (e.g. home, business, mobile phone and emergency telephone numbers).

Upon a student's return to school, following an absence, s/he must bring a note of explanation written and signed by the parent. The note should be presented to your child's classroom teacher.

## **Long Term Absences (3 days or more)**

When emergencies must take students away from school for three (3) days or more, teachers should be notified of the absence on the "Extended Absence Form". Forms are available in the Elementary Office.

## **Making Up Missed Work**

Given the importance of your child attending classes and given the richness of their classroom learning opportunities, the school leadership does not obligate our teaching faculty to prepare assignments and/or lessons to accommodate long absences. Students and teachers are encouraged to work together to make up missing assignments and lessons upon the students' return so that learning can still be meaningful.

## Late Arrivals

School starts at 8:25 a.m. and ends at 3:00 p.m. We monitor all absences and late arrivals at KIS. Please note the following information:

1. All late arrivals and absences require notification from the parent. It is essential that the parent call the school secretary to report a late arrival or an absence.
2. Parents who drop off their child late at school, **after 8:25 am**, should:
  - a. Go to the lobby.
  - b. Inform the guard that the child is tardy, and show the "green pass" on the health questionnaire ([Green Pass link](#)).
  - c. The guard or a KIS staff member will escort the child to their classroom.

If the guard is not at the guard desk, the parent should call the ES Office at *02-3496-0514* and a KIS staff member will come down to the first floor lobby, will check the "green pass," and will escort the child to their classroom.

Learning time is precious at Korea International School. We encourage every student to attend school on a regular basis, arrive on time ready to learn, and remain in class until dismissal time. Multiple late arrivals could result in further action.

## Closed Campus

KIS-Seoul Campus is a closed campus. A "closed campus" means students must remain on campus during the entire school day, including during and after school activities.

## Procedures for Early Departure

To maintain a safe and secure environment, students at KIS may not leave school grounds during the school day without a registered parent or guardian picking them up from the Elementary Office. Parents must first sign a form in the office before taking their child off of the campus.

Parents who wish to collect their child before the end of the school day must notify the ES Office ([esseoul@kis.or.kr](mailto:esseoul@kis.or.kr), *02-3496-0514*) **at least one hour in advance** if a student needs to be picked up by a parent or authorized guardian during the school day, noting the date and time of pick up. The student will be collected from their classroom by a KIS staff member at the designated time and will be brought down to the school lobby (1st floor) for pickup.

For the children's safety, Visitors, including parents, will not be permitted to enter campus unless they have a pre-arranged scheduled appointment with a faculty or business staff member. We do not allow parents to visit the classroom for pick up. So the parent/guardian must wait at the lobby for pickup.

# **Health Matters**

## **School Nurse**

KIS-Seoul Campus offers the services of one full-time resident nurse. Students who are injured or become ill will be accompanied or directed to the school nurse. The nurse is also available to respond to health-related questions. Should the need arise for health-related care external to KIS, the school is located near Samsung Medical Center, Severance Hospital, and several clinics.

## **Physical Examination and Medical History Requirements**

All newly-enrolled students are required to have a physical examination and medical history taken, with results on file in the Elementary Office, prior to the student's first day of enrollment. The physical examination must be repeated every two years, and as with the original examination, results signed and dated by the attending physician must be on file in the nurse's office. A new student's medical examination must have taken place within six months of a student's first enrollment day at KIS. Medical history will be provided directly by parents using KIS' standard Medical History Form.

## **Required Immunizations**

Prior to the first day of enrollment at KIS, students must be fully immunized against the following: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and any immunizations required by law.

## **Tuberculosis Testing Requirements**

In addition to the immunizations, a TB test (Mantoux or PPD) is required of each student prior to the first day of enrollment. If the TB test is positive, certification by a physician of a negative chest x-ray is required.

## **Student Need for Medication**

**Students may not self-medicate while on school property.** Administration of any medication to any student, whether the medication is over-the-counter or prescription, requires written permission from a parent. Medications will be administered only under the following conditions:

1. Parents must furnish a written statement from a physician regarding any prescription medication to be administered. The physician's written statement must include prescribed dosage and administration time.
2. Parents must provide written inventory as to the amount and type of medication (prescription or non-prescription). The note must include expressed permission in writing to administer said medication.
3. Only the school nurse or another person designated by the principal is permitted to administer medication.
4. The school nurse reserves the right to deny a child's attendance at school if the medication being prescribed or administered is being used to mask the symptoms of an illness that could be contagious.

## **Emergency Information**

KIS requires current emergency medical and contact information for every student. KIS maintains an Emergency Medical Card on file for this purpose. Required up-to-date information includes name and contact telephone numbers (home and workplace) of both parents and telephone numbers (home and workplace) of two (2) persons responsible for the student in the case that neither parent can be reached.

## **Exclusion from School (Illness-related)**

Any student who is diagnosed with a communicable or contagious illness or disease should be kept at home until fully recovered. In addition, any student showing signs and symptoms of a communicable or contagious illness at school will be sent home and his or her parent/s or guardian will be responsible for picking them up from school at the request of the school nurse. A doctor's certificate is needed in order to return to school. Students should stay home or will be sent home from school if they exhibit any of the following symptoms:

1. Fever of over 99.5°F (37.5°C)
2. Diarrhea (more than one abnormally loose stool)
3. Throwing up or vomiting (emesis)
4. Severe cough
5. Severe wheezing or respiratory distress
6. Yellowish tint to the skin or eyes (jaundice)
7. Tearing, irritation, and redness of eyelid lining
8. Unusual spots or rashes of unknown origin
9. Infected areas of skin with yellow crusty areas
10. Severe headache, stomachache, and/or vomiting
11. Unusual behavior (crankiness, tiredness, crying more than usual, obvious general discomfort)

## **Allergies and Health Matters**

Parents must inform the school secretary, the school nurse, and their child's teacher of any allergies and/or dietary restrictions that the child has. We will serve children food from the posted cafeteria menu (if subscribed) if not indicated otherwise. If your child is not able to eat food items found on the menu, please provide replacement food from home. Teachers will also be doing cooking activities on a regular basis, so it is important that parents communicate necessary information regarding such allergies with the child's teacher, school secretary and the school nurse for your child's wellbeing.

## **Expectations, Regulations, and Policies**

### **General Student Conduct**

One of the primary goals of education is to ensure that each child derives the maximum benefit from his or her educational experience in school. To achieve this, KIS Seoul Campus understands

that it is necessary to establish and maintain certain standards of student conduct. These standards are designed to ensure that responsible and respectful attitudes are demonstrated toward:

1. The educational process
2. All members of the school staff
3. Other students
4. Visitors to the school
5. Their own and other people's property
6. School rules and regulations
7. Acceptance and responsibility for their own actions

1. The educational process

Students wishing to maximize the educational opportunities provided for them must:

- attend classes regularly
- complete and hand in all assignments on time
- be prepared for the start of every class by being on time for lessons, having all materials ready and demonstrate 'ready to learn' behaviors
- observe all rules and regulations pertaining to the operation of that class and
- be cooperative with class members and teachers.

2. All members of the school staff

All members of the school community should be treated with the same degree of courtesy and respect. Students are expected to address all school personnel in a respectful manner, and school personnel are expected to respect students.

3. Other students

Students should treat their fellow students with courtesy and respect. No student, through his or her conduct, should deny any other student the right to obtain full benefit from the educational experience.

- Keep hands and feet to yourself.
- Treat others as you would wish to be treated.
- Be considerate to class members who are learning and teachers who are teaching.

