

Korea International School High School



**Parent - Student Handbook
2019-2020**

Dear Student and Parent,

Welcome to the 2019-2020 school year at Korea International School. KIS is a premier international school that is focused on teaching students to apply their learning in meaningful ways both inside and outside of our classrooms, in academics, the arts, athletics and service. We are so excited about how much our students will grow and all they will accomplish during this school year.

Students at KIS receive a highly personalized education with opportunities for enrichment, extension, and support to meet our applied learning goals. Students are able to meet rigorous learning objectives with the instruction and guidance of expert faculty mentors. As stated in the mission of KIS, our faculty strives to “inspire a passion for learning and cultivate the competence, self-assurance, and creativity necessary for success in the global community.” KIS students and graduates think critically, communicate effectively, and are creative and collaborative problem solvers.

In order to make sure that every student is able to realize his or her full potential at KIS, we use three guiding principles for personal conduct and decision making:

- ❖ Be safe
- ❖ Be responsible
- ❖ Be respectful

Please use this handbook as a guide to expectations, policies and procedures at KIS. With parents and students, we always encourage direct communication with counselors and teachers. Our staff will provide every student with the support they need to realize their goals. We look forward to partnering with you in continuing to foster your child’s growth and development for a great high school experience at KIS.

Sincerely,

Aimmie Kellar
High School Principal

Anthony Poullard
High School Associate Principal

Korea International School

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HS Principal's Office : (82)-31-724-5801, HS Associate Principal's Office:(82)-31-724-5751
HS College Counselor's Office: (82)-31-724-5804

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.

Korea International School

Expected School-Wide Learning Results

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 & 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.

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Important Contacts – High School

School Director

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High School Principal

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High School Associate Principal

Mr. Anthony Poullard, G9 - G11 Contact
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College Counselors

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Ms. Jennifer Dorn
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Ms. Yolanda Edwards
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Associate Principal of Activities & Athletics

Mr. Will Vreugdenhil
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Principal of Teaching & Learning

Ms. Liz Cho
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Principal of Technology & Innovation

Mr. Daniel Kilback
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Librarian

Ms. Monica Williams
monica.williams@kis.or.kr



Korea International School

2019 - 2020 Academic Calendar

July 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
	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			

August 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
				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

September 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
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					

October 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
		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		

November 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
					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

December 2019

Su	Mon	Tue	Wed	Thur	Fri	Sat
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				

	New Faculty Orientation
	Full Faculty Orientation
	Start of Semester/Quarter/Trimester
	Open House
	No School
	National Holiday - No School
	Teacher PD Day

July/August

- 31-5 New Faculty Orientation
- 6-9 Full Faculty Orientation
- 9 New Student Orientation
- 12 First Day of School
- 15 Liberation Day
No School for Students/Teacher PD
- 20 ES Back To School Night
- 21 MS/HS Back To School Night
- 22 SC Back To School Night

September

- 7-15 Chuseok Break

October

- 3 Foundation Day
No School for Students/Teacher PD
- 9 Hangeul Day
No School for Students/Teacher PD
- 31 ES/MS/HS Parent Teacher Conferences
Half Day for Students

November

- 1 ES/MS/HS Parent Teacher Conferences
No School for Students
- 4 ES Trimester 2 Begins
- 15 Teacher PD Day
No School for Students
- 16 KORCOS @ KIS
- 28 Half Day for Thanksgiving
- 29 Thanksgiving Break

December

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

January

- 1-12 Winter Break
- 13 Semester 2 Begins
- 24 Lunar Break
- 27 Lunar New Year (Observed)

March

- 16 ES Trimester 3 Begins
- 19-20 ES/MS/HS Parent Teacher Conferences
Half Day for Students
- 21-29 Spring Break

April

- 15 National Assembly Election
- 30 Buddha's Birthday

May

- 1 Labor Day
- 4 May Break
- 5 Children's Day
- 21 HS Awards
- 22 HS Graduation

June

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

January 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
			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	

February 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
						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

March 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
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				

April 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
			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		

May 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
					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						

June 2020

Su	Mon	Tue	Wed	Thur	Fri	Sat
	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				

	Student Days	Teacher Days
Semester 1	84	92
Semester 2	97	99
Totals	181	191

General Information for High School Campus

High School Daily Schedule

The School day begins at 8:00 a.m. for all grades. Unless otherwise noted, students are dismissed from school at 3:00 p.m. Parents who drive their children to school should make every effort to arrive on time; students should be on campus by 7:53 a.m. to be able to report to class on time. On time arrival is particularly important to set a positive learning tone for the rest of the school day. Equally important, please arrive on time to pick-up your child from school at the end of the school day. High school students may enter the high school buildings ONLY anytime after 7:30 a.m.

Block Scheduling

An important feature of our High School is the 8 period schedule. We operate with six lettered days (A-F), with four blocks per day. Each letter day changes the rotation of the blocks to ensure that classes can meet at different times in the morning or afternoon in order to further support learning in every class. This schedule provides blocks of time that are 80 minutes in length that enable students to delve more deeply into content. Because of this alternating block schedule, good attendance is essential. A single absence can and will have a negative impact on your child's learning.

This schedule has the following characteristics:

- A common thirty-five minute lunch period
- Long blocks of time which alternate between morning and afternoon depending on the rotation
- A specific set of required classes for each grade level
- Autonomous blocks of time to support student enrichment projects and to provide additional instructional support as needed. Students should complete homework on the night assigned, so they will be able to see their teachers if needed during Autonomous Time prior to the next class meeting.
- Advisory groups will engage in social-emotional learning and community-building activities generally twice per week during the activity block for 35 minutes. Advisory teachers will also use the time to meet individually with students to monitor and set goals for academic and behavioral progress.
- Academic, service, and activity clubs & organizations meet three times during the activity block for 35 minutes.

Daily KIS High School Schedule	
Block 1	8:00 - 9:21
Block 2	9:28 - 10:48
Lunch	10:53 - 11:25
Activity	11:30 - 12:08
Block 3	12:13 - 13:33
Block 4	13:40 - 15:00

School Lunch

Lunch is served daily in our cafeteria with a menu choice of Korean, Western, Halal, vegetarian or deli selections. Each month, a lunch menu is posted in the cafeteria and on our KIS website. Students may bring lunches from home, if they desire. Students are not allowed to order food from an off-campus vendor without permission from a teacher or administrator.

Closed Campus – Off Campus Areas

We are committed to ensure a safe learning environment for all students, teachers, and faculty members. Having a “closed campus,” means students must remain on campus during the entire school day, including after school activities. Only school administrators, in conjunction with parental approval, may grant formal permission for a student to leave campus for any reason. Students may not travel in areas of the school that are considered “off-limits.” These areas vary according to time of day and types of school events that occur. Students will be well informed of the areas identified as “off-limits.” High School students should not be in any unauthorized spaces, including the middle school and elementary school buildings, during the school day unless they are directly reporting to or returning from a class or approved activity. Students should never be in an athletic area (gyms, courts, field, or the fitness center) without prior permission *and* direct staff supervision.

Visitor Policy

Parents and adult community members may visit the school with permission of an administrator. Students from other schools, or minors not enrolled at KIS may not visit the school at any time during the school day. Parents, graduates, and adult community members wishing to visit must contact the appropriate building principal prior to arrival. Upon arrival at school, visitors must present themselves at the guard's office to receive a Visitor Pass. The pass must be displayed at all times.

ID Cards

Every student is required to carry his or her ID card at all times. The student ID card serves as the primary source of identification on our campus and helps ensure a safe learning environment. Additionally, these cards are used in a variety of other ways, including to purchase student lunches, check out library books and textbooks, to validate identity for standardized exams, and to access printers. If a student loses an ID card, he/she should report the loss to the HS Principal's office and contact the cafeteria to freeze the lunch balance. If a replacement card is needed, the student must contact the business office to request a replacement. The cost of a replacement card is 10,000 KRW. If a student has been enrolled at KIS for more than three consecutive years, an updated ID card must be obtained from the business office (at no extra expense to the student) during the first week of school. If it is determined that a student deliberately defaces the "ID Card" by removing or replacing the photo, he/she will be disciplined accordingly. Each student must have his/her ID Card on campus, each day.

Inclement Weather

A school day may be cancelled in the event of extraordinary environmental conditions. Examples include, but are not limited to: rain, snow, and particulates in the air. Should such events occur, the school will make every reasonable effort to contact parents by 6:30 A.M., that morning through a variety of communication methods including, but not limited to the KIS website and SMS.

Lost and Found

KIS is not responsible for lost or stolen items. In order to keep losses to a minimum, students are advised to bring only education-essential items to school. Valuable items that are found should be immediately taken to the Lost and Found Office located in B3 of the Elementary School building (right near the parking garage entrance). Students should keep items secured in their lockers.

Lost Textbooks

Throughout the year, students will be required to check out textbooks and other classroom materials from the Instructional Resource Center. Students will check out these items by using the student identification cards. Each student is responsible for the safe care and handling of these materials. If a student loses a textbook or other classroom material, he or she will be charged a fee 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 item before report cards will be released.

