

Korea International School



**Parent - Student Handbook
2018-2019**



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Dear Families,

It's my great pleasure to welcome you and your child to our school community. KIS is an incubator for innovation, and a greenhouse for growth! One of the great perks of my job as principal is being able to go into all of our wonderful learning spaces and witness that growth first-hand. Whenever you see me around school, it will most likely be with a camera around my neck as I look to capture images of those special moments of discovery. Fortunately, that's pretty easy to do since those moments are happening around here all the time!

When you walk the halls of KIS, you too will undoubtedly notice any number of photo-worthy things, but one thing you won't see are a lot of textbooks! Schools are just about the only place on earth where different disciplines are routinely quarantined, kept safely apart from one another. In our quest to make learning more like life, we've moved away from discrete subjects and have created Transdisciplinary Units (TDUs) that infuse Language Arts, Science, Social Studies, and Design. Students *apply* what they've learned to find solutions to real-world contemporary problems.

At KIS, it's not so much about what you know. It's what you DO with what you know that matters. Our aim is to make sure that today's lesson doesn't just connect with tomorrow's but with experiences well past the horizon too. Think A to B *and* A to Z. That's no simple task, but it is our charge: to prepare children for a future that we cannot conceive of.

The elementary school is rarely a quiet place. More often than not, it's a raucous cacophony of learning and laughter.... and that's just the way we like it! We do our best each day to celebrate the fact that learning is a joyous experience, and that ALL of us are on that journey of discovery together.

We're truly blessed with world-class facilities, passionate, and creative colleagues, a top-notch curriculum, and an incredibly supportive parent community. But what sets us apart are our students. They come to school every day with an eagerness and enthusiasm for learning that is nothing short of overwhelming. It is a gift to get to work with these kids every day.

So again, welcome to the KIS family. I look forward to seeing you and your child in the halls throughout the year.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'Travis B. Peterson', written in a cursive style.

Travis B. Peterson
Elementary School Principal

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TABLE OF CONTENTS

KIS Mission and Educational Expectations

Mission Statement	1
Core Values	1
Expected Schoolwide Learning Results (ESLRs)	1/2
General Student Conduct	2/3

KIS Elementary Calendar and Timings

School Calendar	4
ES Bell Schedule	5
School Day	6
Lunch Times	7
Elementary Office Hours	7
Attendance	7
Long Term Absences	7
Making up Missed Work	7/8
Late Arrivals	8
Closed Campus	8
Procedures for Early Departure	8

Health Matters

School Nurse	8
Physical Examination and Medical History Requirements	9
Required Immunizations	9
Tuberculosis Testing Requirements	9
Student Need for Medication	9
Emergency Information	9
Exclusion from School	10
Allergies and Health Matters	10

KIS Elementary Expectations, Regulations and Policies

School Wide Expectations	10/11
Student Discipline Policy	11/12
Student Disciplinary Procedures	12/13
Student Harassment and Bullying	13/14
School Bus Rules	15
Homework Policy	15/16

Academic Honesty Policy	17
English-Only Policy	17
Computer Acceptable Use and Technology Responsibility Policy	17/18
Digital Mobile Device Guidelines	18
Physical Education (P.E.) Policy	18/19
Swimming	19
Excused from recess	19/20
Elevator Use	20
Inclement Weather	20
Visitor Policy	20

KIS Elementary Information and Routines

The First Few Weeks of School	20
A Typical Classroom	21
Library	21
School Lunch	22
Emergency Procedures	22
Textbooks, Library, and School-Owned Materials/Property	22
Lockers (Cubbies)	22
Student Attire and Personal Appearance	22
Lost and Found	23
ID Cards	23

KIS Elementary Academic Programs, Enrichments and Activities

House Team System	23
Co-curricular activities	24
Intramural and Interscholastic Sports (Jamboree)Programs	24
Field Trips	24
Field Trip Chaperone Guidelines	24/25
Seasonal Parties	25
Birthday Parties	25/26

KIS Elementary Parents, Parent Groups and Organizations

Parent-Teacher Organization (PTO)	26
Picking Up Students After School	26
Communication with Parents	26/27
Parent-Educator Partnerships	27/28
Teacher Gifts	28
Process for Parent Concerns	28
Withdrawal from KIS Policy	28

Transfer Requests	28
Letters of Recommendation	29
Parent Commitment	29

KIS Elementary Grades, Report Cards and Student Matters

Conferences and Student-led Conferences	29
PK-K Curriculum and Grading	29
Elementary Curriculum and Grading (Grades 1-5)	30
Report Cards	30
Academic Probation	30
Classroom Placement	30

KIS Parent Documents and Forms

Korea International School/Technology Responsible Use Policy	31/32
Air Quality Policy	33/34
Acknowledgement Form	35

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 Schoolwide 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.

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 Elementary 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:

- a. attend classes regularly;
- b. complete and hand in all assignments on time;
- c. be prepared for the start of every class by being on time for lessons, having all materials ready by being seated and ready for instruction to begin;
- d. observe all rules and regulations pertaining to the operation of that class; and
- e. be cooperative with class members and teachers.

2. All Members of the School Staff

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

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.

- a. Keep hands and feet to yourself.

- b. Treat others as you would wish to be treated.
- c. Be considerate to fellow class members and teachers.

4. Visitors to the School

While they are on school property, visitors should be considered as extensions to the school personnel. 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 willful damage or disregard of property will not be tolerated.

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.

KIS Elementary understands that the basic purpose of discipline is to develop, as far as possible, in every pupil the capacity for intelligent self-control. A second, but no less important, purpose is to provide classroom conditions that will make effective learning possible.

Rules and regulations must be:

- a. obviously necessary;
- b. clearly enforceable;
- c. understood by all school personnel; and
- d. consistently enforced.

Any student violating rules and regulations established by KIS Elementary can be disciplined by any member of the teaching staff witnessing the violation. Exhibiting expected behaviors in the presence of teachers and administrators but not elsewhere does not rise to an acceptable level of student behavior.