4. Visitors to the school

While they are on school property, visitors should be considered as extensions to the school community. Visitors frequently form an impression of the school from the treatment they receive while visiting the campus.

5. Their own and other people's property

The respect for property, whether one's own or that of another, is second only to respect for people. The damage or disregard of property will be dealt with accordingly.

6. School rules and regulations

The school is expected to develop standards of student behavior. Standards are necessary for the well-being and safety of students and school personnel. Standards are also necessary for the smooth operation of the school. At KIS Seoul Campus, we expect that students and all community members to model our core values.

### **Rules and essential agreements will be:**

- Necessary

- Clear and logical
- Understood by the school community and
- Consistently followed.

Any student who does not follow the rules and essential agreements established by KIS Seoul Campus will be reminded of our core values by any member of the staff, and further disciplinary measures may need to be taken depending on the situation at hand. Our goal is that these rules and regulations based on our core values will guide students and community members to be principled and show integrity both in school and out of school.

7. Acceptance of responsibility for their own actions

Students will be guided to accept increasing responsibility for their own actions, as they proceed through school, in a developmentally-appropriate manner. All actions that do not follow our core values will be dealt with by the school leadership and parents will be notified if needed.

## Seoul Campus Positive Behavior Intervention and Support Policy

KIS Seoul Campus has developed student expectations and standards of conduct that each member of the staff is responsible for teaching, modeling and guiding for the students in the school. We use a positive-reinforcement model to recognize students exhibiting behaviors based on our core values, which personify a Seoul Campus student. Our goal is for our students to show their Phoenix Pride everyday.

### Phoenix Behavior

Phoenix Behaviors exhibit our core values and Expected School-wide Learning Results (ESLRs) as well as Phoenix Pride. The following matrix outlines the expectations we have for all our students throughout the building.

## Phoenix Behaviors

	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Recess</b>	<b>Assemblies</b>	<b>Hallway</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Use manners by saying please and thank you</li> <li>*Talk quietly and appropriately</li> <li>*Empty and stack trays neatly</li> <li>*Speak English</li> </ul>	<ul style="list-style-type: none"> <li>*Ensure privacy</li> <li>*Leave bathroom clean</li> <li>*Use a quiet voice</li> <li>*Speak English</li> </ul>	<ul style="list-style-type: none"> <li>*Share and take turns</li> <li>*Include everyone</li> <li>*Show sportsmanship</li> <li>*Speak English</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to the speaker</li> <li>*Respect others' ideas</li> <li>*Speak English</li> </ul>	<ul style="list-style-type: none"> <li>*Use a quiet voice</li> <li>*Quietly greet others</li> <li>*Wait for others to pass</li> <li>*Speak English</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Only take what you can eat</li> <li>*Keep area clean</li> <li>*Ask permission to leave</li> <li>*Push chair in when leaving table</li> </ul>	<ul style="list-style-type: none"> <li>*Use 1-2 paper towels</li> <li>*Use and throw away paper products</li> <li>*Use bathroom for intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up area when done</li> <li>*Follow the rules of the game</li> <li>*Ask permission to leave</li> <li>*Line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in one spot</li> <li>*Raise your hand to talk</li> <li>*Ask appropriate and related questions</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on the blue line and pass on the right</li> <li>*Face forward</li> <li>*Keep up with the line</li> </ul>



<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Remain seated</li> <li>*Keep hands, feet, and body to self</li> <li>*Eat your own food</li> <li>*Enter and exit in a safe way using walking feet</li> <li>*Leave once you are dismissed</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands with soap and water</li> <li>*Keep hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>*Use all equipment correctly and safely</li> <li>*Follow adult directions</li> <li>*Stay inside the fence</li> <li>*Walk with an adult to and from recess</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and body to self</li> <li>*Enter and exit in a safe way</li> </ul>	<ul style="list-style-type: none"> <li>*Keep shoes tied</li> <li>*Keep hands, feet, and body to self</li> <li>*Walk</li> <li>*Take the stairs one at a time, holding onto the inside handrail</li> </ul>
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## KIS Seoul Campus Student Behavior Guidelines

Seoul Campus leadership will support its students and teachers in the maintenance of an effective learning environment, so that learning can take place. All members of the school community will be made aware of what is expected of them in upholding our core values, and of the possible consequences for not adhering to our core values. In discipline situations, staff will treat students with dignity and respect, which is considerate of their circumstances. The aim of any disciplinary measure is to aid in student growth and understanding.

### Guidelines:

1. Students shall be responsible for their behavior and conduct:
  - while involved in school-sponsored or related activities;
  - while on school property;
  - during any recess or lunch periods on or off school property; and
  - while traveling to and from school.
  
2. KIS Seoul Campus expects that all students:
  - be diligent in pursuing their studies;
  - attend school regularly and punctually;
  - cooperate fully with everyone authorized by KIS Administration to provide education programs and other services;
  - comply with the rules of the school;
  - account to their teachers for their conduct, are to be held accountable for their behavior; and
  - respect the rights of others.
  
3. Within the classroom the teacher establishes and maintains an environment that is conducive to learning. Any necessary disciplinary measures must at all times be:
  - reasonable, bearing in mind the situation at hand, and the needs and age of the child;
  - capable of being enforced; and
  - administered impartially and consistently.
  
4. Within the School:
 

The Principal is responsible for formulating and operating the school behavior guidelines, with the help of teaching faculty. Repeated breaches of reasonable standards of conduct shall be referred to the Principal. Each case will be fully investigated and the Principal, in consultation

with the referring teacher, and action may be taken as is deemed necessary. Parents will be consulted when their child poses a discipline problem or when KIS leadership deems it necessary.

4. Suspension and/or Expulsion of Students:

KIS Seoul Campus leadership takes the view that suspension and/or expulsion of students should only be used after other avenues to resolve the problem behavior/s have been explored.

## Student Disciplinary Procedures

1. Classroom behavior strategies and techniques vary from room to room. Teachers may utilize a variety of positive or corrective consequences for each child or class, depending on the classroom. Discipline begins with a reminder to a student that his or her behavior is not conducive to a positive learning environment and that a reminder may be followed up with a warning. A teacher may opt to ask the student to reflect on their choices at lunch or recess (detention), depending on the situation at hand, or ask for administrative support.

When a teacher gives a student a detention, he/she shall report such action to the Principal. Teacher reports will state the reason for the detention, the actions that led to the detention, and what strategies were taken prior to giving the detention.

It is important at all times for the communication lines to be kept open between teacher and home. When a student's behavior becomes disruptive to the positive classroom learning environment, parents will be informed.

2. The teacher may ask the student to leave class and must refer the matter to the Principal. When a teacher removes a student from class, he/she shall report such action to the Principal, stating reasons for the removal, the actions that led to the removal, and what strategies taken prior to removing a student from class.
3. The Principal will then look into the reasons for removal, consulting as they deem appropriate:
  - a. the student;
  - b. the teacher (teacher assistant, if at appropriate grade level); and/or
  - c. witnesses to any incident leading to the removal.
4. The Principal, in consultation with any or all of the parties mentioned above, shall decide on a course of action or reinstate the student and discuss the matter with the teacher.
5. Further action by the Principal: The Principal has the option to suspend a student from class. Possible reasons for suspension may include: an act of student violence, open defiance of authority, refusal to follow the rules of the class as laid out by the teacher, bullying, and threatening or manipulative behavior on the part of a student, amongst other reasons.
6. If a student is suspended from class or from school, the Principal shall immediately report in writing all the circumstances of the suspension to the pupil's parents, regardless of any verbal communications that may have taken place.