Surprise Parties/Events

KIS does not permit unannounced or unanticipated parties for students at any time during the school day. Well-intentioned as such events might be, they disrupt the educational process. Parents wishing to stage special events during school hours, must first contact the teacher or an administrator for permission to do so, at least one full school week prior to the proposed event. Plans cannot go forward unless the principal determines that the event will not disrupt the educational process. Students wishing to stage a special event must receive permission from the teacher at least one full school day prior to the proposed event. If the event is to occur during lunch, the Principal must give permission at least one full school day prior to the proposed event.

Gifts, Cash, and Gift Certificates from Parents, Students, or Other Parties

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 the building administrator for clarification.

Withdrawal Policy

Parents need to make a good faith effort to contact KIS within two weeks (minimum) of intentions to withdraw their child from KIS. This allows reasonable time to prepare transcripts and other records. Each student is required to submit a completed checkout form as a condition of withdrawal. All obligations such as: full payment of outstanding tuition and library fees, key and textbook return, or the return of musical instruments or athletic equipment belonging to KIS must be met before school records will be released. ***Official student transcripts will be mailed directly by KIS to the receiving school, and may not be hand delivered*** by a parent or any other third party. Exceptional disciplinary and attendance records, such as discipline that resulted in out-of-school suspension, will be included with official transcripts. Notifying KIS in advance of withdrawal best allows our staff members to support students and their parents in making a smooth and successful transition to their new school

Academics & Learning at KIS

Grades & Learning Outcomes

A student's grade in each class is determined according to a variety of learning experiences and assessments that help demonstrate a student's understanding and skills acquired as determined by the teacher. Percentages and weighting for each assignment and/or category are computed as outlined in each course syllabus.

High School Grading Scale

Grade	Percentage	Grade Point
A	93-100	4.00
A-	90-92	3.667
B+	87-89	3.333
B	83-86	3.00
B-	80-82	2.667
C+	77-79	2.333
C	73-76	2.00
C-	70-72	1.667
D+	67-69	1.333
D	60-66	1.00
F	59 and below	0.00

* All Advanced Placement courses receive an additional .5 quality point adjustment for a C- or better

Academic Honors

Eligibility

Principal's Honor Roll 3.67-4.00 average (students who have a cumulative GPA above 3.67 at the conclusion of the second semester of their senior year will graduate with honors)

'A' Honor Roll 3.34-3.66 average

Honor Roll 3.00-3.33 average

Graduation Requirements

Subject	Specific Requirements	Total Credits
English	1 English 9 1 English 10 1 English 11 or AP Eng. Lang. 1 English 12, AP Eng. Lit, or AP Eng. Lang.	4
Mathematics	1 Geometry 1 Algebra II 2 Math Electives	4
Social Studies	1 East Asian Studies (or Grade 9 Equivalent) 1 World History or AP World History 1 US History or AP US History	3
Science	1 Biology 1 Chemistry 1 Science Elective	3
Physical Education		2
Visual and Performing Arts		1
Electives		5
Total		22

Course Changes

Once fall schedules are finalized at the end of the prior spring registration process, student schedules will not be changed unless a teacher or counselor finds a student has been academically misplaced. In which case, the student's teacher, counselor, and administrator would recommend a more appropriate placement and make the change. In rare cases, students who have not met a minimum level of proficiency at semester, may be withdrawn from the course as determined by the teacher, counselor, and administrator.

Dropping a class

Students will earn a Withdrawal (W) grade on his/her transcript if a class is dropped before the mid-semester benchmark of the class. Students who drop a course after the mid-semester of the class will receive an F in the course on his/her transcript. Prior to dropping a course, the student will be required to partner with the College Counselor and the classroom teacher and demonstrate a good faith effort to be successful in the course. Students who drop a course after the mid-semester benchmark will be moved into KIS Study during that period and will not be able to add a new course.

Repeating a course

All courses, grades, and credits earned at KIS will appear on a student's transcript. If a student repeats a course previously taken at KIS, the grade for the original course and retake will be counted in computing the student's G.P.A. and both grades will appear on his/her transcript. If the student earned credit the first time he/she took the course, no credit is awarded for the retake. Generally, students may earn credit for the same KIS core course only once; multiple credits may be earned however for ensemble music classes, yearbook, and advanced digital journalism.

Assessment Calendar/Structure

Each grade-level team of teachers will maintain an assessment calendar for the purpose of balancing out major assessments and assignments that is fair and most beneficial to students. Though ultimately we strive to have no more than two (2) major assessments in a single day, sometimes this is not possible - especially for students taking courses at a variety of levels. The assessment calendar will, however, allow for students and teachers to plan and prepare for assessments well in advance.

Semester Examinations & Projects (Grades 9-12)

All students in grades 9-12 should expect to take semester examinations or complete a semester project in each class. These assessments are worth ten percent (10%) of the semester grade. A student's final semester grade in a class is determined by a combination of the semester exam grade and the grades earned during that semester. Students enrolled in AP courses are exempt from Semester II exams in the AP course if they fully participate and complete the AP exam. Educationally enriching activities will continue in AP courses after the AP Exam until the conclusion of the school year.

Advanced Placement (AP) Courses

Students must register for and complete an AP course at KIS in order to sit for the AP exam. All students are expected to take the end-of-course Advanced Placement exam for each AP course. KIS offers AP courses in Art (2D, drawing and 3D), Biology, Calculus AB, Calculus BC, Capstone Seminar/Research, Chemistry, Chinese, Comparative Government, Computer Science A, Computer Science Principles, Environmental Science, Economics (Macro and Micro), English Literature, English Language, French, Music Theory, Physics I and II, Psychology, Spanish, Statistics, United States History, and World History. **Students are responsible for making payment for each AP exam for which they are registered. The cost of each exam is established by the College Board and is to be paid in US dollars.** The cost of AP exams for 2019-20 is **\$124.00** and the AP Capstone Program is **\$142.00 per exam**. The College Board sets exam fees early in the school year and additional fees may be charged by College Board due to specific circumstances. **Students will be instructed to pay this fee via bank transfer to an identified school account.** Students may speak with high school administration if they believe there are special circumstances pertaining to their eligibility to take an AP assessment at KIS.

Students taking AP courses will receive a weighted grade on a 4.5 grade scale rather than a 4.0 academic scale for grades of "C-" or above. Students who take an AP course must complete the AP exam accompanying that course. Students must follow all requirements in order to receive the AP distinction on transcripts.

Students enrolled in an AP course are eligible to maintain the AP designation at KIS, which includes/requires: completing the AP exam with fidelity and responsibility as deemed appropriate by school administration, the class/course listed on the student's transcript as an "Advanced Placement" course, an additional 0.5 weight added to the grade point average, and an exemption from the Spring semester exam as a result of completing the AP exam.

Students must have a minimum cumulative GPA 2.75 at the time of course registration in order to enroll in any AP courses. Each grade level has a maximum number of AP courses and exams:

Sophomores- 1 AP course (in extremely rare instances will a sophomore be eligible for an additional AP course)

Juniors- 2 AP courses (students can be eligible for a 3rd AP course if GPA is above 3.8)

Seniors- 3 AP courses (students can be eligible for a 4th AP course if GPA is above 3.8)

Exceptions to the above require a review of GPA, PSAT scores, all academic grades, recommendations from teachers, and an interview with the counselor. All of the listed criteria are at the discretion of KIS administration. The Principal will make all final decisions regarding enrollment in AP courses.

The Advanced Placement International Diploma (APID) is a globally recognized certificate for students with an international outlook. The APID is awarded to students who earn grades of three (3) or higher on at least five (5) different AP exams. The five (5) AP exams must include exams from all disciplines- Languages, Humanities, Mathematics, and Science. College Board's APID booklet is available at http://www.collegeboard.com/student/testing/ap/exgrd_intl.html.

Standardized Tests

PSAT/NMSQT®

Taking the PSAT/NMSQT is preparation for taking the SAT Test. The PSAT affords students first-hand practice for taking the actual SAT, and with limitations, allows one to predict a student's actual SAT score. The PSAT measures critical reading, writing, and math problem solving skills. The PSAT is normed on 10th and 11th grade scores in the United States, permitting KIS 10th and 11th grade students' scores to be compared with those of their peers in the United States. **PSAT exams will be given to all 10th -11th grade students on: Wednesday October 16th, 2019.**

SAT Reasoning Test™ and SAT Subject Test™

KIS is a closed testing site for the SAT Reasoning Test™ and SAT Subject Test™. KIS follows all rules and procedures required by the College Board. Students testing at KIS are advised to register as early as possible as space is limited. **The student must use the KIS school CEEB code 682376 when registering for the exam. The student will also need to get the KIS Test Center Code from the college counseling office.**

The SAT Reasoning Test and SAT Subject Tests will be given at KIS on the following dates this year:

- October 5, 2019
- November 2, 2019 (SAT Subject Tests only)
- December 7, 2019
- March 14, 2020 (SAT Subject Tests are not offered on this date)
- May 2, 2020
- June 6, 2020 (SAT Subject Tests Only)

NOTE:

Students must be in attendance on the Friday before any standardized test date (e.g. SAT Test on Saturday). Students who miss more than 30 minutes during any part of the school day without a doctor's note will NOT be eligible to participate in the SAT at KIS.