7. Acceptance of Responsibility for Their Own Actions

Students are expected to accept increasing responsibility for their own actions, as they proceed through school, and will be disciplined for breaches of General Student conduct accordingly.

KIS Elementary Calendar and Timings

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. In the elementary, the school year consists of three terms, totaling 180 school days.



2018-2019

Korea International School School Year Calendar



○ Beginning of Quarter/Trimester
 Teacher Work/No Students
 No School for Students or Teachers
 Half Day for Students

July 2018							January 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	1-11	1	2	3	4	5		
8	9	10	11	12	13	14	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	20	21	22	23	24	25	26
29	30	31					27	27	28	29	30	31		

August 2018							February 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	1-6					1	2	
5	6	7	8	9	10	11	7-10	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	10	11	12	13	14	15	16
19	20	21	22	23	24	25	13	17	18	19	20	21	22	23
26	27	28	29	30	31		15	24	25	26	27	28		

September 2018							March 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	
2	3	4	5	6	7	8	1	3	4	5	6	7	8	9
9	10	11	12	13	14	15	11	10	11	12	13	14	15	16
16	17	18	19	20	21	22	21-22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	25-29	24	25	26	27	28	29	30
30								31						

October 2018							April 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	3	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	21	22	23	24	25	26	27
28	29	30	31				28	28	29	30				

November 2018							May 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3				1	2	3	4	
4	5	6	7	8	9	10	1	5	6	7	8	9	10	11
11	12	13	14	15	16	17	6	12	13	14	15	16	17	18
18	19	20	21	22	23	24	12	18	19	20	21	22	23	24
25	26	27	28	29	30		13	19	20	21	22	23	24	25

December 2018							June 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1		
2	3	4	5	6	7	8	6	2	3	4	5	6	7	8
9	10	11	12	13	14	15	13	9	10	11	12	13	14	15
16	17	18	19	20	21	22	14	16	17	18	19	20	21	22
23	24	25	26	27	28	29	14	23	24	25	26	27	28	29
30	31						30	30						

Form last updated: November 20, 2017

2018-19 ES Bell Schedule

8:00-8:20	Morning Meeting
8:25-9:15	Block 1
9:18-10:08	Block 2
10:10-10:25	Snack Recess
10:28-11:18	Block 3
11:21-12:11	Block 4
12:15-1:05	Lunch PK-2(12:15-12:40) 3-5(12:40-1:05)
1:09-1:59	Block 5
2:02-2:52	Block 6
2:52-3:00	Check-in/Pack up

Dismissal

School Day

The school day begins at 8:00 AM grades K-5, and at 9 AM for PK-JK daily. Children need to arrive with enough time to get to class, put away their belongings and be ready to learn. All students are dismissed from school at 3:00 PM.

On scheduled half days all students are dismissed at 12:15 PM. Buses are scheduled to depart for home by 12:30 PM and parents are asked to pick up students who do not ride a KIS bus at the half-day dismissal time.

All early years and elementary students have a mid-morning snack and recess. Early years students need to bring an additional afternoon snack. Lunch break for Kindergarten to Grade 5 students begins at 12:15 PM and ends at 1:05 PM daily.

The PK//JK program will be designed to develop the whole child and include activities that strengthen basic skills, inquiry, problem solving, collaboration, social competence, and self-management.

- Regular daily scheduled time will be 9:00 AM - 3:00 PM
- Optional start time will be 8:00 AM (From 8-9 AM, childcare will be provided by a certified teacher and teaching assistants.)
- Children will be cared for and supervised until 3:00 PM
- All core curriculum instruction will be between 9:00 AM- 3:00 PM
- The 8:00 AM - 3:00 PM schedule will include age appropriate socialization and play times in addition to the core instruction.
- **Optional bus service is available for both 8:00 AM and 9:00 AM.**
- Tuition will be the same for either start time.

All students arrive to school by bus or car. If you have your child brought to school or taken home by car, please be sure to arrive on time (8:00 AM). 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 as well. Immediately following your student's dismissal from school, teachers have daily responsibilities such as participating in faculty meetings and preparing the next day's lessons. **Childcare is not provided.**

After school, we request that all students remain behind the glass doors at B3 until the registered parent, guardian, or driver comes to the door to get them. For each child's safety, please refrain from waving them to the car from across the parking garage. Students must remain in the B3 waiting area after dismissal, and not in other parts of the school campus. We also ask that parents actively supervise their children during this time, and reinforce school wide behavioral expectations.

If your child travels by bus, please note that they must ride ONLY their assigned bus. If, for some reason, you wish to have your student travel on another bus or take car transportation, you must submit a bus transportation form (forms may be submitted through the KIS website) no later than 12 PM (noon), and notify the school secretary of the change as well. This will give us enough time to notify teachers, buses and your student of the change.

Lunch Times

Pre-Kindergarten to Grade 2: 12:15 – 12:40 PM

Grade 3 to Grade 5: 12:40 – 1:05 PM

Elementary Office Hours

The KIS Elementary School Office is open from 7:30 AM until 5:00 PM on all school days.

Attendance

Students are expected to attend school each day of the school calendar year, and to participate fully in each day's activities.

KIS recognizes a need for absence in the case of illness or family emergency. Parents should call the school secretary to report student's absence on the morning of the absence, or as soon as is reasonably possible.

Students are permitted a maximum of twenty (20) absences per year. Extenuating circumstances surrounding excessive absences may be reviewed by school administration.

Students diagnosed with communicable diseases must remain out of school until they have fully recovered. Full recovery must be determined by a physician. If a student's illness lasts five or more consecutive days, **a physician's certificate will be required for readmission to school.**

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

Upon a student's return to school following an absence, he/she 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 (more than 2 days)

When emergencies must take students away from school for more than 2 days, teachers should be notified of the absence on the "Extended Absence Form". Forms are available in the Elementary Office and on our website (www.kis.kr).