**Step One:** An in-school suspension of no longer than one (1) day. A second in-school suspension will lead to an out-of-school suspension.

**Step Two:** An out-of-school suspension may be from one (1) to three (3) days.

*Expulsion* – Students not deemed fit for continued enrollment by reason of extraordinary misbehavior, including a single misbehavior episode, may be expelled at the sole discretion of KIS Principal/Administration. Depending on individual circumstances, consequences for offensive behavior range from warning to expulsion. Expelled students will not be eligible for readmission.

## **Student Harassment and Bullying**

KIS is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. It is the intention of KIS to prevent and discourage harassment among students. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, and teasing.

### **Regulations:**

1. Harassment includes behavior which may be verbal, physical, deliberate, unsolicited, or unwelcome; it may be one incident or a series of incidents. Harassment may include:
  - verbal abuse or threats;
  - derogatory remarks, jokes, innuendoes, or taunts about a person's body, age, gender, ethnic or national origin, socioeconomic status, or religion;
  - displaying of offensive or derogatory pictures;
  - inappropriate jokes which cause awkwardness or embarrassment;
  - inappropriate gestures;
  - intimidation to participate in unethical activity or to participate in activities which contravene school policy;
  - unwelcome physical contact; and/or
  - coercing or influencing third parties to harass others.
2. KIS has the following measures in place to prevent harassment, which shall include:
  - a) policy and regulation on harassment and bullying to be regularly communicated to students, parents, and staff; and
  - b) access to counseling support where available.
3. The behavior need not be intentional in order to be considered harassment. It is sufficient that the offender knows, or as appropriate for age and grade ought to reasonably know, that the behavior is offensive and unwelcome.
4. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

### **Consequences of Harassment**

Harassment is not tolerated in any form at Korea International School. If students are found to be harassing or bullying, the following consequences apply:

1. First Offense: Student reviews behavior expectations with classroom teacher. Teacher documents the incident in writing and places documentation in the student file in the Principal's Office. Principal may take disciplinary action as well as notifying parents.
2. Second Offense: Student reviews behavior expectations with the Elementary Principal. Student calls parents at home to explain their poor choices/behavior. The Principal documents incidents in writing and will take disciplinary action as well as putting completed documentation in the student's file.
3. Third Offense: The Principal calls parents at home to explain student's poor choices/behavior. The Principal will take disciplinary action and document the incident in writing and place documentation in the student's file. A meeting may be scheduled with the teacher, parents, student, and principal where the next level of consequence may be discussed.

The Principal has the option to suspend a violating student with in-school or out-of-school suspension. See discipline guidelines.

## **School Bus Rules**

### **All students need to adhere strictly to the following bus rules:**

1. All students, unless otherwise instructed by a bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
2. Students may not engage in any activity or behavior disruptive to bus monitor, driver, or other passengers, and must respect and obey bus monitor and driver at all times.
3. Food, beverages, and chewing gum are not allowed on the bus.
4. iPad use is not permitted while riding the bus. Students are more than welcome to read a book.
5. Students need to follow additional rules determined necessary by the bus monitor or driver for safety.
6. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
7. Students are expected to clean up after themselves and are responsible for any damage he/she causes to the bus.

### **Consequences for failure to respect bus rules**

A student will be dismissed from the bus service for any major infraction of the rules or when he/she is exhibiting unsafe behavior on the bus.

For minor infractions of the rules:

1. First Offense: Warning is issued.
2. Second Offense: Additional warning or two-day suspension of bus privileges.
3. Third Offense: Up to two-week suspension of bus privileges.
4. Fourth Offense: Up to two-month suspension of bus privileges.

## **Academic Honesty Policy**

When students engage in academic work in the company of others, there are acceptable and unacceptable behaviors.

### **Acceptable Behaviors**

1. Students working together to complete a common task (e.g. group project).
2. Receiving help from a parent, friend, or tutor as long as product is the student's own work.
3. Use of sources that are properly cited.

### **Unacceptable Behaviors**

1. Copying someone's work and presenting it as one's own.
2. Copying published materials without citation and proper acknowledgment of the original author.
3. Use of unauthorized notes, guides, or electronic devices during a test or quiz.

## **Language at KIS**

One of the great privileges we have as an international school is to welcome students from a diverse array of cultural and linguistic backgrounds. At KIS, we firmly believe that this diversity lends to the strength of our community. We value and honor all of the languages in our community while striving to foster a spirit of One KIS, meaning inclusivity and a shared experience for all. To this end, English is the common language of instruction across all of our campuses.

The benefits of using English throughout the day in both academic and social settings are numerous. For all students and faculty, this helps to establish a common language for communication and works to promote inclusivity. For those whose first language is not English, this provides the opportunity to enhance linguistic skills across a wide variety of contexts throughout the school day.

There will be occasions where students may need to access other languages in the classroom. Students and teachers will work together to recognize appropriate contexts where this will aid in communication and learning.

Any language (English, mother tongue or otherwise) can be used inappropriately. Behaviors such as swearing, bullying, and name calling are not permitted and will not be tolerated irrespective of the language it is spoken in. Such unwanted and negative behavior will be addressed accordingly.

## **Computer Acceptable Use Policy**

The KIS community demonstrates **global citizenship** with technology by honoring and respecting others, and refraining from intentionally malicious acts against another human being. We understand that we are part of a greater community and act accordingly, appreciating the diverse backgrounds and traditions of those around us.

The KIS community demonstrates **integrity** with technology by celebrating those that inspire and lend to us. We incorporate fair use, crediting creators for their work and respecting intellectual property rights.

The KIS community demonstrates **adaptability** with technology by ensuring that device usage is appropriate for the learning task at hand. We choose the digital tools and navigate online resources for learning purposes, and refrain from acts that may damage the network. We effectively problem-solve when technical issues arise, learning how our device(s) work, how to secure them, and how to properly maintain them.

The KIS community demonstrates **balance in life** by the intentional use of technology as a learning resource inside the classroom and off-campus. We understand the power of technology to connect us to a larger community, but realize the necessity of face-to-face interactions to nurture our social emotional well-being.

The KIS community demonstrates **empowerment** through the knowledge that we have agency over our online presence and privacy. We are aware of the permanency of our online actions and actively manage our digital footprint. We realize that it is our responsibility to keep ourselves safe online and cultivate a positive online identity.

KIS provides a ubiquitous, high-speed network for learning purposes. As a common resource, users should be mindful of their impact on the network and how this might affect other users' learning experiences. Content transferred over this network should be school-appropriate and all visible content on devices must be suitable for even our youngest learners.

## **Digital Mobile Device Guidelines**

Digital mobile devices may be used in the school building when a teacher gives special permission.

Students must turn off and lock their phones before the start of the school day at 8:25 AM and may not take out their phones until they exit the school at 3:00 PM.

Personal items like cell phones, iPods and iPads are brought to school at the student's risk. The school is not responsible for lost or damaged personal items brought to school.

## **KIS Seoul Campus Information and Routines**

### **The First Few Weeks of School**

The elementary years are a time for children to make friends and learn many new things each and every day. The classroom environment reflects real, relevant teaching and learning. The classroom

curriculum incorporates the language learning processes (listening, speaking, reading, and writing) in a meaningful context. Every classroom encourages children to see themselves as successful and independent learners. We value the process as well as the product, and understand that all children are unique individuals. In the elementary, we will spend the first few weeks of school focusing on:

1. Creating a climate and tone of warmth and safety.
2. Teaching the schedule and routines of the school day and our expectations for behavior for each of them.
3. Introducing students to the physical environment and materials of the classroom and the school, and teaching the students how to use and care for them.
4. Establishing expectations about ways we will learn together in the year ahead.