Official Transcripts

Students and/or parents may request a copy of their unofficial transcript in the College Counseling Office. Official student transcripts will be mailed directly by KIS to the receiving school and may not be hand-delivered by the student, parent, or any other third party.

Summer work will be assigned at the discretion of the course teacher. Grades from these assignments will be incorporated into the student's first mid-semester grade. If a student joins the school late, the course teacher will make accommodations for this student to achieve success in the class. Current KIS students will be responsible for completion of this work. A comprehensive list of summer expectations will be posted on the KIS website.

Academic Probation and Suspension

Students will be placed on academic probation if they earn a mid-semester grade point average of 1.70 or lower and/or fail two or more classes. Parents will be notified in writing and required to meet with an administrator and the student's counselor if their child is put on academic probation. A student who remains on academic probation after an additional mid-semester or end-of-semester benchmark may be conditionally accepted for the following school year or required to withdraw from KIS.

Advisory Program

Advisory block is scheduled for 35 minutes twice per week, generally on Tuesdays & Thursdays. During Advisory, students meet with a faculty member in a small group. Advisory groups will engage in social-emotional learning and community-building activities. Advisory teachers will also use the time to meet individually with students to monitor academic and behavioral progress.

Club Block Program

Activity block is scheduled for 35 minutes three times per weeks, generally on Mondays, Wednesdays, and Fridays. Students sign up for three (3) clubs and are strongly encouraged to balance these clubs between academic, service, and activity. Club and activity offerings may change each semester because of teacher and student interests, and student-run clubs are required to complete an application to be considered. Some activities that traditionally occur during this block are Student Council, National Honor Society, Model United Nations, Speech and Debate Clubs, and a variety of academic, athletic, arts, and community service activities.

Co-Curricular Activities and Athletics

KIS offers a variety of co-curricular enrichments to all students in Grades 9-12 throughout the school year. A representative list of activities includes ensemble and musical concerts, drama productions, and athletics is located on the KIS website.

Athletic teams currently offered at KIS include:

- Fall: Tennis, Cross Country, Volleyball
- Winter: Basketball, Cheerleading
- Spring: Soccer, Swimming

Responsibilities for Homework

Teachers develop homework assignments for a variety of purposes which may include daily practice, long-term projects, completion of class work, and preparation for class activities, tests, and quizzes.

Teacher's Role

- Provide further reinforcement of concepts and practice of skills learned in class in a relevant and meaningful way
- Extend and enrich concepts presented in class
- Develop effective study habits and time management skills
- Promote independent learning skills which foster successful life-long learning
- Design assignments that show sensitivity to and reflect the realities of students' grade level and academic schedule (*Note: teachers may not give assignments over an extended holiday break of a week or more. AP classes are at the teacher's discretion.*)
- Maintain an updated list of assignment due dates and test dates in Schoology

Student's Role

- Complete assigned homework on the day assigned and to the best of his or her ability
- To turn in assignments on time that reflect his or her own work
- Seek extra help from teachers if an assignment is unclear or difficult to understand
- Complete make-up assignments and submit them in the required time frame, when work is missed due to an excused absence
- Collect and complete make up assignments for approved, pre-arranged absences (school related competitions, performances, etc.) prior to time of absence

Parent's Role

- Allow and arrange a time for your student to effectively complete his or her homework assignments on the night assigned
- Set up a "homework spot" that is quiet, free from distractions, has study materials readily available, provides good lighting, and is easily monitored by the parent
- Support your student by showing interest in his or her work
- Encourage your student to ask the teacher for help before a question becomes a problem or a problem becomes a crisis
- Monitor your student's work while fostering independence and responsibility for his or her own education

End-of-Year Awards & Recognition

The KIS High School Staff will present departmental awards to deserving students each year. All students are eligible for awards in all subject areas. Athletic awards will be presented to outstanding student athletes in each sport, and for overall athletic excellence. The Phoenix Scholarship is awarded to twelve (12) deserving students in grades 9-11, who are selected by a vote of the faculty. Departments shall also recognize with a financial scholarship one outstanding student each year, generally a graduating senior. Two Principal's Scholarships, two Director's Scholarships, and one Headmaster's Scholarship will also be awarded to outstanding seniors. These awards are given based upon excellence in Citizenship, Scholarship, Leadership, Service, and Character. Students may be recognized for the outstanding performance in service to the extended KIS community.

Student Trips

High School students may participate in educational field trips to provide students with the opportunity to apply what they have learned in the classroom to real life experiences. Some school trips are a required component in a course of study and participation is essential to demonstrate mastery of content. Participation is optional when the school trip is not a required learning experience in a course of study and the optional trips will be at the expense of the participants. Students traveling on school trips must meet any trip participation requirements and adhere to all trip guidelines established by the school. Students attending school-related trips are subject to all school policies. *Regular attendance in all classes will be a prerequisite for participation on any school-related trip. Students with unexcused absences or absences during major assessments may be prohibited from participation on school-related trips.* Students who are approved to participate in educational field trips are responsible for communicating with their teachers about their absence and completing make up assignments prior to departing for the trip.

Experiential Education Trips

All students will participate in Experiential Education trips planned by KIS. **Experiential learning** is the process of learning through experience, and is more specifically defined as "learning through reflection on doing." Activities will include adventure/exploration, team building, service learning, outdoor education along with activities that tie to the school's curricula. EE trips for all High School grades will take place at the start of the fall semester. There will also be one day EE trip planned for each grade in the spring semester. EE trip dates are published on the school website. These trips will be provided at no cost to the students or their parents. All students are expected to participate in these trips.

Health and Safety

School Nurse and Nurse's Office

KIS offers service of a full-time resident nurse. Any student who is injured or becomes ill during the school day, will be accompanied or directed to the school nurse. The nurse is available to respond to health-related questions. Should the need arise for health-related care external to KIS, the student will be transported to a nearby medical facility such as Bundang Jesaeng Hospital, Seoul National University Bundang Hospital or several other clinics.

Students may visit the school nurse after given permission by a teacher or school administrator. School nursing staff will help the student make parent contact if necessary; students should not call parents to request a dismissal from school without first consulting the school nursing staff. Students may not visit the nurse during breaks between classes without checking with the teacher of their next class. Students are expected to be in school each day for the full day unless medically unable to attend. Students will be referred to their college counselor by the nursing staff if they exceed 3 visits to the nurse in a semester.

Exclusion from School

A student who is diagnosed with a communicable or contagious disease should be kept at home until fully recovered. A doctor's certificate is needed in order to return to school. Students will be excluded from school for the following conditions, including but not limited to Chickenpox, Conjunctivitis (Not allergic), Diphtheria, Measles, Meningococcal Disease, Mumps, Pertussis, Scabies, Tuberculosis, Streptococcus infections, Hemophilic Influenza, Gastrointestinal infections with diarrhea and Fever, SARS, and any contagious disease by the law. Many students become ill at school.

A student will be sent home and will not be permitted to take the school bus if he/she exhibits any of the following symptoms at school:

- Fever of over 100.4°F (38°C)
- Diarrhea
- Severe respiratory distress, wheezing, coughing causing "whooping" sounds
- Yellowish tint to the skin or eyes (jaundice)
- Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge of pus
- Unusual spots or rashes of unknown origin or infected areas of skin with yellow crusty areas
- Vomiting

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 Administrative Office prior to the student's first day of enrolment. Physical examination must be repeated every two years. As with the original examination, results must be signed and dated by the attending physician, and kept on file in the Nurse's Office. A new student's medical examination must have taken place within six months of the student's first enrolment day at KIS. Medical history will be provided directly by the parents using the KIS' standard Medical History Form.

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 the student when neither parent can be reached.

Sports / Physical Evaluation

Students on sports teams must obtain annual sports/physical evaluations from a physician within the current calendar year before they can try out for a sports team.

Required Immunizations

Prior to the first day of enrolment as a KIS student, the student must be fully immunized against the following: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, chicken pox , and any immunizations required by law.

Tuberculosis (TB) Testing Requirements

In addition to the immunizations above, 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.

Medications

Students may not self-medicate while on school property. Each student who is required to take medications during school hours on a regular basis or whenever needed must have a written statement from the physician or written slip from parent, whether medication be over-the-counter or prescription. The medication(s) with accompanying written statement must be clearly marked with student's name, name of medication(s), instructions, reason for medication, and parent's signature. Only the school nurse or another person designated by the principal is permitted to administer medication. The nurse will not administer any medication at school without parental permission.