Making up Missed Work

Given the importance of your child attending classes and given the demands of their classroom duties, the administration does not obligate our faculty to prepare advanced assignments and/or

lessons. Once your child does return to school after an excused absence, she/he is given one day for each day absent to make up missed work and assignments. Work missed, or not made up work, will negatively impact student learning and grading, so students are encouraged to make every effort to work with their teachers to make up missing assignments and lessons.

Late Arrivals

School starts at 8:00 AM and ends at 3:00 PM. We closely monitor all absences and late arrivals at KIS. Please note the following information:

- It is essential that the parent call the school secretary to report an absence
- Except for late bus arrival, any student arriving to school after 8:05 a.m. is considered tardy. Dismissal for any reason other than participation in an official school activity prior to 1:45 PM is considered an afternoon absence
- If a child comes to school after 8:05 AM, he or she must go to the Elementary Office to obtain a tardy slip. All late students must obtain a tardy slip and present it to their homeroom teacher

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. Five late arrivals count as one absence. Multiple late arrivals may result in disciplinary action.

Closed Campus

KIS 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 or guardians who need to have a student leave campus during the school day must send written permission with the child to their homeroom teacher. The teacher will then dismiss the student at the appropriate time and send him/her to the Elementary Office where the parent should be waiting. We will not send the student to the B3 level, so the parent/guardian must come to the Elementary Office.

Health Matters

School Nurse

KIS offers the services of two full-time resident nurses. 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 Seoul National University Bundang 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 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 student's first enrollment day at KIS. Medical history will be provided directly by parent 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 A, hepatitis B, chickenpox, Hib, Pneumococcal, and any other 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 medication be 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 the 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.

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 persons responsible for their student when neither parent can be reached.

Exclusion from School (Illness-related)

Any student who is diagnosed to have a communicable or contagious disease should be kept at home until fully recovered. A doctor's certificate, written in English, is needed in order to return to school. Students should stay home if they exhibit any of the following symptoms:

- Fever of over 100.4°F (38°C)
- Diarrhea (more than one abnormally loose stool)
- Severe coughing causing "croupy" sounds
- Severe wheezing or respiratory distress
- Yellowish tint to the skin or eyes (jaundice)
- Tearing, irritation, and redness of eyelid lining
- Unusual spots or rashes of unknown origin
- Infected areas of skin with yellow crusty areas
- Severe headache, stomachache, and/or vomiting
- 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 serve children food from the posted cafeteria menu if not indicated otherwise. If your child is not able to eat food items found on the menu, please provide a replacement food from home. Teachers will also be doing cooking activities on a regular basis. It is important that parents communicate necessary information regarding such allergies with the child's teacher, school secretary and the school nurse.

KIS Elementary Expectations, Regulations and Policies

School Wide Expectations

Phoenix Pride

ES School Wide Expectations

	Cafeteria	Bathroom	Recess	Assemblies	Hallway and/or Stairs
Be Respectful	*Be polite and use manners *Be inclusive	*Go, flush, wash, leave *Level 1 voice	*Be inclusive *Share and take turns	*Whole body listening *Practice	*Wait for others to pass *Level 1 voice

	*Level 2 voice		*Be a good sport *Level 0-3 voice	performance/audience etiquette *Level 0 voice	if needed
Be Responsible	*Keep area clean *Ask permission for Bathroom (1) Seconds (2) Water (3)	*Keep area clean	*Clean up and line up quickly with all your belongings at a voice level 1 *Ask permission to leave	*Participate appropriately	*Stay in line *Face forward *Keep up with the line
Be Safe	*Remain seated, facing forward *Keep hands, feet, and body to self *Walk *Line up quietly when dismissed	*Wash and dry your hands *Keep hands, feet, and body to self	*Use all equipment safely and appropriately *Soft touch only	*Stay seated *Keep hands, feet, and body to self *Enter and exit in an organized manner	*Keep hands, feet, and body to self *Walk on the right side *Use stairs appropriately

Level 3- Outdoor Voice
Level 2- Speaking Voice
Level 1- Whisper Voice
Level 0- No voice

Student Discipline Policy

KIS Elementary understands that the school should develop standards of conduct and that each member of the school staff is responsible for supervision of the conduct of students in the school.

We expect our students to take pride in their behavior and be Responsible, Respectful and Safe members of our school community. The table above further details what that should sound like and look like in the common areas around school.

The Elementary Administration will support all students and teachers in the maintenance of proper order and discipline. All members of the school community must be made aware of what is expected of them in this regard, and of the possible consequences for breaches of school community policy and school regulations. In administering discipline, staff will treat pupils with dignity and respect that is considerate of their circumstances.

Regulations:

1. Students shall be responsible and accountable for their behavior and conduct:
 - a. while involved in school-sponsored or related activities on or off school property;
 - b. while on school property;

- c. during any recess or lunch periods; and
 - d. while traveling to and from school.
2. KIS Elementary requires that all students:
- a. be diligent in pursuing their studies;
 - b. attend school regularly and punctually;
 - c. cooperate fully with everyone authorized by KIS Administration to provide education programs and other services;
 - d. comply with the rules of the school;
 - e. account to their teachers for their conduct, are to be held accountable for their behavior; and
 - f. respect the rights of others.
3. KIS Elementary Policy on Student Conduct establishes standards for appropriate behavior and the context for school rules and codes of conduct that students are to observe.
4. Within the classroom the teacher is expected to establish and maintain disciplinary procedures. Such measures must at all times be:
- a. reasonable, bearing in mind the severity of the behavior as well as the developmental level of the child;
 - b. capable of being enforced; and
 - c. administered impartially and consistently.

A sincere effort shall be made by all teachers to control and/or eliminate behavior by any student that is detrimental to overall student welfare or the climate of the school.