## **A Typical Classroom**

Teaching styles will vary depending upon the practice of the teacher and the needs of the students. There is, however, a distinctive attribute of all classrooms which is a strong emphasis on establishing an atmosphere that reflects inquiry, independence and responsibility. The following statements are designed to create an overview of what you might see in a typical classroom:

1. Small groups of children working together.
2. Various activities proceeding simultaneously.
3. A student working individually, assuming responsibility for task completion, and evaluating his/her own progress.
4. Teacher being used as a resource for ideas and feedback.
5. Students utilizing multimedia tools.
6. Students making decisions regarding the use of time.
7. Children expressing their feelings, as well as ideas.
8. Students collaborating and working together.
9. Children sitting on the floor.
10. Students discussing mutual concerns and group projects.
11. Same-grade and cross-grade students working together.
12. Students writing/authoring their own books.
13. Parents working with students individually and in small groups.

## **A Typical Day**

The daily schedule is posted in the classroom and sent home to the parents at the beginning of the year. A typical day would include the following:

### **Arrival**

Students are greeted warmly by KIS staff, the teachers, and/or by the teaching assistants. They are escorted to their classrooms where they start practicing independence by learning to care for their things, put their bags away and get ready to start the day. Students in Pre-Kindergarten start their day with play in the classroom to ease the transition from home to the school environment whereas students in other classes start their day with a Morning Meeting.

### **Morning Meeting/Circle Time**

Students meet together on the carpet in a large group. During this time teachers acknowledge every student, share ideas, sing, engage in large group activities, read books, introduce the concepts of the day and build a class community.

### **Centers/Small Group Time (Lower Years PK-Grade 2)**

Students are given several times during the day to rotate through several centers that build upon the concepts being learned. Some centers are guided by teachers while others are designed to be for independent exploration and practice and are in general designed to reinforce concepts learned during whole group instruction.

### **Snack/Lunch Time**

All students have a morning snack, and students in PK- Gr. 1 have an afternoon snack. Lunch begins at 12:15 p.m. for Lower Years (PK-Gr. 2) and 12:45 p.m. for Upper Years (Gr. 3-5), and is preceded or followed by recess time.

### **Playground**

On the playground children develop gross and fine motor skills through physical play. They also develop their social skills by learning to listen to each other, practicing conflict resolution skills, cooperate, share, take turns, negotiate, and apologize when appropriate.

### **Specialist Subjects**

Students attend specialist classes throughout each six day rotation. Specialist classes include Design, Science, Information Technology (I.T.), Music, Art, Physical Education (P.E.), Korean, and Chinese (K-Gr. 5).

### **Bathroom Breaks**

Each class will determine procedures for bathroom breaks and allow students to use bathrooms when they need to. All early years classrooms have a bathroom attached to the classroom which allows flexibility for bathroom use.

### **Rest/Quiet Time**

A time when the students do not interact (nap or rest time) with other students is very important for all PK and JK children. Each day, the PK and JK classes will have a time for students to either lay on mats to rest or have time for quiet individual work. Each teacher will determine the best way to do this for their class and this will be explained further at Back To School Night.

## **The Seoul Campus Library**

All Seoul Campus students visit the library daily or several times per week. While in the library, students listen to stories, engage in lessons, and have the opportunity to checkout materials. Teachers are also able to sign up for additional library time so that students can utilize the variety of available resources in completing classroom projects.

Students can check out the following number of books:

PK through Grade 3: 3 books  
Grades 4 and 5: 5 books



Students are expected to be good patrons of the library and turn their books in on time. There is no limit as to how many times a student can renew a book unless there is a hold on the book; in this case the student can renew the book only once. Students who lose or damage library materials will be responsible for the replacement cost plus 30% for shipping and processing.

Parents who purchase ID cards from the Business Office can check out 5 books from Seoul Campus library. Parents will not be able to check out books under their children's names.

## **School Supplies**

Please note the following items that students need to bring to school:

### **Clothing**

Make sure to send the proper outer clothing for your child. You can assume that we are going outdoors daily and your child needs to dress for the weather. We strongly advise that you label all clothing so that they can be returned home if lost. Please bring at least one change of shirt, pants/shorts, socks and underwear for all PK-Grade 1 students. These will stay at school and should be replaced periodically as the weather changes.

### **PE Uniforms**

All students in Kindergarten through Grade 5 are required to have a PE uniform. Students need to wear their uniform along with appropriate footwear for days that they have PE class. The school has both summer and winter uniforms available for sale through the ES Office.

### **Resting Time Items (for PK and JK Only)**

Please bring a small pillow and blanket which can be easily folded for storage. These will be kept at school and sent home often to be washed. Rest mats are provided by the school.

### **Backpacks**

Please supply your child with a backpack in which the Home/School Communication folder can be placed as well as many other objects your child may need to transport between home and school. Please note that backpacks on wheels are NOT recommended for students. Your child will need to bring their backpack to school daily.

### **Water Bottles**

Please send a water bottle with your child to school every day. Make sure it is washed at home and returned to school the next day. We do not have paper cups for students. Please label your child's water bottle with his/her name.

### **Snacks (PK-Grade 5)**

Please send two snacks a day if your child is in Pre-Kindergarten through Grade 1, and one snack only if your child is in Grade 2 to Grade 5. Our cafeteria program includes the option for the purchase of 1 snack per day. Parents should send nutritious snacks to school on a daily basis with their child and avoid sending junk food, gum, candy, lollipops, chocolate and unhealthy treats and unhealthy drinks. During the After-School Club sessions, sending an additional snack for your child in PK-G5 to eat in the afternoon (3:00-3:15 pm) is *optional*.

## **School Lunch**

Hot lunch is served daily and is an option for all children via our cafeteria program. The lunch menu is posted on the KIS Seoul Campus website in advance. Students may also bring lunches from home if they opt not to enroll in the cafeteria program.

## **Seoul Campus Publication**

At KIS, an annual publication goes out to all parents in the form of a simple magazine style publication titled *Seoul Snapshots*. It offers samples of student activities, documents, field trips and the general happenings around the building and, essentially, gives parents some insights in the Elementary.

## **Emergency Procedures**

Directions for emergency evacuation are posted in each classroom. Teachers will guide students quickly and quietly to assigned exits. Several evacuation drills will be conducted throughout the school year.

## **Textbooks, Library, and School-Owned Materials/Property**

Throughout the year, students will be lent school owned textbooks and other materials from the classroom and the library. Students are responsible for the safe care and handling of these materials while they are in the student's possession. If a student loses a textbook or other classroom resource, he or she will be charged for the lost item. The charge for the lost item will be based on the current replacement cost of the item, plus an additional cost to cover shipping fees. Students must return or pay for the lost items before report cards are released.

## **Cubbies**

Students must use the cubby assigned to them. Parents can help us reduce potential issues at school by discouraging students from bringing valuables to school. Some items can be unsafe or too distracting for your child as well as for others. Such items need to be kept at home unless requested by the teacher. The list includes but is not limited to: toys, electronic games, toy guns, jewelry, expensive items, accessories that go on backpacks such as keyrings and charms, stickers, backpacks with rollers, money, etc.