Outdoor Air Quality Policy

	 Good	 Moderate	 Unhealthy	 Very Unhealthy	 Hazardous
PM 2.5	1-15	16-35	36-74	75-149	150+
PM 10	1-30	31-80	81-149	150-299	300+
ECE (PK-Gr. 2)	Go Outside!	Limit outside activity to no more than 30 minutes (total) a day.	No outside activity.	No outside activity.	No outside activity.
Gr. 3 - Gr. 5	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.
Secondary	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.	No outside activity. Consider canceling school

Daily Monitoring & Reporting

The ES Office monitors our locale Air Quality using Air Visual and references the Unjung-dong Station (primary) as recommended by the Korean Ministry of Environment in accordance with the BOE Guidelines on Particulate Monitoring. If the Unjung-dong Station is unavailable, the Baekyeon-dong Station (secondary) will be used. An email will be sent shortly after readings are taken to the KIS community and any parent who wishes to receive updates. The ES reporting times are listed below:

7:30 am - Prior to Student Arrivals
 9:30 am - Prior to ECE Recess
 10:00 am - Prior to Gr. 3 - Gr. 5 Recess
 11:30 am - Prior to ES & MS Lunch

The KIS PE Department will complete their own readings before classes scheduled to be outside.

Note: While the Baekyeon-dong Station is closer to KIS, it is also located near a major freeway, so readings fluctuate dramatically during peak traffic times. KIS is located on the other side of the hill, and its air is historically better represented by the Unjung-dong station.

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

Fire Drills

Directions for fire evacuation are posted in each classroom. Teachers will guide students quickly and quietly to assigned exits. Fire drills will be conducted throughout the school year. Students are expected to remain silent and with their assigned teacher during any emergency evacuation.

Cooking on Campus

In special circumstances, students may be allowed to cook small, reasonably quick items to support co-curricular activities and instructional needs. Students must always be under the supervision of a staff member and follow safety protocols. Students may only use electric burners - which must be approved by campus administration in advance.

Student Information

Autonomous Block

Students are provided with one autonomous block within the 8 block rotation. Autonomous block provides students with a number of opportunities to support and strengthen their learning experience at KIS. Students can meet with their teachers or counselors during this time, students can work on assignments or projects, and students can extend their learning opportunities by delving beyond the general content of the class.

The autonomous block is a unique opportunity for students to personalize their learning experiences and learning needs. KIS expects students to demonstrate a genuine responsibility and care for this period of time each week:

*First Rule of Autonomous Time: **Never interrupt someone else's instructional time***

*Second Rule of Autonomous Time: **Respect the space***

*Third Rule of Autonomous Time: **Use time wisely***

Students that consistently demonstrate that they are not able to make good use of their autonomous time will be assigned to a supervised study block. Poor use of autonomous time includes not working productively, disrupting others, sleeping, horseplay, excessive social networking, gaming, and being in unauthorized areas.

Homework Support

Teachers are ready and willing to support and assist our students as needed. Students are encouraged to contact individual teachers for appointments. Teachers are available during students' Autonomous Blocks to provide help in the Learning Lounge or through office hours during the instructional day. Teachers are available by appointment before school each day, from 7:30-7:45 A.M., and from 3:00 - 3:15 p.m., after school, to assist students.

Daily Planner/ Agenda

Developing organizational skills is important to student success. An important tool in developing these skills is the use of an agenda/daily planner and/or laptop computer. Each High School student should maintain a system that will assist with the organization of materials, completion of assignments, and meeting deadlines or due dates. Students and their parents should regularly review progress and upcoming due dates in PowerSchool and Schoology

KIS College/University Application Criteria

The College Counselors are pleased to guide and support each senior following the National Association of College Admission Counseling's best counseling practices. Students are encouraged to apply for admission to 4 - 10 "best fit" colleges/universities. "Best fit" schools are targeted because they offer an appropriate program of interest and meet all other personal criteria. Students should select schools within a realistic, balanced, and appropriate range. This practice gives students the best opportunity to secure multiple college acceptances.

Likely Category

Students are required to have at least two (2) KIS College Counselor determined "Likely" category applications. In the "Likely" category, the student's statistics (GPA and/or standardized test scores) meet, or are above, the college's admission profile.

To make a preliminary determination of the college's "likely" status, each of the following factors must be met in the "compare me" page of MaiaLearning.

- Your GPA meets or exceeds the average GPA of previously accepted KIS students (shown in green)
- Your Test scores meet or exceed the average scores of previously accepted KIS students (shown in green)
- The acceptance rate for KIS students is at least 40%

Target Category

Students are recommended to have three to four (3-4) KIS College Counselor determined “Target” category applications. In the “Target” category, the student’s statistics (GPA and/or standardized test scores) are within the range of the college’s admission profile.

Reach Category

Students are recommended to have no more than three to four (3-4) KIS College Counselor determined “Reach” category applications. In this category, a student’s statistics (GPA and/or standardized test scores) may be at or below the desired college’s admission profile. Reach schools admit a very low percentage of their applicants even though most are “admissible” based on score statistics alone.

Students should submit no more than 10 applications. American college admissions committees vigilantly measure an applicant’s level of commitment to their college. If they know a student has applied to fewer than 10 colleges, they feel the applicant has thoroughly researched and judiciously selected their college as a good match. (Note: Universities with one application for multiple campuses- such as the University of California system- count as one application if confirmed by the student’s College Counselor prior to applying).

In extenuating circumstances, exceptions to the above will require a discussion with the student’s college counselor and a review of the student’s GPA, test scores, and written appeal request. Decisions will be made by an appeal committee.

Important Dates

May 1st: The student will have 15-20 colleges in their “Colleges Considering” list in MaiaLearning. The student’s College Counselor will designate each college as a “reach,” “target,” or “likely” for the student’s knowledge.

September 1st: The student will submit to their College Counselor a list of the 4-10 best fit colleges they plan on applying to, along with the names of the two teachers writing their letters of recommendation. The list will indicate any plans for early applications (Early Decision, Early Action, Restrictive Early Action, etc.) including two likely schools (designated likely by their KIS College Counselor in MaiaLearning).

How do my documents (transcripts & letters of recommendation) get sent to colleges?

1. Student submits application to college/university and prints proof of submission.
2. Student completes KIS College Application Checklist.
3. Student turns in the printed proof of application submission and checklist to his/her counselor.
4. College Counselor will review the checklist and if approved, the Counseling Office will submit required documents (transcripts, letters of rec, etc.) to the college/university.

It is recommended that applications be submitted before the KIS deadlines below for documents to arrive before the college’s deadline. Checklists and printed proof of submission must be turned in to the College Counselor according to the deadlines below. If checklists and printed proof of submission are provided to the College Counselor after the KIS deadlines below, documents will be submitted but are not guaranteed to arrive prior to the college’s deadline.

College/University Deadline	KIS Deadline
October 15	October 1
November 1	October 15
November 15	November 1
December 1	November 18
December 15	December 2
January 1-15	December 18
February 1	January 17

The two week (10 school days) deadline applies to ALL Applications - regardless of whether or not they are electronically submitted. Applications mailed overseas may take longer - please check ahead of time.

Secondary Library Procedures

The KIS Secondary Library is open to all KIS High School and Middle School students. Library hours are 7:30-3:00 on Mondays, and 7:30-5:00 Tuesday-Friday. The library is available to students before school, during Autonomous Blocks, during lunch, and after school. The library and its staff are important resources that we encourage all KIS students to draw on. Here, print and digital media materials combine to complement and enhance both in- and out-of-classroom experiences in all of our curricular areas.

Students may borrow up to five items at one time. Books and DVDs are available for a two week loan period, magazines are available for one week. Naturally, students may renew items if they are not requested by other patrons. Parents are welcome to borrow books but are required to show a KIS Parent ID card (available in the Business Office).

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.

Phone Use on Campus

Telephones are located in each administrator's office. In emergency situations, students may request to use these phones. Students are not allowed to use the telephones in the Business Office.

Students are permitted to have cell phones on the high school campus. KIS expects students to use genuine responsibility and care for this opportunity. During class time, the student's cell phone should not be visible or used within the classroom unless directed by the classroom teacher for instructional purposes. If for any reason a teacher deems a cell phone to be a distraction while on campus, the student must immediately surrender the cell phone to be picked up at the end of the day, either from the teacher or the high school office.

Remaining on Campus after School

After 3:15 p.m., all secondary students must be under the supervision of a teacher, librarian, or coach. Students involved in any High School sponsored after-school activity are entitled to remain on campus after school in a designated, supervised space. Any other students staying after school must have staff permission if they wish to stay after school. Those students must be working on school-related work in a teacher's rooms with permission, in the library or a school-approved public space if they are staying after school. Monday afternoons are reserved for staff meetings and students are not permitted to remain on campus after school.

Parental Information

Parent Expectations

- 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
- The Parent should support the student in order to help him/her meet the School's academic and behavioral standards.
- 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.
- 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.

- The Parents agree to cooperate and follow the directions of teachers and administrators in order to support the progress of the student.
- 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 Principal and then to the Director).
- The Parent understands that transportation services are provided to the student by a 3rd party contractor. The parent agrees to comply with the policies and financial obligations set forth by the company. For detailed explanation of the bussing policy consult the bussing contract. Korea International School is considered only an intermediary between the two parties.
- The Parent understands that cafeteria services are provided by a 3rd 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 3rd party shall be followed for resolution. Korea International School is considered only an intermediary between the two parties.
- 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.