5. Within the School:
- The Principal and Associate Principal are responsible for formulating and operating the school discipline policy, with the cooperation of staff. Repeated violations of reasonable standards of conduct shall be referred to the Principal or Associate Principal. Each case will be fully investigated and the Principal and/or Associate Principal, in consultation with the referring teacher, shall take action as is deemed necessary and appropriate. Parents will be consulted when their child poses a serious discipline problem and/or when KIS Administration deems it necessary.
6. Suspension and/or Expulsion of Students
- KIS Elementary Administration takes the view that suspension of students should only be used after other avenues to resolve the difficulty have been explored.

Student Disciplinary Procedures

1. Classroom discipline strategies and techniques vary from room to room. Teachers may utilize a variety of positive or corrective consequences for each child or class. Discipline begins with a reminder to a student that his or her behavior is inappropriate and that a reminder may be followed up with a warning. A teacher may opt to give the student a detention at lunch or recess, depending on the infraction, or ask for administrative support.

It is essential that lines of communication be kept open between teacher and home. When a

student becomes disruptive, parents will be informed.

2. A teacher may remove a student from class or refer the matter to the Principal or Associate Principal. When a teacher removes a student from class, he/she shall report such action to the Principal, stating reasons for the removal. Teachers will inform the Principal or Associate Principal of the reason, the actions that led to the removal, and what strategies were taken prior to removing a student from class.
3. The Principal and/or Associate Principal will then look into, as fully as possible, the reasons for removal, consulting as they deem appropriate:
 - a. the student;
 - b. the teacher (and Teaching Assistant, if at appropriate grade level); and/or
 - c. witnesses to any incident leading to the removal.
4. The Principal and/or Associate 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 or Associate Principal: The Principal and the Associate Principal have the option to suspend a student from class. Possible reasons for suspension may include but are not limited to: an act of student violence, open defiance of authority, refusal to follow the rules of the class as laid-out by the teacher, bullying, threatening or manipulative behavior on the part of a student, and academic dishonesty.
6. If a student is suspended from class or from school, the Principal or Associate Principal shall immediately report in writing all the circumstances of the suspension to the pupil's parents, regardless of any oral communication that may have taken place.

In-School Suspension: In-school suspension may be for an entire day or for a specific portion of a school day. A second in-school suspension may lead to an out-of-school suspension.

Out of School Suspension: An out-of-school suspension may be from one to three consecutive school days.

Expulsion: Students not deemed fit for continued enrollment by reason of extraordinary misbehavior, including a single episode, may be expelled at the sole discretion of KIS Principal/Administration.

Depending on individual circumstances, consequence 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 that may be verbal, physical, deliberate, unsolicited, or unwelcome; it may be one incident or a series of incidents. Harassment may include:
 - a. verbal abuse or threats;
 - b. derogatory remarks, jokes, innuendoes, or taunts about a person's body, age, gender, ethnic or national origin, socioeconomic status, or religion;
 - c. displaying of offensive or derogatory pictures;
 - d. inappropriate jokes which cause awkwardness or embarrassment;
 - e. inappropriate gestures;
 - f. intimidation to participate in unethical activity or to participate in activities which contravene school policy;
 - g. unwelcome physical contact; and/or
 - h. 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 Bullying

Bullying is not tolerated in any form at Korea International School. If students are caught bullying, the following consequences apply:

- a. First Offense: Student reviews bullying policy with classroom teacher. Teacher completes a Discipline Referral Form and adds to student file in the Principal's Office or Associate Principal's Office. Principal/Associate Principal may take disciplinary action as well as notifying parent.
- b. Second Offense: Student reviews bullying policy with the Elementary Associate Principal/Principal. Student calls parents at home to explain their poor choices/behavior. The Associate Principal/Principal completes a Discipline Referral Form and will take disciplinary action as well as putting completed forms in student's file. Parents will be notified.
- c. Third Offense: The Principal or Associate Principal calls parents at home to explain student's poor choices/behavior. Principal/Associate Principal will take disciplinary action and complete a Discipline Referral Form to add to student's file. A meeting may be scheduled with the teacher, parents, student, and principal where the next level of consequence may be discussed.

As always, the Principal has the option to suspend a violating student with in-school or out-of-

school suspension. See discipline policy.

School Bus Rules

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

- a. All students, unless otherwise instructed by bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
- b. 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.
- c. Food, beverages, and chewing gum are not allowed on the bus.
- d. Students need to follow additional rules determined necessary by bus monitor or driver for safety.
- e. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
- f. 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 behaviors on the bus.

For minor infractions of the rules:

- a. First Offense: Warning is issued.
- b. Second Offense: Additional warning or two-day suspension of bus privileges.
- c. Third Offense: Up to two-week suspension of bus privileges.
- d. Fourth Offense: Up to two-month suspension of bus privileges

Homework Policy

Homework is assigned to help students develop study skills and achieve academic competency. Parents have a responsibility to monitor and no more than reasonably assist their child. All assignments submitted must be a student's own work. The Cardinal Rule for helping students with homework is "never work harder than your child". Homework is not to be assigned over long breaks or holidays.

Teacher Responsibilities:

- 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.
- Explain homework assignments, so students understand what is expected of them.
- Post or record homework assignments, so students know the expectations.
- Monitor the completion of homework assignments.
- Provide feedback on homework, when appropriate.
- Communicate with parents when homework is not completed on a regular basis.

Student Responsibilities:

- Ask questions if the homework assignment is not clear.

- Complete all homework assignments independently to the best of your ability, with minimal assistance from parents or tutors.
- Do not copy assignments from friends or allow others to copy from you.
- Complete homework assignments according to the same standards as expected in class.
- Complete and return homework in a timely manner as requested by the teacher.
- Work with the teacher in advance, if circumstances prevent you from completing the work on time.

Parent Responsibilities:

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

Homework Guidelines

The following chart provides **guidelines** for the average amount of homework students can expect throughout the week. The amounts indicated apply to a “typical” grade level student; in other words, some students may require more time to complete the assignments, while others may require less.