## **Excused from Physical Education (PE):**

Students in our PK-Grade 5 P.E. and Wellness program will participate in a variety of activities that will improve their basic sports skills and enhance their knowledge of fitness, sports, and healthy lifestyles. The goal in these classes is to develop team skills, sportsmanship, leadership, as well as increasing their level of fitness and motor skills.

We expect students who attend school to participate in all scheduled physical education activities. If, however, students are too ill to participate they must present to the teacher a signed note from the parents or from a physician. Attendance and participation in P.E. classes is vital to each student's progress toward individual goals. For the most part, if a child is well enough to be at school, he/she is well enough to participate in P.E. classes. Students in Grades K-5 must wear their

KIS P.E t-shirt, shorts or sweatpants and rubber-soled running shoes on P.E days. (Please note that black-soled shoes leave marks on the gym floor and therefore are not an acceptable option.)

## **Excused from Recess**

All students will go out for recess everyday unless it is raining, the Air Quality Index (AQI) is high, or it is extremely hot or cold. For the most part, if a child is well enough to be at school, he/she is well enough to participate in outdoor recess, if properly dressed. In fact, the germs that cause colds thrive more readily in the heated indoor air, and it is beneficial to go outside and get some fresh air.

**However, on those occasions when it is absolutely necessary for the child to stay indoors, parents are asked to send a written note to the teacher so teachers can make the necessary arrangements.**

## **Elevator Use**

Elevators are not to be used by students, unless they are accompanied by KIS staff, parent or guardian. Only 4 children and 1 adult are permitted to ride the elevator at the same time, in order to provide room for physical distancing.

## **Inclement Weather and Air Quality**

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, yellow dust and ultrafine particles (PM-2.5)/fine particles (PM-10). Such events rarely occur, but should they occur, the school will make every reasonable effort to contact parents by 6:30 a.m. that morning. SMS announcements will also be made. Check the KIS website for timely updates.

## **Korea International School Air Quality Policy**

KIS is committed to the safety and wellbeing of our students. Building administrators will monitor air quality levels to follow recommendations set forth by <https://airvisual.com/> Korea International School (KIS) and the Ministry of Education. The following KIS guidelines will be used to determine whether students have outdoor activities. Principals may restrict activities further as needed. KIS will monitor three readings daily: AQI, PM10 and PM2.5

The KIS Air Quality Policy will be reviewed annually through the KIS Safety Committee. Recommendations for adjustments will be made by the Safety Committee for review by KIS administration.






Air quality will be monitored each day by the office. Readings will be shared within the school at 07:30, 09:00, 12:00 and 15:00. Should air quality forecasts indicate higher readings, KIS will monitor on an hourly basis when needed.

\*\* Parents are encouraged to provide their child with a high quality mask for outdoor activities during increased levels of pollution.

# Outdoor Air Quality Policy



\*\*\*\* Being outside and participating in non sedentary activities has beneficial effects. A healthy balance can be reached by modifying and regulating outdoor activity as well as taking into consideration that AQI levels can fluctuate throughout the day due to wind, sunlight, temperature, and traffic congestion.

	 Good	 Moderate <small>Unhealthy Under 3 Years*</small>	 Unhealthy	 Very Unhealthy	 Hazardous
<b>PM 2.5</b>	1-15	16-35	36-74	75-149	150+
<b>PM 10</b>	1-30	31-80	81-149	150-299	300+
<b>ECE (PK-Gr. 2)</b>	Go Outside!	Limit outside activity to no more than 30 minutes (total) a day.	No outside activity.	No outside activity.	No outside activity.
<b>Gr. 3 - Gr. 5</b>	Go Outside!	Go Outside!	Limit outside activity to no more than 30 minutes (total) a day.	Consider rescheduling outdoor sports or activities.	No outside activity.
<b>Secondary</b>	Go Outside!	Go Outside!	Limit outside activity to no more than 30 minutes (total) a day.	Outdoor activities restricted or cancelled at Principal or Director's discretion.	Consider canceling school

### Daily Monitoring & Reporting

The KIS Seoul Campus (SC) Office monitors our local Air Quality using Air Visual and references the Gangnam-gu Station (primary) as recommended by the Korean Ministry of Environment in accordance with the BOE Guidelines on Particulate Monitoring. An email will be sent shortly after readings are taken to the KIS Seoul Campus faculty. The SC reporting times are listed below:

- 7:30 am - Prior to Student Arrivals
- 11:00 am - Prior to Recess 1
- 1:30 pm - Prior to Recess 2

The SC PE Department will complete their own readings before classes scheduled to be outside and will use indoor spaces for classes, if necessary.

\* Ref: <https://www.who.int/ceh/publications/air-pollution-child-health/en/>

## Student Attire and Personal Appearance

KIS fully expects students to come to school ready-to-learn, and this readiness is to be reflected in their clothing choices. Hats or ball caps are not to be worn in the school, except on special event days. Examples of unacceptable choices include, but are not limited to:

1. Exaggerated, potentially dangerous ornamentation;
2. Shirts with writing and/or graphics that are political and/or offensive to cultural groups; and
3. Items that present a safety hazard to self and others (e.g. roller shoes).

Students whose clothing and/or personal grooming choices are determined by the administration to be in potentially offensive, dangerous, or unsafe to learning may be required to change and/or immediately sent home.

## Lost and Found

The Lost and Found cabinet is located in the business office on the 4th floor. All items that are found in the common areas around the school will be placed in the Lost & Found. Students are advised not to bring non-school related items to school, such as electronic games, cameras, cell phones, and so on, as they may be misplaced by the students. Lost expensive, fragile or other found items will be kept in the Elementary Office. When expensive items such as wallets, pocketbooks, or special identification cards are lost or stolen, the student should notify the teacher immediately, who will in turn, notify the Principal's office. All unclaimed items are donated to charity at the end of each semester.

## **Visitor Policy**

KIS students' school-age friends who are not KIS students may not visit school at any time during the school day. Parents and adult community members who wish to visit for any reason must contact the Principal or the ES Office prior to arrival, following these steps:

1. Visitors, including parents, will not be permitted to escort students to class or enter campus unless they have a pre-arranged scheduled appointment with a faculty or business staff member.
2. All visitors with a pre-arranged appointment must fill in the [visitor health questionnaire](#) and must show this to the guard before being permitted to enter the campus.
3. All visitors will have their temperature checked before entering the campus.
4. Visitors will be required to sanitize their hands before entering the campus.
5. All visitors are required to wear a mask and visitor ID badge at all times when on campus.

## **KIS Elementary Academic Programs, Enrichments and Activities**

### **House Team System**

The House Team system comprises four teams: Water, Fire, Earth, and Wind. The House Team concept is a positive behavior, team-building, spirit-building program designed to bring out the best in students athletically, behaviorally, and academically.

#### *How do Houses work?*

When students arrive at KIS, they are placed on one of four House teams, and they stay with that House team until they leave the school. House teams are organized with equality in mind in regards to gender, ability and academic standing. When new students come, they are placed in an appropriate House and that, as mentioned, becomes their permanent House.

Houses are made up of students from all grades, PK-Gr. 5, and when events take place (Sports Day, Reading Quiz Contests, Spelling Bee, Poetry Contest, and Design Team Challenges) the students break into Houses, not into grades or classes. Academic staff are members of Houses as well, and they take active roles in the House events.