Parent-Teacher Conferences

Open House Parent Teacher Conferences are held at the mid-semester benchmarks (October 31-November 1, 2019; March 19-20, 2020). Parents are encouraged to contact teachers or counselors directly to review student progress or schedule additional conference times throughout the school year.

Parent-Teacher Organization (PTO)

The PTO has the mission to enhance the KIS community and to support students, faculty, and parents. The PTO achieves this goal through annually-selected activities chosen by the organization and supported by parent volunteers. The PTO actively supports athletic tournaments and raises funds to assist students in different projects such as Habitat for Humanity as well as school socials and events. The PTO, in partnership with the school, has supported community service programs that help students achieve personal growth as well as learning to give back to the surrounding community. Members of the PTO will serve in an advisory capacity to the school administration and provide valuable input into educational programs and the future of the school. PTO meeting schedule will be posted and any parent is welcome.

Parent Volunteers

One recurring theme throughout all quality schools is active parent involvement. Parents with unique talents are invited to contact the Principal to discuss how such talent might benefit the KIS community. Parents wishing to explore volunteer opportunities are invited to contact the Principal.

Parent Communication

Students are most successful when a positive partnership exists between home and school. We make every effort to communicate each student's progress and to keep parents informed about school activities through a variety of sources:

PTO meetings: Parent organization to help support the programs at the school

Phoenix Flyer: An online publication highlighting school-wide events

Back to School Night: An evening in August where the parents can visit with all of their child's teachers

College Counseling Information Sessions: Academic, College, and Career information sessions are offered at various times during the year. Parents are also encouraged to meet individually with their student's College Counselor.

PowerSchool: "PowerSchool" is an online administrative software service that Korea International School uses for school and class organization. The service provides hosting and database support for the high school. PowerSchool will enhance communication between parents, students, and teachers. Notable features of Powerschool include the ability for students and parents to check itemized grade reports, report cards, classroom attendance, homework assignments, and class calendars. Parents and students will have the ability to access documents and presentations that may be used in the classroom. These features are dependent on the teacher uploading and updating this information on a regular basis. Our High School staff will update grades and other classroom related information approximately every two weeks. A Daily Bulletin link is posted in PowerSchool with weekly announcements and events for the high school.

Direct Contact: Parents are encouraged to discuss any student-related issues directly with teachers.

KIS Website: The school website is housed at www.kis.or.kr. Please visit the website to access all KIS information.

MaiaLearning: Maia Learning is a planning portal for students and families including self-discovery assessments, goal-setting, college research tools, college visits, career exploration resources, and resumes. Each student and parent has their own account.

Schoology: Teachers at KIS send messages to students and post assignment details in this online service.

Student Rights and Responsibilities

A. Student Discipline Terms and Definitions

Discipline/Detentions: all forms of corrective action or consequences other than suspension and expulsion. A student may be excluded from a class or activity by a teacher or administrator for an appropriate period of time. The student shall be under the supervision of a school employee for the remainder of such period and may be placed in a semi-private space that can be observed by staff. Discipline also includes the exclusion of a student from any activity conducted by or on behalf of the school, such as athletics, school trips, dances or other non-credit programs.

Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for disciplinary purposes) at any single subject, class, or activity or full schedule of classes, subjects or activities and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school. Students will have the opportunity to complete class work missed while under suspension. Students who are suspended may be required to sign a behavior contract in order to return to school.

***Note: Past out of school suspensions may be reviewed for removal from a student's record by seniors in good standing who have not had any behavior and/or academic issues in at least one calendar year. This review shall be presented to the Principal and final decisions will be at his/her discretion.**

Expulsion means a denial of attendance to any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school.

Exceptional Misconduct means misconduct other than absenteeism that is so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate suspension or expulsion. (example: misconduct judged by the school to be the same or the same nature as a violation of Korean/International law). In this handbook, any student conduct rule marked with an asterisk (*) has been determined to be an exceptional misconduct offense.

B. Student Conduct Procedures

Students have the responsibility to follow the applicable policies and the conduct rules of Korea International School. Students are subject to the discipline authority of the school officials while on campus, at school-sponsored events (on or off-campus) and while under the supervision of school employees. Students and parent/guardians have certain due process and other rights to have student discipline and other corrective action reviewed. The Associate Principal will investigate discipline issues, contact parents with relevant discoveries when appropriate and administer appropriate consequences if required. If parents are dissatisfied with these results they are encouraged to discuss them with the Associate Principal. If, after speaking with the Associate Principal, parents are still concerned about decisions and/or disciplinary consequences they may contact the Principal. If the Principal concurs with the decisions and/or disciplinary consequences, and parents remain dissatisfied they may appeal decisions to the School Director. The School Director's decisions will be final. Disciplinary authority shall be exercised with fairness and every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school resources in cooperation with the student and his/her parent/guardian.

Colleges/Universities request school reports and may ask the following questions:

Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?

KIS will report any information that a college/university requests about a student's discipline records, although in most instances colleges/universities do not request additional information. KIS will honestly report any out of school suspensions and/or expulsions to colleges and universities.

C. General Expectations of Student Conduct

1. The school's student conduct rules and discipline procedures must be interpreted to insure an optimum learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Students must comply with rules established for the governing of schools.
3. Students must pursue their course of study and make reasonable progress.
4. Students must respect the authority of teachers and the school's authority to impose disciplinary action.

5. Regular and punctual attendance of all classes is an inherent expectation for all students.
6. Students who damage property at school or while under school jurisdiction may be suspended and/or disciplined accordingly. The student, parent/ guardian shall be liable for any and all damages.
7. Teachers may temporarily exclude students from the classroom instructional or activity area for disrupting the educational process in violation of the school's disciplinary standards.
8. Students shall be disciplined for bullying, intimidation or harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation, disability or other traits.

D. Student Conduct Expectations & Rules

The following conduct rules apply to students while they are in school, on school grounds, at school-sponsored events, or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the school. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, suspension, or expulsion. Students are also subject to expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Unless otherwise specified, violations of these rules are cumulative throughout the student's secondary school years. In addition, the school reserves the right to discontinue a student's enrollment based on student disciplinary history, for either an individual occurrence or multiple infractions.

Offenses marked with an asterisk (*) are exceptional misconduct offenses, defined in Section II, that allow a suspension or expulsion to be imposed regardless of a student's past disciplinary record.

D-1: Academic Integrity Policy

Korea International School expects and requires that students will uphold the highest standards of ethics and academic excellence. The Academic Integrity Policy represents our effort to guarantee that students are committed to building and maintaining a learning community of the highest integrity by carrying out academic tasks with honesty in all situations.

Definition: "Academic misconduct" includes, but is not limited to, the following:

- Plagiarism (i.e., using someone else's ideas or words without giving credit to that person, including direct quotes, paraphrasing, or summarizing)
- Copying by any means other students' homework (students who are observed in common areas looking at their own and another student's lab notebook, worksheet, or any other homework assignment would be assumed to be in violation of this rule regardless of the exact wording of their work. Equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy)
- Allowing one's homework to be copied. In this regard, all homework is considered individual work unless otherwise stated by the teacher. As such, no student should physically give his/her homework to another student. If copying occurs, it will be presumed that the student who gave his/her homework to the copying student allowed the homework to be copied.
- Any unauthorized collaboration on any assignment or assessment of learning. Before collaboration occurs, it must be clear that the teacher gave explicit instructions to work collaboratively with another student. If the teacher did not give explicit instructions to work collaboratively, it is considered unauthorized collaboration.
- Sharing assignments with another student (even to be used or seen as an example/model) without explicit permission from the teacher.
- Using written formulas, hidden reference sheets, notes, codes, or keywords on one's person or objects for use on any test, quiz, presentation, or assignment without prior permission from the teacher; also, carrying such materials with the intention of using them on a test or exam
- Looking at another student's test or quiz during its administration or using programmed material in watches, calculators, phones, MP3 players, cameras, recording devices or computer programs without permission from the teacher.
- Giving answers or questions to another student before, during or after a test or quiz; receiving answers or questions from a student who is or has already taken a test or quiz (students engaged in any form of unauthorized communication while in the possession of a test or quiz may be presumed to be in violation of this rule)
- Using the Internet, laptop computers, text messaging, phone cameras, MP3 players, or other technology to plagiarize, copy, or share work with another student (including but not limited to copying and pasting in whole or in part material from the Internet, purchasing material from the Internet to be submitted as one's own work, using a translation program for a world language class, presenting lab data found on the Internet as one's original work, using e-mail to share individual homework assignments)
- Taking credit for work influenced or completed by someone else (e.g., family members or tutors) including submitting rough drafts or revision created by another person.
- Presenting invented data (e.g., lab results for lab activities that have not actually been conducted), information, or cited sources (in a bibliography) as authentic
- Any deceitful means used on a test, quiz, or assignment, including but not limited to stealing electronic or paper copies of tests from teachers' classrooms or computers*; receiving copies of tests, quizzes, or assignments from students who took the

class in previous years; possessing unauthorized teachers' materials; taking credit for work not completed (as in group assignments); submitting the same assignment for credit in multiple classes without teachers' permission

- Any other behavior that could be reasonably construed as academic dishonesty, including class-specific expectations explained by the teacher

Note on cooperative work: All written work is individual work unless otherwise stated by the classroom teacher. Although it is acceptable to talk with classmates, friends, and family members about what you are studying and thinking, do not compose written work collaboratively, and make sure that written work you submit for credit is presented entirely in your own words when quotation marks are not used.