Grade Level	Average Number of Minutes Per Day
Grade PK-K	10-15 minutes and nightly reading
Grade 1	15-20 minutes and nightly reading
Grade 2	20-30 minutes and nightly reading
Grade 3	30-40 minutes and nightly reading
Grade 4	40-50 minutes and nightly reading
Grade 5	50-60 minutes and nightly reading

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 rather than overwhelming the students with additional content and 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!

Academic Honesty Policy

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

Acceptable Behaviors

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

Unacceptable Behaviors

- Copying someone else's work and presenting it as your own.
- Permitting others to copy your own work.
- Copying published materials without citation and proper acknowledgment of the original author.
- Use of unauthorized notes, guides, or electronic devices during an assessment.

English-Only Policy

The KIS pledge to parents is to fully prepare students for fluency in English and ultimately successful study in colleges/universities wherein English is the medium of instruction. Further, and no less significant, in a school where English is the common language spoken by all, KIS deems it inconsiderate and disrespectful to speak a language not understood by others. All students in grades PK-5 are expected to use English during the school day. Of course, exceptions are made for students in grades PK-1 whose English-speaking abilities are limited and struggle with even basic modes of communication. Students in grades 2-5 are expected to use English at all times.

Pre-Kindergarten and Junior Kindergarten students with limited English-speaking abilities are expected to use English in the class, with their teachers, and during instructional times. As the year progresses, they are expected to use English for a majority of the day. Please be advised that this policy may vary somewhat according to the students' English-speaking abilities when enrolled.

Computer Acceptable Use and Technology Responsibility Policy

Computer use and internet access is available on a limited basis to students. Computers on campus may be used only for legitimate, school-related teaching, and learning purposes. KIS reserves the right to monitor computer use on campus, whether the computers are KIS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy or Technology Responsible Use Policy, students in violation of the policy will become subject to disciplinary consequences and may be subject to legal consequences.

The following policy applies to every KIS student using a computer on campus:

1. All Grades will be using laptops and laptop carts. Prior to usage, all students must have their Responsible Use Policy documents signed by parents and submitted to the Elementary Office.
2. Computers and related technology must be used only for school and education-related purposes.
3. Student must not use a login and password other than his/her own.
4. Personal computers used on campus must be registered at the Business Office.
5. Student must work only at the computer to which he/she has been assigned by school staff.
6. Gum, candy, food, and drink are not allowed when using a computer anywhere in school.
7. Student must not alter desktop settings of school computers.
8. Student must not access any file or folder not belonging to him/her.
9. All documents must be stored only in user's assigned folder.
10. Student must not post anonymous, threatening, or offensive messages.
11. Email messages must not be forged.
12. Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
13. Student must not load any program onto a school computer without first receiving formal permission from school staff.
14. Computer software copyrights and licensing agreements must be honored.
15. Computers and computer-related technology must not be used for commercial gain or fraud.
16. Student must not make any change in any school computer's interface or operating system.
17. Student must not degrade performance capacity of any school computer or computer-related technology.
18. Student is obliged to respect any additional computer and computer-related use regulation set forth by school staff.

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 8:00 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.

Physical Education (P.E.) Policy

Students are expected to wear specific attire for P.E. class (often referred to as the P.E. kit). Students must wear a KIS P.E. t-shirt and shorts/sweat pants, as well as appropriate shoes

(closed-toed, rubber-soled). The shirts, shorts, and sweatpants may be purchased at the KIS Phoenix Store. Students have up to one week from the time of enrollment to purchase and begin wearing the proper attire. When students have P.E. class, PK-2 should dress in their P.E. kit when they come to school and G3-5 can bring their P.E. kit and change in/out. Wearing P.E. kit for PK-JK students is optional.

Students in our PK-5 P.E. and Health 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 activity. 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.

Swimming

Students at KIS Elementary are given the opportunity to participate in a compulsory and comprehensive aquatics program that is focused on developing confident swimmers with knowledge and skills in personal safety that can be used in many aquatic environments. The goal of this program is to create students who will have the skills and knowledge that will enable them to enjoy the many opportunities the aquatic environment provides whether this is competing in the pool, recreational swimming in a lake or a river, on a beach, in the surf, or even under the ocean snorkeling or scuba diving confidently and safely. KIS recognizes how important it is to encourage participation in water activities and endeavors for our students to have a positive attitude to the water environment.

All students are expected to participate fully in every lesson. For a student to be excused from swimming:

- They must produce a medical certificate from a physician outlining the reason for not being able to participate and a timeline indicating when the student will be able to participate. (Written in English)
- If a student has an ongoing medical condition that prevents them from participating this should be brought to the attention of the school as soon as possible.
- If a student is injured during the school day, the school nurse will determine if they are able to swim.
- Students with a fever will not be allowed to participate or to rest on the pool deck. They will be sent to the nurse.

Generally speaking, if a student is healthy enough to attend school, they will be considered healthy enough to swim.

Excused from Recess

All students will go out for recess everyday unless it is raining, yellow dust concentration is high, or it is extremely 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.

Elevator Use

Elevators are not to be used by students, unless accompanied by a KIS staff member, a parent or a guardian. Exceptions may be made for students who are carrying large/heavy items (library baskets, sets of i-Pads, large musical instruments...), or if they possess a temporary elevator pass due to injury.

Inclement Weather

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, and yellow dust. 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. Radio announcements will also be made. Check our KIS website and for timely updates.

Visitor Policy

Parents and adult community members **only** may visit the school. 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 elementary principal prior to arrival. Visitors, upon arrival at school, must check in at the security office at the front entrance and obtain a Visitor Pass. The pass must be displayed at all times and returned to the office upon departure.