### **After School Clubs**

KIS Seoul Campus offers a variety of After School Clubs (ASCs) to students in grades PK-Gr. 5 throughout the school year. ASCs vary depending on teacher strengths, interests, availability and other factors. Sign-up forms are generally distributed at the beginning of each semester for those grade levels that may be eligible for ASCs. ASC fees (when necessary) vary by club and are indicated on the sign-up sheet. Please note that the fees are not used to pay the teachers, but to pay for any incidental materials necessary for the class.

All elementary students who are not enrolled in ASCs are expected to leave campus when school is dismissed at 3:00 p.m. They are not permitted to remain on campus unsupervised, while waiting for the dismissal of siblings.

## **Field Trips**

Educational field trips are a great way for students to apply what they learn in the classroom to real life experiences. Prior to each field trip, the teachers will complete a detailed packet of information that clearly describes how the excursions are connected to classroom learning. Every effort is made to ensure that the students do not go on the same field trips from year to year.

Korea International School will cover all transportation costs associated with the field trips, including insurance, fuel, parking, and bus driver cost. Parents are responsible for the entrance/admission fees for the students and lunch, when applicable. Students must ride to and from the trip in school-provided transportation or the permission slips are not valid. Providing lunches for the teachers and/or bus drivers is not expected or necessary.

Please note that field trips during the time of COVID-19 are generally not permitted in the health and safety interests of the children.

## **Field Trip Chaperone Guidelines**

Teachers frequently request that parents attend classroom field trips to assist as chaperones. Following are guidelines for parents when they chaperone a school-sponsored field trip.

1. Since field trips involve a large group of children, always try to think in terms of "What if every child did this?" Insist on respectful, responsible, and safe behavior at all times.
2. It is easy for grown-ups to socialize and forget that they are the most helpful when they help supervise the students and reinforce expectations. The trip is far more enjoyable if the adults share the job of setting limits as needed.
3. If a particular child does not respond to parent requests, the parent should inform the teacher.
4. There is often a tendency for a parent to "hover" around his/her own child. Parent chaperones are the most helpful when they assist with all the students and not just their own child.
5. Parent chaperones may be eligible for transportation on school buses for field trips if room exists on buses.

## **Seasonal Parties**

Seasonal parties are a fun way for students, teachers, and parents to celebrate worldwide and/or Korean holidays and develop a sense of community within the classroom. Cost and instructional time are important considerations when planning classroom parties, however.

When conducting parties in the classroom, teachers and parents should be mindful about the amount of learning time being used to celebrate a party. If learning time is being used, the KIS policy is for teachers, preferably in collaboration with the Parent Liaison to select three parties to celebrate during the course of the school year (e.g. Halloween, winter festivities, spring celebrations, End-of-the-Year, and so on). Each individual party should not take more than forty-five minutes of learning time for each celebration.

Many teachers plan learning centers, stations, and educational activities to celebrate certain events such as a 100-day celebration, Global School Play Day, or even specific holidays. When these

celebrations are part of the learning in the classroom, they are not considered “parties.” Teachers have the flexibility to plan and conduct learning activities in a style that is comfortable to the children and to them, one which will benefit the learning of our students.

Classroom parents may be asked to contribute up to 50,000 KRW to be applied toward the costs of classroom parties, field trips and other class activities. This amount may be used to purchase food, supplies, and/or other costs associated with the events. Once the budget is depleted, classroom parents should not be asked to contribute additional money, so it’s important that teachers and Parent Liaisons spend the money wisely. Classroom parents should be updated regarding the costs and remaining balance of the classroom fund at the end of each event. Classroom funds not used in the course of the school year will be equally distributed to the parents at the end of the school year.

The Seoul Campus PTO may, depending on which activities they decide to sponsor at the beginning of each school year, play a part in helping celebrate seasonal holidays. For example, they may decide to organize an after-school costume party to celebrate Halloween. The teachers and Parent Liaisons should take that into consideration when determining which events to celebrate during the school year.

## **Birthday Parties**

Birthdays are an important celebration for many students. As with seasonal parties, cost and learning time will be taken into account. Teachers may choose to celebrate classroom birthdays in a variety of ways:

1. Some teachers allow birthday students to be the line leader, messenger, classroom speaker, and so on.
2. Some teachers celebrate student birthdays once per month. In other words, all of the students with birthdays in that month are honored with special classroom duties, a party, etc. All students in that grade level participate in the celebration.
3. Some teachers opt to have a special lunch with only the students who have birthdays that month. This allows the teacher to spend focused time with just a handful of students.

Whether the teachers choose to acknowledge each student’s birthday individually, as a small group, or as a whole class once per month is up to them. The cost of conducting birthday parties, however, rests with the parents and should not be taken from the classroom budget. Parents should not feel obligated to provide a smorgasbord of food for the birthday celebration. One item is sufficient, such as cupcakes, fruit platters, ice cream, pizza, or other food items. **Individual “party favors” for each student are not recommended.**

Great care must also be taken to ensure that minimal learning time is used to conduct birthday celebrations. If students’ birthdays are celebrated individually, then teachers are encouraged to hold these parties during lunchtime so that students have a sufficient amount of learning time in the school day. If birthdays are celebrated once per month as a whole group, then no more than 30 minutes of instructional time will be used to celebrate the birthdays.

### *August 2020 update:*

Due to current health conditions and restrictions regarding COVID-19 and in following SMOE guidelines, **we will not be able to have food brought in to share for birthdays**. The birthday child can have a special treat (sent in from home), and we can still celebrate their birthday in fun

and memorable ways that do not include food. However, no individual treats, goodie bags, party favors, etc will be permitted.

## **KIS Elementary Parents, Parent Groups, and Organizations**

### **Communication with Parents**

Effective communication between parents and the school is a vital part of our program. KIS encourages parents to call or come in regularly to the school and classrooms. We support open communication between the school, administration, classroom teachers, and parents. This is achieved in a variety of ways:

#### **Teacher-Parent**

All teachers distribute classroom newsletters or online updates explaining past and future activities, areas of study, and events in the classroom. Should a teacher need to speak with a parent regarding a more serious matter, a phone call will be made to either discuss the issue by telephone, or to arrange a convenient time to meet in person.

#### **Family Orientation**

Parents of PK-5 students are invited to Back-to-School Night in August. Teachers provide information about the goals and objectives of the academic and special programs. Teachers will also discuss classroom expectations and school-wide behavior expectations .

#### **Parent Contact List**

At the beginning of the school year, each teacher develops a class list with the names, telephone numbers and e-mail addresses of parents in the class. Parents are asked to keep this list in a convenient location at home. The **Parent Contact List** with email addresses is useful for coordinating class activities (such as parties and field trips), communicating with other parents, or in case of an emergency.

#### **Seoul Website**

Check the school website ([kisseoul.org](http://kisseoul.org)) for regular updates to the homepage. When new information is posted, we will communicate via SMS.

#### **School - Parent**

We encourage parents to read our notices to keep up-to-date with the latest developments at the school. The School Announcement is available on our school website and can be viewed at [kisseoul.org](http://kisseoul.org)

#### **Parent – Teacher**

There are several ways to communicate with your child’s teacher such as written notes sent with the child, phone calls, e-mails, or face-to-face dialogue. It is, however, not appropriate for a parent to enter a classroom while the teacher is instructing to discuss an issue. Likewise, it is not effective to approach a teacher in the hallway, after school during dismissal time, or during other transitions and expect their full attention. If you wish to discuss a matter with a teacher in person, the best approach is to schedule a meeting with the teacher so s/he can better give you their full attention. **Please do not contact the Business Staff or School Secretary when classroom questions arise. Teachers should always be the first point of contact within the school by a parent or guardian.**



## Parent-Educator Partnerships

"Some of the major benefits of parent involvement [in a school] include higher grades and test scores, better long-term academic achievement, positive attitudes and behavior, more successful programs, and more effective schools."