Consequences for Acts of Academic Misconduct

All academic honesty violations will be reported to the associate principal who may then report the incident to the principal and counseling office. A record of the violation will be put in the student's permanent file.

First offense at KIS

1. Student will not receive credit for work that is in violation of the academic integrity policy.
2. Student's parents will be informed of the violation.
3. Student will be required to meet with the Associate Principal and/or school counselor to discuss the importance of academic integrity.
4. Depending on the offense, the student may be required to meet with the Honor Board to determine the school's academic and behavioral response.
5. Student may be suspended from all sports and co-curricular activities for a portion of the season or semester.
6. Student will receive a disciplinary response based on the offense, which may include In-School Suspension.

Second offense at KIS

1. Student will not receive credit for work that is in violation of the academic integrity policy.
2. Student's parents will be informed of the violation.
3. Student will be required to meet with the Associate Principal and/or school counselor to discuss the importance of academic integrity.
4. Depending on the offense, the student may be required to meet with the Honor Board to determine the school's academic and behavioral response.
5. Student may be suspended from all sports and co-curricular activities for a portion of the season or semester.
6. Student will receive a disciplinary response based on the offense, which may include up to 2 days in-school suspension.

Third offense at KIS*

1. Student will not receive credit for work that is in violation of the academic integrity policy. If it is an example of a repeated offense in the same class, the student may lose credit for the course.
2. Student's parents will be informed of the violation.
3. Student will be required to meet with the Principal and their parents.
4. Depending on the offense, the student may be required to meet with the Honor Board to determine the school's academic and behavioral response.
5. Student will be suspended from all sports and co-curricular activities for the rest of the season or semester.
6. Student will receive a 1 day out-of-school suspension from school. Korea International School will report out-of-school suspensions to college admission officers.

Additional offenses at KIS

Exceeding three instances of academic misconduct is considered a serious academic and behavioural offense. Additional offenses will be referred to the High School's Honor Board and the KIS Autonomous Committee for further action and consultation regarding discipline, which could include a recommendation for expulsion from KIS.

D-2: Aggressive or Dangerous Behaviors

These rules prohibit behavior that causes or threatens physical harm to others.

1. (*) AGGRESSIVE OR RECKLESS BEHAVIOR: Behavior, including horseplay, that disregards a risk of harm to others or property.
2. (*) ASSAULT: Intentionally injuring another or attempting to or threatening to do so. An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm. An assault may be considered more serious misconduct than fighting and normally warrants a long-term suspension or more serious consequences for a first offense.
3. (*) FIGHTING: Any physical altercation with another, or promoting or encouraging an altercation between others.
First offense: Suspension (1-3 days)
Second offense: Suspension or Expulsion (4 or more days)
Third offense: Expulsion

4. (*) THREATS: Communicating to another with the intent to cause them harm.
First offense: Suspension (1-3 days)
Second offense: Suspension or Expulsion (4 or more days)
Third offense: Expulsion

D-3: Alcoholic Beverages and Drugs (*)

Student use of alcohol and other illegal, prohibited, or harmful drugs is prohibited. Out of concern for student health, no pills or other medication are allowed at school unless supervised under the direction of the school nurse. The use and/or possession of alcoholic beverages or dangerous/illegal drugs by students is prohibited. Students involved with these substances will be subject to suspension or expulsion.

D-4: Attendance

We recognize that student attendance has a direct impact on a student's academic success and progress at KIS. College Counselors, Teachers, and High School Administration will partner with parents and students to ensure that high standards of attendance are being met to support student achievement and wellbeing. Parents are expected to inform the high school office (031-724 -5801) before 8:00 A.M. if a student is absent or reporting to school late. Students who are late must check in at the high school office upon arrival before reporting to class/in-school activity. **If a student has a dispute with their attendance record, s/he has up to 10 school days to rectify the attendance record.** It is the student's responsibility to complete an attendance correction request available in the high school office.

i. Excused Absences:

Permission to be absent from school for reasons other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities. A reasonable number of absences will be excused if they are for:

- Illness, medical/dental appointments/services, bereavement, religious observance, family emergency, court appearances, or if the student has received approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as school-activity absences.

Prior to an absence, students must clear the absence with either a note or phone call by a parent/guardian stating the time and reason for the absence. Failure to clear this absence may result in the appropriate level of discipline. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate. A student must arrange for all make-up work prior to a pre-arranged excused absence and immediately after an emergency medical absence. After a student has been absent for three (3) days due to illness, the school office can assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow 24 hours for teachers to prepare materials.

Korea International School understands that college visitations for Juniors and Seniors and resolution of visa issues often involve international travel. The administration encourages families to use school vacations to schedule these trips so that absences from classes can be minimized. In special circumstances, the Principal may approve up to five (5) school days as "excused" if the absence is related to college visits for Juniors and Seniors, or visa requirements for all students. In order to receive an "excused absence" for these reasons parents must submit a written request for an extended absence to the Principal for her consideration. Written requests must be submitted at least one week prior to departure. KIS reserves the right to ask for documentation or other evidence that any approved trip was for the purposes stated in the written request.

ii. Unexcused Absences:

A student is considered unexcused when he/she misses all or part of a class block without teacher or office permission or fails to report to where he/she is directed. **Unexcused absences will result in disciplinary action.** Students missing their bus must make every effort to get to school by their own means. A *pattern* of repeated missed buses, missed rides, waking up late, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

- Students who are feeling ill should notify their classroom teacher for assistance and should not contact parents first. Students may then be referred with a teacher pass to the school nurse, who will determine whether the student should remain in school. Parents will be contacted by the school nurse who may excuse the student from school, if medically necessary due to fever, vomiting, or contagion.
- Any student whose absence is determined to be "unexcused," may not have the option to make up missed work.

iii. Excessive Absences:

A pattern of absenteeism, whether excused or unexcused, can be very detrimental to a child's learning. If a student reaches seven (7) absences in one course during the semester, parents and the student will be contacted via letter, and a conference with the administration and college counselor will be convened to discuss the negative impact the absences are having on coursework and to develop a plan of action to avoid any further absenteeism. A pattern of late arrivals to school that exceed 30 minutes after the start of the school day will be included in this number. The administration may require a meeting prior to the seventh absence if a negative pattern is identified.

When a student has a scheduled summative assessment and is absent, the student will be coded as AME (absent missed exam). If a negative pattern (2 or more) missed assessments arise, the administration may convene a meeting to discuss the negative impact on the student's academic progress and to create an intervention plan to help support a positive impact on the student's attendance.

Any student who is absent (excused or unexcused) more than five (5) days by the mid-semester benchmark or ten (10) days in a semester, from any one class, will lose credit for that class. If there is an illness or accident which requires extended absences, the administration will review and determine action on an individual basis.

iv. Absence During an Exam/Assessment/Project:

If a student is absent due to illness during an assessment or when a project is due, he/she must provide an **official** doctor's verification that they have visited a doctor on that day and **were medically unable to attend class**. The student must make all attempts to submit any parts of the assessments on time - electronically or delivered to the school by the student's parents. Students should complete the following steps regarding an absence during an exam/assessment/project:

1. Immediately upon arrival to school, the student must provide medical documentation that s/he was medically unable to attend class.
2. The student will arrange a time with the teacher for an opportunity to make up the exam/assessment/project to inform next steps academically and identify learning progress indicators.
3. The student will meet with school administration to provide any missing perspective as why s/he was medically unable to attend class. Based on the occurrence, the student may be required to meet with the Honor Board to determine the school's academic and behavioral response, which may include not receiving credit for the missed assessment.

v. Absence before a Standardized Test at KIS

Students must be in attendance on the Friday before any standardized test date (e.g. SAT Test on Saturday). Any student who arrives to school late on the Friday before any standardized test date will be required to bring a doctor's note when they sign in to school on that day. Additionally, if a student is absent all day on the Friday before any standardized test date, a doctor's note will be required to be given to the standardized test supervisor on the test day before admission to take any standardized test will be granted.

vi. Planned Absence:

Students who are aware that they will be absent from school due to non-school related activities, religious observances, or at the request of parent/guardian are asked to complete an **Extended Absence Form**, which is available in the High School Principal's office. This should be completed by the end of the school day, one week prior to the student's absence. Any student excused for an extended absence, must make up all work missed prior to the absence as determined by his/her teacher.

vii. Attendance Requirement for Extracurricular Activities

Students who miss more than 30 minutes during any part of the school day will NOT be eligible to participate in any after school activities, rehearsals, or practices. It is the student's responsibility to self report any attendance ineligibility to a coach or sponsor due to missing parts or all of a school day.

viii. Leaving the School Grounds:

Students must receive permission in writing from the office in order to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods, without parental permission and office approval. Students who fail to check out through the office will be disciplined and will be considered absent unexcused.

ix. Tardy:

Any student who is late to school at the beginning of the day or classes throughout the day without legitimate reason as determined by the principal/associate principal is considered to be tardy. The school must be notified by the parent/guardian if a student is late to school. ***Any student who misses thirty (30) minutes or more of the class block without legitimate reason as determined by the principal/designee is considered absent.***

Consequences for Excessive Tardies: (by each course, by semester)

- **Third Tardy:** The student will receive a teacher detention. The teacher will make High School Administration and College Counselor aware of attendance concerns.
- **Fourth Tardy:** The parent/guardian will be notified by the teacher and invited to attend an intervention meeting hosted by the teacher with the student, parent, administrator/counselor.