KIS Elementary Information and Routines

The First Few Weeks of School

The elementary years are a time for children to make friends and learn lots of new things each and every day. Classroom environment reflects real, relevant teaching and learning. All classroom curriculum incorporates all the language 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:

- Creating a climate and tone of warmth and safety.
- Teaching the schedule and routines of the school day and our expectations for behavior for each of them.
- 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.
- Establish expectations about ways we will learn together in the year ahead.

A Typical Classroom

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

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

The Library

The library is open for students before school, during lunch, and after school. Library hours are 7:30 AM - 3:00 PM on Monday, and 7:30 AM to 4:45 PM Tuesday through Friday. Students who plan to stay after 3:15 PM must be accompanied by an adult.

Students can check out the following number of books:

PK and JK – two books

Kindergarten to Grade 3 – three books

Grade 4 to Grade 5 - five books

All patrons of the library are expected to turn their books in on time. If a student desires to keep a book longer than one week he/she can bring the material to the library to be renewed. There is no limit 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 and have access to all KIS libraries. Parents will not be able to check out books under their children's names.

Parents are welcome to use the school libraries. However, we ask you to be mindful of classes using the library while you are checking out and returning books.

School Lunch

Hot lunch is served daily. Students can purchase hot lunch from the cafeteria using their ID card. Parents may charge students' ID card via wire transferring certain amount to Hyundai catering or paying with credit card/cash at the cafeteria. Each month's lunch menu is posted on the KIS website prior to the start of each month and posted daily in the cafeteria. All questions regarding lunches should be directed to the cafeteria staff. Students may also bring sack lunches from home.

Parents **may not** buy food for other students. Additionally, sharing of food is not permitted due to food safety and sanitation.

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.

Lockers (Cubbies)

Students must use the locker (cubby) assigned to them. Parents can help us reduce problems at school by discouraging students from bringing valuables to school.

Some items, however, 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, umbrellas, accessories that go on backpacks such as key rings and charms, stickers, backpacks with rollers, money, etc.

Student Attire and Personal Appearance

KIS fully expects students to exercise common sense in making grooming choices and in deciding what to wear to school. Hats or ball caps are not to be worn in the school, except on special event days. Examples of irresponsible choices include, but are not limited to:

- flip-flops;
- see-through clothes;

- spaghetti-strap dresses or tops (less than 2 fingers wide);
- cut-away or revealing shirts or blouses;
- exaggerated ornamentation;
- short skirts or dresses;
- shirts or blouses with writing and/or graphics deemed in poor taste; and
- 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 administration to be in poor taste may be sent home immediately.

Lost and Found

KIS is not responsible for lost or stolen items. Students are advised not to bring non-school related items to school, such as electronic games, cameras, cell phones, and so on, as often they are 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 in turn will notify the ES office. The KIS Lost and Found is located in the lobby of the Middle School building. All unclaimed items are donated to charity at the end of each semester.

ID Cards

Student ID cards are used to purchase student lunches and check out library books. For elementary students, ID cards will be kept in their homeroom with the homeroom teacher. If a student loses an ID card for some reason, he/she should report the loss to the ES principal's office so we can help freeze the lunch balance. If a replacement card is needed, the student must contact the registrar in the business office to request a replacement. The cost of a replacement card is 10,000KRW. If a student has been enrolled at KIS for more than three consecutive years, an updated ID card can be obtained from the business office (at no extra expense to the student) only during the first week of school.

KIS Elementary Academic Programs, Enrichments and Activities

House Team System

The House Team system is a positive behavior, team-building, spirit-building concept, bringing out the best in students athletically, behaviorally, and academically.

When students arrive at KIS, they are placed on one of four House Teams (Earth, Wind, Fire, and Water) and they stay with that House Team until they leave the school. House Teams are organized with equality in mind in regard to gender, ability and academic standing. Input with regard to House Team placement may be sought from Admissions, the P.E. Department, teachers, and other staff.

Houses are made up of students from all grades, PK-5, and when events take place the students break into Houses, not into grades or classes. Academic staff are also members of Houses, they take active roles in the House events.

Co-Curricular Activities

KIS offers a variety of co-curricular activities to students in Kindergarten through to Grade 5 throughout the school year. Co-curricular activities vary depending on teacher strengths, interests, availability, as well as other factors. This is voluntary on the part of the students. Sign-up forms are generally distributed at the beginning of each term for eligible students. After school bussing will be provided for elementary students, however, the route/stop point will not be the same as regular school bus. Please contact the KIS Transportation department for more information. For those who are not using the after school bussing, parents are requested to pick up their child on time (by 4:00 PM) in the designated area.

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

Intramural and Interscholastic Sports (Jamboree) Programs

The philosophy of the intramural program is to foster a positive attitude toward fitness and sportspersonship and to encourage students to have fun with their peers. The intramural program will run at lunch times and at special events. Activities will be organized and directed by staff for students in Grade PK-5, and may involve KIS Elementary House Teams.

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 must 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 or partial 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. Providing lunches for the teachers and/or bus drivers is not expected or necessary.

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.

- Teachers will decide the number of chaperones required for each field trip.
- 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.
- 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.
- If a particular child does not respond to parent requests, the parent should inform the

teacher.

- Parent chaperones are the most helpful when they assist with all the students and not just their own children.
- 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 in 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 instructional time being used to celebrate. If instructional time is being used, the KIS policy is for teachers, preferably in collaboration with the class parents to select three parties to celebrate during the course of the school year (e.g. Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, End-of-the-Year, and so on).

Many teachers like to plan learning centers, stations, and educational activities to celebrate certain events, such as Dr. Seuss's birthday, a 100-day celebration, or even specific holidays. If instructional time is not sacrificed to conduct these celebrations, then they are not considered "parties." Teachers have the flexibility to conduct learning activities in an instructional delivery style that is comfortable to them.

The Elementary 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 or an Easter egg hunt to celebrate Easter. The teachers and Classroom Representatives/Party Coordinators should take that into consideration when determining which parties to celebrate during the school year.