--National Committee for Citizens in Education

One recurring characteristic among all quality schools is active parent involvement. Parent-Educator partnerships are highly valued at Korea International School, and all parents are encouraged to volunteer their services in some manner during the school year. The classroom teachers distribute parent surveys and questionnaires the first month of school requesting assistance throughout the school year in a variety of ways. The PTO also solicits assistance throughout the school year, and PTO-sponsored events are determined by the organization the first part of each school year.

The following is a general illustration of possible parent volunteer opportunities at KIS. Throughout the school year, there may also be additional events and activities that are not included on the list. Volunteer opportunities are frequently announced in the weekly Phoenix Flyer and posted to the school website ([kisseoul.org](http://kisseoul.org))

### **Volunteer opportunities requiring yearly commitment:**

- Regular classroom jobs, such as book order coordinators, field trip coordinators, art docents, reading parents, station parents, and so on.
- Classroom representatives
- PTO board member positions

### **Volunteer opportunities requiring job completion:**

- PTO fundraising events, such as the charity coin drive, back-to-school packets, the elementary book fair, and so on.
- PTO and school-sponsored events, such as Movie Night, seasonal after-school celebrations, Spring Bazaar, and so on.

### **Volunteer opportunities requiring a one-time commitment:**

- Seasonal classroom celebrations
- Guest speakers
- Assisting at one of the many fundraisers or school events

## Seoul Campus Parent Liaison Group

Seoul Campus Parent Liaisons are volunteers who have a desire to support the rich learning environment established at our school. They help promote the school wide expectations and classroom goals. They strive to positively impact the school climate and overall sense of community. It is our expectation that all Parent Liaisons are positive role models when working with staff, parents, and students.

### Responsibilities:

- Help plan class events and field trips
- Organize parent support for school wide activities (i.e. International Day and Holiday parties)
- Collaborate with the homeroom teacher to manage the class budget

- Facilitate communication between teachers and parents
- Promote the harmony and positive environment of the classroom and school
- Encourage PTO membership and attendance

The goal of this program is to create a volunteer opportunity that will be mutually beneficial to our parent community and the school. We believe that a strong parent-school relationship will help foster a safe, supportive, and enriched learning environment.

## **Parent-Teacher Organization (PTO)**

KIS-Seoul Campus has a Parent-Teacher Organization that serves to encourage interaction between teachers and parents, sponsor school events, and support the school in its commitment to achieve the school mission and vision. All parents and teachers are encouraged to become active PTO members. PTO meetings are generally held monthly, and meeting agendas are communicated to parents in advance of the meetings.

## **Picking Up Students After School**

It is the parents' responsibility to see that their children are picked up no later than 3:10 p.m. if they do not go home on a KIS school bus. The school **does not** provide after-school childcare for any students. Instructing children to play on the playground or go to another location within the school until a parent or driver arrives is **not** an option, as there is not adequate supervision in either location. The school urges all parents to comply with the time frame in consideration of the students' safety and well being.

## **Process for Parent Concerns**

Korea International School is committed to open and honest communication and problem solving. When conflicts and/or concerns arise, parents are asked to go directly to the faculty member and attempt to resolve the concern. Both parties should be open to hearing the other's point of view. For those parents with limited English-speaking abilities, a translator can be provided. Most of the time, resolution can be reached at this step. If the faculty member and parent cannot successfully resolve the concern, then either party may request that the Principal or Associate Principal help with the problem-solving. Our goal is to maintain open and positive communication between home and school, so that our students can be successful learners. **Please do not contact the Business Staff or School Secretary when classroom questions arise. Teachers should always be the first point of contact within the school by a parent or guardian.**

## **Withdrawal from KIS Policy**

Parents are expected to make a good faith effort to **contact KIS within two weeks of their intention to withdraw their child**. This advanced notice allows reasonable time to prepare the student's records.

Students are required to submit a completed check out form as a condition of withdrawal. All obligations including, but not necessarily limited to, full payment of outstanding tuition, library fees/textbook return must be met before school records will be released.

Official student documents will be mailed directly by KIS to the student's receiving school. Official transcripts cannot be transmitted to any receiving school by a parent or any other third party.

## **Transfer Requests**

If a current student would like to transfer between KIS campuses, a Transfer Request form must be completed. Forms can be requested through the ES Office and final approval is required from each school principal.

## **Letters of Recommendation**

**All letters of recommendation requests must be submitted directly to the Seoul Campus Principal. They are not to be submitted directly to teachers.** The Principal will disseminate all recommendation requests to teachers.

KIS forms are designed to address all that is requested on boarding school recommendation forms. However, they do so in a manner that is respectful of the teachers' responsibilities to our entire KIS community. KIS reserves the right to limit the number of recommendations provided for any one student.

## **Teacher Gifts**

Per the improper solicitation and graft act (Kim Young Ran Law), any gifts or food items of monetary value provided by a student or parent to the teacher are prohibited. Any questions about this prohibition should be addressed to your administrator for clarification.

## **KIS Elementary Grades, Report Cards, and Student Matters**

### **Conferences and Student-Led Conferences**

Student conferences are conducted twice per year (fall & spring), and at least one parent's participation is required at every conference. All conferences are conducted in English. The second conference each year is a student presentation. Students will be conducting a presentation to showcase what he/she has learned during the school year across all disciplines. The student addresses her/his academic strengths and needs, and will discuss strategies for improvement.

### **Pre-Kindergarten - Junior Kindergarten Curriculum and Grading**

#### Subjects

- English Literacy
- Math
- Social Studies

#### Global Proficiencies

- Collaborators
- Self-directed Learners
- Critical Thinkers
- Quality Producers

### Specialist Subjects

- Science
- Design
- Art
- Physical Education
- Technology
- Music
- Korean Language

## **Elementary Curriculum and Grading (Grades K - 5)**

### Subjects

- English Language Arts
- Math
- Social Studies

### Global Proficiencies

- Collaborators
- Self-directed Learners
- Critical Thinkers
- Quality Producers

### Specialist Subjects

- Science
- Design
- Art
- Physical Education
- Technology
- Music
- Chinese Language
- Korean Language

## **Report Cards**

Report cards are issued three times each year. All student reports will be completed and issued at designated times throughout the year and no sooner. A student must be present at least half of any reporting period to receive marks for completion. Adequate attendance is required so all assessment can be completed.

## **Homework Policy**

Homework can be assigned to help students develop study skills and achieve academic competency. All assignments submitted must be a student's own work. Homework is not to be assigned over long breaks or holidays.

### **Teacher Responsibilities:**

1. Design homework assignments that prepare students for new content (e.g. collect leaves for an upcoming unit on the four seasons) or practice skills they have learned in class.
2. Explain homework assignments so that students understand what is expected of them.

3. Post or record homework assignments so students know the expectations.
4. Monitor the completion of homework assignments.
5. Provide feedback on homework when appropriate.
6. Communicate with parents when homework is not completed on a regular basis.