- **Fifth Tardy/Additional Tardies:** The student will be referred to the High School Office for additional interventions.
- **Please note:** If a student receives more than six (6) tardies in a single class he/she may lose credit for that course due to missing a significant amount of class instruction.

Pattern of Excessive Tardies (per semester):

If a student exceeds a semester total of 10 tardies in any combination of classes during the semester, the administration will meet with the student, counselor, and the parent about the negative impact to the student's success and individual progress. The student will receive a personalized intervention plan from the High School Administration.

x. Activities, Athletics and Attendance:

Any student participating in or attending an extracurricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the previous and following day shall also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday and following Monday shall be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate in the next scheduled activity.

Students may NOT attend an extracurricular activity/contest if they have missed more than thirty minutes of the school day without medical or legal documentation. For rehearsals and sports practices, the student must be in attendance THE ENTIRE day to be eligible to participate. Exceptions to these rules may be made by the building principal/associate principal.

xi. Early Dismissal:

Students will be excused for early dismissal if there is a legitimate reason such as: illness, medical/dental appointments/services, bereavement, family emergency, court appearances, or if the student has received approval from the school for a personal planned absence. Verification by a licensed prescriber may be required. The parent/guardian is asked to make a written request for early dismissal of students and an early dismissal slip will be issued. Students must come to the office to check out and will be expected to make-up all missed class work and assignments.

D-5: Computer Responsible Use Policy

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 personal property or the property of KIS. 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, students in violation of the policy will become subject to disciplinary consequences.

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

- Computers and related technology must be used only for school and education-related purposes.
- Students must not use a login and password other than his/her own.
- Student must work only on the computer to which he/she has been assigned by school staff.
- Gum, candy, food and drink are not allowed when using a computer anywhere in school.
- Students must not alter desktop settings of school computers.
- Students may only access shared/common files (e.g. Google Docs) when he/she is not the owner of the file and may not access any file or folder for which he/she has not been given explicit permission to access for collaborative work purposes.
- All documents must be stored only in the user's assigned folder.
- Student must not post anonymous, threatening, or offensive messages of any kind.
- Email messages must not be forged.
- Students must not download any file/program from the internet to a school computer without first securing formal permission from school staff.
- Students must not load any program onto a school computer without receiving formal permission from school staff.
- Computer software copyrights and licensing agreements must be honored.
- Computers and computer-related technology must not be used for commercial gain or fraud.
- Students must not make any change in any school computer's interface or operating system.
- Students must not degrade performance capacity of any school computer or computer-related technology.
- Students are obliged to respect any additional computer and computer-related use regulation set forth school staff.
- Students will not access inappropriate sites that violate normal decency standards and are expected to report any inappropriate sites they discover to school officials.

D-6: (*) Disruption of the Educational Process

Students must comply with the reasonable instructions of the school personnel. Conduct of any type that interferes with or threatens to interfere with the educational process is prohibited and will result in disciplinary action. Multiple offenses of a less serious nature by themselves often has equal impact on the educational process as a single major offense.

D-7: Driving to School

High school students are not permitted to drive cars or other motorized vehicles on or adjacent to school at any time.

D-8: Elevator Use

Elevators are not to be used by students. In the case of an injury, a student can request an elevator pass from the school nurse for a limited period of time. Unauthorized use of the elevator will result in disciplinary action. Occasionally teachers may grant permission for students to use the elevator to assist them. Teachers must provide the students with a note indicating this permission.

D-9: Emergency Procedures

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Emergency drills are to be taken seriously. Students are expected to remain silent and follow teacher direction to follow a safe and expedient exit route for each of their classrooms. In the event of an actual emergency or drill, students must comply with all administrative directives.

D-10: (*) Explosive Devices

Students who possess or detonate any explosive device or incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items – generally referred to as a bomb or look-alike explosive device), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device will be subject to suspension or expulsion.

D-11: (*) False Alarms

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is prohibited.

D-12: False Allegations

Knowingly reporting or causing the reporting of false facts regarding misconduct or other information to school officials that are likely to cause an official response, or corroborating of such information, is prohibited. Disciplinary consequences will range from after school detention to out of school suspension.

D-13: (*) Fire/Arson

Setting a fire on school premises or while under the authority of the school is prohibited. Police and/or fire department will be notified for which the student is responsible. The student(s) will be subject to disciplinary consequences including suspension and recommendation for expulsion as determined by school administration.

D-14: (*) Firearms and Dangerous Weapons on School Grounds

School policy prohibits any person to carry the following onto school premises, school-provided transportation, or other facilities being used for school activities:

- Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any sabre-sword dagger or dirk, Nunchaku sticks, throwing stars
- Any air gun or firearm, including any air pistol or air rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
- Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade shall be considered a weapon.
- Students who violate this policy shall be subject to corrective action, up to and including suspension or expulsion.

D-15: (*) Forgery

Falsely representing or forging the signature of a parent's/guardian, staff member, or another student on any letter to the school, any school document or any communiqué will result in disciplinary action including suspension. Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

D-16: Gambling

Gambling on school grounds is prohibited.

D-17: Freedom of Expression that Causes Disruption

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) under circumstances where a substantial disruption of the educational process is likely to result, or does result from such activity is prohibited.

Substantial disruption from speech activities includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities
- Breakdown of student order, including riots or destruction of property
- Widespread shouting or boisterous conduct
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities
- Physical violence, fighting, or harassment of any kind among students
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators) creating a hostile educational environment
- Defamation or untrue statements
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response
- Speech likely to result in or encourage disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the school.

Although the school has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. But speech activity by students is solely their own expression of views and the school does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications (such as a newspaper or yearbook), and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as a speech at student assemblies or dramatic productions), are not private speech of students. Students who violate the standards for verbal and written expression shall be subject to corrective action, up to and including suspension or expulsion.

D-18: (*) Harassment, Intimidation, Hazing or Bullying

Students shall not engage in racial harassment, sexual harassment, or other forms of harassment, intimidation, or bullying of students or others, or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive, or abusive work or learning environment.

The policy of the school is to provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, gender (sex), national origin, religion, age, marital status, disability or any other protected class. Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and, inappropriate physical contact, bullying, and intimidation.

“Racial harassment” is behavior based on race or color and has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities, or privileges. Racially motivated behavior is discriminatory and violates school policy.

“Sexual harassment” is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, indecent exposure and other verbal, nonverbal, or physical conduct of a sexual nature. For students, quid pro quo harassment is the submission to unwelcome sexual behavior as a condition for participating in or receiving the benefits of educational opportunities, such as decisions regarding grades and participation in school program or activities. Sexual harassment can be student-to-student, student to teacher, teacher to student, male to female, female to male, male to male and female to female.

“Harassment, intimidation or bullying” also includes any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by an individual’s race, marital status, creed, age or disability, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property
- Has the effect of substantially interfering with the student’s education

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socio-economic status, gender identity, marital status and familial status. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Harassment, intimidation and bullying are prohibited and shall be grounds for disciplinary action. Such harassment by a student, adult, or staff member or inaction by a staff member observing such activity, shall constitute grounds for disciplinary action.

False reports or retaliation for any form of harassment, intimidation or bullying, or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section. The school does not tolerate any behavior or activity that violates this section. Disciplinary action or other consequences for violating this section may include suspension or expulsion. It is the goal of the school to apply discipline or other corrective action that ensures harassment ends and does not reoccur. The disciplinary action will be appropriate and responsive.

Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on the other students and/or staff, mitigating circumstances, the relationship of the harasser to the victim, and the student's disciplinary history. Based on these factors a more or less severe punishment may be imposed, from school discipline to expulsion. A course on the adverse impact on others of harassment and/or diversity may be required as part of the disciplinary procedures for students. Access to school property and activities may be restricted.

Violent acts violating this section shall result in suspension or expulsion. Violent acts include, but are not limited to behaviors or actions that are interpreted by a reasonable person to carry the potential of:

- Violence, threats of violence
- Harming or endangering the safety of others
- Resulting in an act of aggression
- Destroying or damaging property

Hazing is defined as subjecting newcomers to unpleasant, abusive, or ridiculous treatment. Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or expulsion.

D-19: Inappropriate Language

Inappropriate language applies to public messages, private messages, material posted on Web pages and verbal messages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

D-20: (*) Insubordination

Students are required to obey the reasonable requests of all staff members. Wilful disobedience is prohibited. Students are required to carry their identification cards and identify themselves to all staff members of the school. Failure to do so shall be construed as insubordination and a threat to school security.