Birthday Parties

Birthdays are an important consideration for many students, but as with seasonal parties, cost and instructional time must be taken into account. Teachers may choose to celebrate classroom birthdays in a variety of ways:

- Some teachers allow birthday students to become the V.I.P. for the day and appoint him or her to be the line leader, messenger, classroom speaker, and so on.
- 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.
- 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. 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 instructional time is sacrificed to conduct these birthday celebrations. If students' birthdays are celebrated individually, then teachers are encouraged to hold these parties during lunchtime to protect the instructional learning time. If birthdays are celebrated once per month as a whole group, then no more than 30 minutes of instructional time should be used to celebrate the birthdays.

KIS Elementary Parents, Parent Groups, and Organizations

Parent-Teacher Organization (PTO)

KIS has an active 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 actively participate in the PTO.

Picking Up Students After School

It is the parents' responsibility to see that their children are picked up no later than 3:00 p.m. if they do not go home on a KIS school bus. The school **does not** provide after-school childcare for PK-5 students. Instructing children to play on the playground or go to the library 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.

Communication with Parents

Close and 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 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 for students in the classroom.

Parent Contact List

At the beginning of the school year, each teacher develops a class list with the names,

telephone numbers and email 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.

School – Parent

The Phoenix Flyer is a frequently updated online blog for parents that includes general news, information, reminders, notes from teachers, and a calendar of upcoming events. We encourage parents to read our publications to keep abreast of the latest developments at the school. The Phoenix Flyer is available on our school website and can be viewed at www.kis.kr.

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, internet-based platforms such as Class Dojo or See-Saw, 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 he/she can better give you their full attention. Please do not contact the Business Staff when classroom questions arise. Teachers should always be the first point of contact within the school.

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 requiring yearly commitment:

- Regular classroom jobs, such as book order coordinators, field trip supporters, art docents, reading parents, station parents, science parents, and so on.
- Library parent
- Classroom representatives
- PTO board member positions
- Phoenix Store volunteers

- Lunchroom Monitors
- PTO fundraising events, back-to-school packets, the elementary book fair, etc.
- PTO and school-sponsored events, such as International Day, seasonal after-school celebrations, Movie Night, etc.
- Seasonal classroom celebrations
- Classroom speakers

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.

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 will 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 when classroom questions arise. Teachers should always be the first point of contact within the school.

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 student. This lead-time allows reasonable time to prepare 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 and library fees must be met before school records will be released.

Official student documents will be mailed directly by KIS to 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 Registrar and final approval is required from each school principal.

Letters of Recommendation

All letters of recommendation requests must be submitted directly to the Elementary Principal. They are not to be submitted directly to teachers. The Principal or Associate 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 teachers' responsibilities to our entire KIS community. KIS reserves the right to limit the number of recommendations provided for any one student.

Parent Commitment

Parents will be responsible for contributing to a positive school environment and avoiding conduct that creates or promotes intolerance or disharmony between and/or among the members of our school community. They will also avoid making unfounded comments that may damage the image of the school or the staff.

KIS Elementary Grades, Report Cards, and Student Matters

Conferences and Student-led Conferences

Student conferences are conducted each semester, and at least one parent's participation is required at every conference. All conferences are conducted in English. The second conference each year is student-led. Students must be present at that conference to discuss with the parent and teacher what he/she has learned during that semester. The student addresses her/his academic strengths and needs, and all discuss strategies for improvement.

Pre-Kindergarten - Kindergarten Curriculum and Grading

Subjects

- Literacy
- Communication
- Science
- Social Studies
- Motor Skills
- Math

Specialists

- Art
- Physical Education
- Computer
- Music
- Korean
- Library

Elementary Curriculum and Grading (Grades 1 - 5)

Subjects

- Language Arts (Reading, Writing)
- Math
- Science
- Social Studies

Specialists

- Art
- Physical Education
- Computer
- Music
- Mandarin
- Spanish
- Korean
- Library

Student Attributes

- Citizenship
- Study Skills

Report Cards

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

Academic Probation

In the event that a student performs poorly during a trimester, a student's parents will be asked to attend a conference with the Principal and/or Associate Principal and the Homeroom Teacher. Specialist teachers (music, art, computer technology, etc.) may also be requested to attend the meeting. The Principal, Associate 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 Elementary 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.

Korea International School | Technology Responsible Use Policy

The iPad/laptop cart program, educational technology, and online resources provided by KIS are intended to be used as an educational tool to support the instructional program and further enhance student learning. Information technology at KIS is to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Korea International School. Part of the educational technology program at KIS is to teach and promote responsible use of technology. It is expected that all students will be responsible users of technology at all times on campus and at home.

As a 'Responsible User' I agree to:

- allow my device to be remotely accessible at all times on campus.
- use computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- use the Internet to perform research related to academic and co-curricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- provide appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by copyright laws.
- use technology to collaborate with students and faculty in academic and co-curricular school functions.
- seek permission to record or photograph classroom presentations and activities.
- represent my own views, and not those of others, in any form of electronic communication.
- respect the privacy of other computer accounts.
- protect my personal contact information and that of others, such as full name, home address, phone number, or other information of a personal nature.
- speak with an adult I trust should I receive a message that is inappropriate or makes me feel uncomfortable.
- respect that network bandwidth, server disk space, and printer paper/toner are shared and limited resources.
- support and respect the school's computer security systems.
- keep my password private and not use anyone else's password.
- permit KIS staff and my parents to access my device and other computer based materials on my device or network storage locations.
- send and display only appropriate messages, pictures, music, or any other media.
- use language appropriate to a classroom at KIS when communicating in an online environment.
- conduct myself appropriately when interacting with others in an online environment.
- be responsible for all of my data.
- be entirely responsible for the material stored on my laptop.

Failure to use your device and KIS information technology responsibly on campus may result in immediate disciplinary actions; such as, but not limited to: verbal warnings, parent conferences,

removal of computer privileges, confiscation of computer, detentions, in-school suspensions, out-of school suspensions.