### **Student Responsibilities:**

1. Ask questions if the homework assignment is not clear.
2. Write down homework assignments in a homework diary or notebook, as necessary.
3. Complete all homework assignments independently to the best of his or her ability, with minimal assistance from parents or tutors.
4. Do not copy assignments from friends or allow others to copy from you.
5. Complete homework assignments according to the same neatness standards as expected in class.
6. Complete and return homework in a timely manner as requested by the teacher.
7. Work with the teacher in advance, if known circumstances prevent the student from completing the homework on time.

### **Parent Responsibilities:**

1. Create a study area at home for the student to do homework and provide the necessary supplies.
2. Establish specific times and routines for homework.
3. Assist the student only if he or she wants help or has specific questions.
4. If assistance is needed, help the student arrive at the answer on his or her own rather than provide the answer.
5. Communicate with the teacher if the student is consistently unable to complete his or her homework assignments.

### **Homework Guidelines**

One of our core values at KIS is **balance in life**. It is important for us to strive for a healthy balance of time devoted to work, rest, and recreation. While at school, students are involved in a host of activities that assist in the development of the whole child. At the end of a long day, is essential for children to have time to relax, rest, and have fun with family and friends. It is also important for children to have some self-determinant free time. This helps them to become independent, creative, and confident people.

Current research concerning homework for elementary age students emphasizes the importance of homework tasks that are meaningful and connected to the learning in the classroom. Homework is not punitive and is not assigned for the sake of providing "busy work." Homework should be purposeful and relevant to student learning.

Reading is an essential part of development for children in Elementary School. Providing your child with daily opportunities to interact with text is critical to improving reading fluency and comprehension. Additionally, it helps build vocabulary and develop writing skills. Therefore, we encourage all of our students to read or be read to each and every night at home.

Homework is given to support work, projects and research undertaken during the school day. It is connected to what is happening in the classroom and has a clear purpose. Some projects may be

open-ended: a culminating activity or art project, for example, that may be completed over the span of many nights.

Homework should not be a stressful exercise. It should be a time it should be a reinforcing extension of the learning happening in the classroom, and serve as a way for parents to connect with the learning happening at school. As we are a project-based learning community, there will most likely be times when your child will have work to do at home that is associated with the completion of a culminating activity. Time is typically given for students to complete tasks in class. Work not finished in the time allotted is homework. Learning to manage one's time, meet deadlines, and stay organized are essential life skills that we teach explicitly. Homework can serve as a key component for that learning.

Homework is not to be assigned over long breaks or holidays.

**Tutors:** Occasionally parents may use the services of tutors to help support their child with homework and/or classroom assignments. We recommend that tutors follow the Korea International School curriculum. Tutoring will be the most helpful when it is focused and helps the students achieve the standards and benchmarks used by the school. Please contact your child's homeroom teacher for further details.

**Our Understanding:** Homework is an important part of the educational process; however, we believe that homework is not the most important thing students should be doing after school. Just as teachers need a break from teaching and parents need a break from parenting, students also need a break from schoolwork. Our hope is that students are encouraged to pursue other interests and are allowed to play, socialize with their friends, and just be kids!

## Study Skills

Study skills are techniques used to help us learn. Although each of us learns in different ways, it's important for students to establish some good habits at the start of a year if they are to do well in all subject areas.

Here are some tips students might follow:

1. Ask clarifying questions.
2. Keep a log of assignments given.
3. Use a Student Agenda.
4. If a teacher asks for something to be done, do it and then hand it in.
5. Keep all of the notes for each subject together, and in a binder rather than in a folder.
6. Keep cubbies/lockers tidy.
7. Take all required materials to classes.
8. You can remember important ideas from what you heard or read; sometimes diagrams help as well.
9. Spend some time every day reviewing or reading.
10. Learn how to take tests: practice reading instructions carefully, go on to easier questions first, and show all of the steps or rough work to get partial marks.
11. Ask questions about homework before leaving the school.
12. Try to understand work rather than memorize it.
13. Always do your best.

See your child's Homeroom Teacher if more information is required about study skills.

## **Academic Probation**

In the event that a student performs below their potential for a reporting period, a student's parents will be asked to attend a conference with the Principal and the Homeroom Teacher. Specialist teachers (music, art, computer technology, etc.) may also be requested to attend the meeting. The Principal and teacher will present the parents with their child's progress report or report card and apprise them of the concerns and conditions of Academic Probation. The Academic Probation Policy is available upon request from the Seoul Campus Principal.

## **Classroom Placement**

We take classroom placement very seriously and spend considerable time at the beginning of each year making sure that classrooms are balanced based on several criteria, including gender, language proficiency, classroom behavior, academic strengths and needs, quality of work, and so on. Final class lists are posted during Orientation Day in early August.

# KIS Elementary Forms and Parent Documents

## Academic Year 2020-2021 Parent/Student Handbook Acknowledgement Form

### Handbook Changes

Changes in the student handbook may be made during the school year by the school administrators.  
Such changes will be made known to students.

\*You may simply access the document by scanning the **QR code** at the top of the page.

Please complete and return this form to the Seoul Campus Elementary Office.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Name (Please print)

***Our signatures indicate we have received, read, understand, and agree to  
abide by all Policies set forth in the  
Korea International School Academic Year 2020-21  
Parent/Student Handbook***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



# KIS Parent/Guardian Admissions Agreement

**This Admissions Agreement must be signed by the parents or guardian and will be renewed annually when enrolling the student for the next school year.**

- (1) The Parent acknowledges that the information contained in the School's Student/Parent Handbooks, delivered to each student, is known by the parents/guardian and is by this means accepted.
- (2) The Parent agrees with the payment of all fees as established by the School and in accordance with authorized payment plans must be paid in full by the date established. In the case of non-payment, the School may restrict students from attending classes, withhold report cards, and/or refuse re-enrollment for the following semester.
- (3) The Parent will ensure that the student attends all regularly scheduled classes. In the event of an absence, the parent understands that supporting documents of explanation for absence must be submitted.
- (4) The Parent will support the student in order to help him/her meet the School's academic and behavioral standards.
- (5) The Parents agree to cooperate and follow the directions of teachers and administrators in order to support the progress of the student.
- (6) The Parent agrees to use proper channels of communication established by the School when seeking resolution to a problem or concern (i.e. initial contact with the teacher or person closest to the problem and then, if necessary, forwarding the matter to the Associate Principal, Principal and then to the Director).
- (7) The Parent understands that transportation services are provided to the student by a 3<sup>rd</sup> party contractor. The parent agrees to comply with the policies and financial obligations set forth by the company. For detailed explanation of the busing policy consult the busing contract. Korea International School is considered only an intermediary between the two parties.
- (8) The Parent understands that cafeteria services are provided by a 3<sup>rd</sup> party contractor. It is the responsibility of the parents to comply with the payment scheduling set forth by said company along with its policies. In instance of conflict, the policies set forth by the 3<sup>rd</sup> party shall be followed for resolution. Korea International School is considered only an intermediary between the two parties.
- (9) The parent understands their responsibility to contribute to a positive school environment

and avoid conduct which creates or promotes intolerance or disharmony between and/or among the members of our school community and avoid making unfounded comments that may damage the image of the school or the staff.

- (10) KIS has all rights to student photos/videos taken in class or during activities for the purpose of school promotion and parent/guardian agrees to allow KIS to use student photos/videos for KIS publicity.

Failure to comply with this agreement and the policies and guidelines of Korea International School may result in a student's withdrawal or expulsion from classes or from the School. The payment of the annual registration fee for the student(s), and its receipt and acceptance by the School, is considered as a renewal of the Enrollment Agreement for the corresponding school year.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Name (Please print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date