I acknowledge that I have read, understand, and agree to follow and comply with the KIS Technology Responsible Use Policy. I will use KIS information technology to help me: gather, evaluate, and use information for assignments or related personal interests, construct knowledge, and develop innovative products related to my learning communicate and work collaboratively for my learning and the learning of others plan and conduct research, manage projects, solve problems, and make informed decisions related to my learning.

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 School Directors Secretary. She will share AQI, PM10 and PM2.5 readings four times each day. Readings will be shared at 0730, 0930, 1200 and 1500. Should air quality forecasts indicate higher readings KIS will monitor on an hourly basis when needed.

Korea International School:

- AQI** readings up to 100 are considered GREEN
- AQI** readings from 101 - 150 are considered YELLOW
- AQI** Readings from 151- 250 are considered ORANGE
- AQI** Readings over 251 are considered RED

- PM10** readings up to 30 are considered GREEN
- PM10** readings from 31-80 are considered YELLOW
- PM10** readings from 81-150 are considered ORANGE
- PM10** readings over 151 are considered RED

- PM2.5** readings up to 50 are considered GREEN
- PM2.5** readings from 51 - 75 are considered YELLOW
- PM2.5** readings from 76 - 100 are considered ORANGE
- PM2.5** readings over 101 are considered RED

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

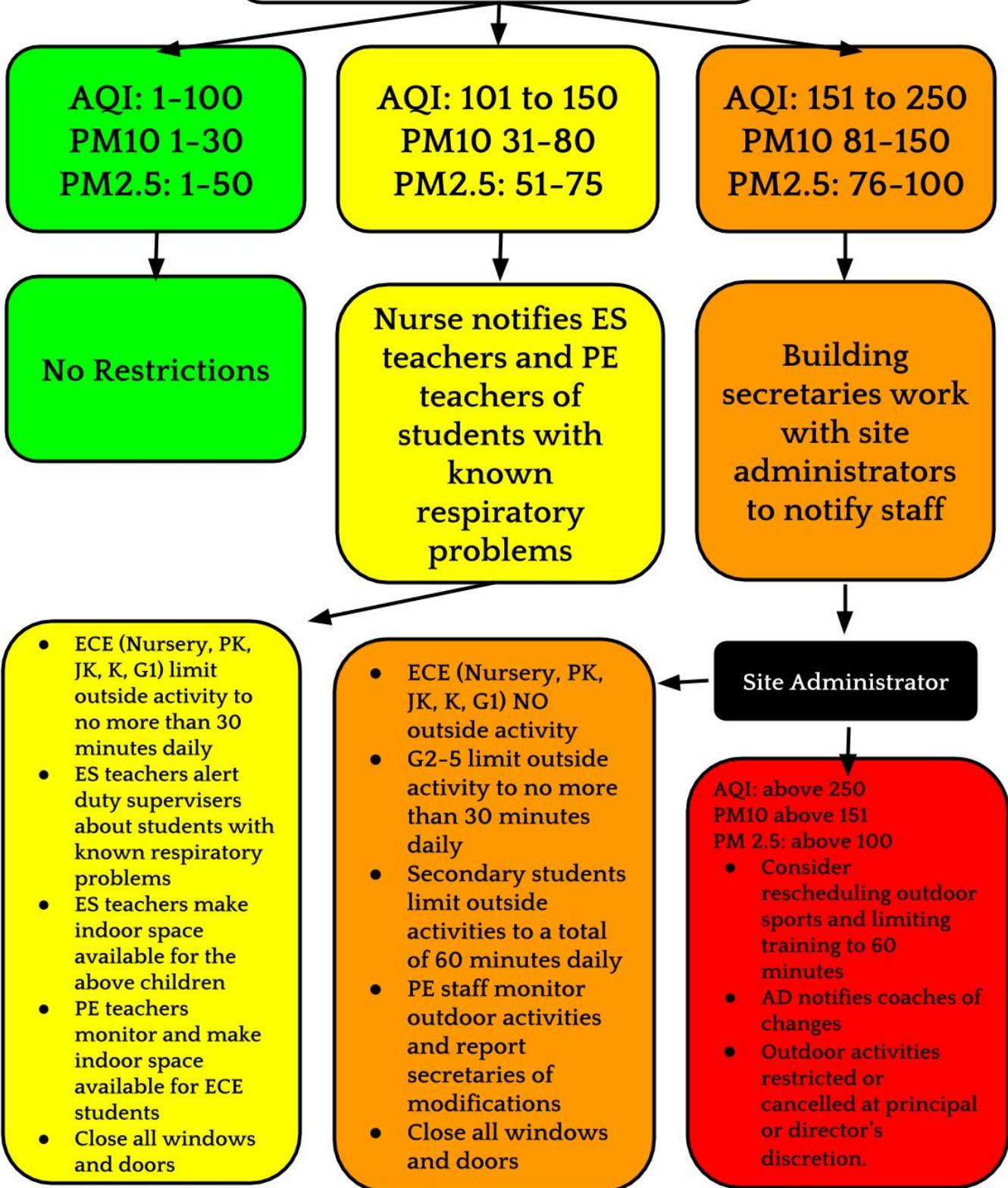
See the below guidelines for each area being monitored

	Level GREEN	Level YELLOW	Level ORANGE	Level RED
AQI	1-100	101 - 150	151 - 250	251 UP
PM10	1-30	31-80	81-150	151 UP
PM2.5	1- 50	51-75	76 -100	101 UP

**** *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.*

¹ Revised May 30, 2018

Director's Secretary checks air quality daily and emails Admin, Nurses, and Building Secretaries



**Korea International School
Academic Year 2018-2019
Parent/Student Handbook Acknowledgement Form**

Please complete, tear out, and return the following form to the Principal's Secretary in the 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 2018-2019 Parent/Student Handbook**

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____