D-21: (*) Insults or Abuse

Incidents of insults or abuse between students are prohibited. Students are required to show respect for authority and any form of abuse of staff is also prohibited and will be dealt with accordingly.

D-22: Littering

Students may eat lunch in the cafeteria and other designated areas outdoors in approved areas on nice weather days provided they do not disrupt classes in session and areas remain litter-free. Students are expected to pick up litter following lunch and leave their lunch table areas clean. Garbage cans should be used to dispose of litter. Students who do not clean their eating areas are subject to lunch detentions and cleaning duties as determined by the principal/associate principal.

D-23: Lockers

At the beginning of the school year, high school students will have the opportunity to sign out a locker for the duration of the school year. Specific lockers and locations will be assigned to students through the High School Office and the individual lock combination must be stored in the high school office after a student assumes a locker. School personnel will retain a master key for all lockers. Locker combinations will not be changed over the course of the school year.

Students are responsible for the care of their lockers. The locker is to be kept clean and secure at all times. If a locker does not operate correctly, please notify school personnel. Any student who willfully damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. Money, purses, or other valuable items are the responsibility of the student but may be locked in lockers during the school day. During PE, personal items should be secured in student assigned lockers or stored in a visible area along the perimeter of the PE facility where students are participating. The school accepts no responsibility for lost or stolen items.

Lockers are school property and may be inspected or searched without suspicion periodically as a general inspection of school property. Lockers may also be searched if the principal/designee or associate principal has reasonable grounds to suspect that the search will yield evidence of the student's violation of school rules. Lockers can also be searched when there is reasonable suspicion of inappropriate contents. The privilege of using a locker may be revoked for sufficient cause.

D-24: Matches, Etc.

Using or possessing matches, lighters, or other fire-producing devices is prohibited and shall result in disciplinary action or suspension.

D-25: Personal Grooming and Attire

KIS teachers and administration fully expect students in a college/university preparatory academy to exercise common sense in making grooming choices and in deciding what to wear to school. Neatness and clothing choices should promote a safe and focused academic environment. Examples of irresponsible choices that are prohibited at KIS include, but are not limited to:

1. Clothing that displays obscene words, images or designs;
2. Clothing that conveys or implies a sexually suggestive remark, a pro-alcohol, tobacco and/or drug message;
3. See-through clothing, spaghetti-straps, cut-away or revealing shirts
4. Items that present a safety hazard to self and others (e.g., roller shoes).
5. Shorts, skirts or dresses that are less than mid-thigh of your inseam to knee length
6. Shorts, pants or skirts that do not meet at the hip or waist
7. Clothing with revealing holes, rips, or tattered condition
8. Hats being worn in the cafeteria or classroom environment

Individual classroom teachers will review safe and appropriate grooming expectations for each classroom. Specific footwear or other safety considerations may be mandatory for particular instructional activities.

Students whose clothing and/or personal grooming choices are determined by administration to be inappropriate for the KIS community will be summarily and immediately asked to change. If this problem continues, parents will be contacted and the student will be sent home. Students will be required to give inappropriate attire to the associate principal's office. It will be returned at the end of the day. If students are caught wearing the same clothing again they will be subject to discipline ranging from a detention to an out of school suspension. Please remember to dress in an elite preparatory school manner that best reflects each individual and the overall KIS community.

D-26: Public Display of Affection

Students are expected to exercise self-control and respect. Kissing and inappropriate displays of affection are not allowed.

D-27: School Bus Use Policy

Morning Pick-Up Procedures:

Students need be on time at designated bus stops. Drivers are not permitted to wait for late arrivals. The Bus Coordinator will notify parents before the start of the school year regarding the time the student must be at the pick-up site. Should a student miss the bus, parents will need to arrange transportation to school that day. When a student exits the bus upon arrival at school, the student must proceed directly to the appropriate entrance of the school.

Afternoon Drop-Off Procedures:

School busses will leave school promptly at 3:10 P.M. On days when students participate in after-school activities, busses will leave promptly at 5:20 P.M. Should a student miss the bus departure, parents will be expected to arrange transportation from school.

School Bus Rules

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

1. Students, unless otherwise instructed by bus monitor or driver, must sit in assigned seats with seat belts securely fastened at all times.
2. Students who arrive on a specific bus must return on the same bus unless written permission to switch busses has been submitted prior to their return on that day.
3. Students may not engage in any disruptive activity or behavior that interferes with the bus monitor, driver, or other passengers. Students must respect and obey bus monitors and drivers at all times.

4. Food, beverages, and chewing gum are NOT allowed on the bus.
5. Students need to follow all rules determined necessary for safety reasons, by the bus monitor or driver.
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 damages to the bus.
8. Students should remember that pre-K through high school students are riding the same bus. High school students are expected to be helpful and effective positive role models for our younger students.

Consequences for failure to respect bus rules:

A student will be dismissed from the bus service for any major infraction of the rules or if he/she is exhibiting unsafe behaviors on the bus. For minor infractions of the rules the following procedures are in place:

- First Offense: Warning is issued.
- Second Offense: Two-day suspension of bus privileges.
- Third Offense: Two-week suspension of bus privileges.
- Fourth Offense: Two-month suspension of bus privileges.
- Fifth Offense: Could be restricted from bus privileges for the rest of the year.

D-28: Skates, Skateboards, Scooters, Hoverboards, Wheeled Shoes, Etc.

Students are prohibited from riding devices including, but not limited to: skates/in-line skates, skateboards, scooters, hoverboards, wheeled shoes etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated.

D-29: (*) Student Leadership

Student leaders serve as “role models” for other students and as representatives of their school. Any student who participates in a leadership position with formal or informal authority, must model the school’s core values at all times. The standard of behavior expected of student leaders exceeds that of other students with no such authority. Any behavior that brings into question the integrity of the student leader may result in removal from their leadership position and other co-curricular activities. Student leaders are expected to maintain acceptable grade point averages in all courses.

D-30: (*) Theft or Possession of Stolen Property

Theft or possession of stolen property may result in suspension or other appropriate disciplinary procedures. Any student guilty of violating this policy will be subject to replacing or funding the replacement of stolen item(s).

D-31: (*) Tobacco Use and Possession

No student may smoke, consume, use or possess tobacco products or e-cigarettes at any time while on or around school property during the school day or at any school sponsored activities. Before and after school, students are not to use tobacco products on or adjacent to the school grounds and/or within visual distance of any school grounds. Violations of this rule are cumulative for the students’ years at KIS and may result in school discipline up to or including an out of school suspension.

D-32: Valuables at School

Large sums of money and other valuable items should be left at home. Articles of value for classroom display should be locked in a teacher's cabinet or left in an administrator’s office. The school assumes no responsibility for loss to student’s personal property.

D-33: (*) Vandalism

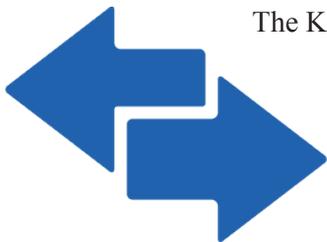
All students are expected to respect and care for all property of the school, including building facilities, desks, chalkboards/whiteboards, books, lavatories, lockers, etc. Any student damaging, losing or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of school property, student, or staff property at any time is cause for suspension or expulsion. Student transcripts may be withheld until all costs from damages have been paid.

Acceptable Use Agreement



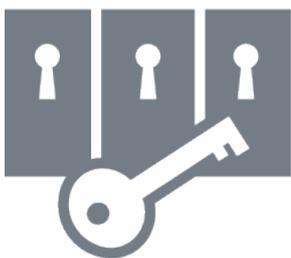
The KIS community demonstrates **global citizenship** with technology by honoring and respecting others, and refraining from intentionally malicious acts against another human being. We understand that we are part of a greater community and act accordingly, appreciating the diverse backgrounds and traditions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



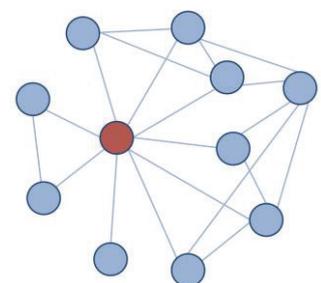
The KIS community demonstrates **adaptability** with technology by ensuring that device usage is appropriate for the learning task at hand. We choose the digital tools and navigate online resources for learning purposes, and refrain from acts that may damage the network. We effectively problem-solve 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.

The acknowledgment page of the below is at the end of this handbook, to be signed and returned to KIS.

I understand that at KIS, my device is a tool used to enhance and transform my learning experience. With this in mind I agree to use my devices and the school network appropriately in accordance with the KIS Values (Global Citizenship, Integrity, Adaptability, Balance, Empowerment) described above. I understand my rights as a network user and I know who to contact in case I ever feel unsafe on the school network.

I realize that my network use is a learning privilege and not a guarantee of access. KIS reserves the right to restrict network access if I am unable to uphold KIS values with regards to the use of technology.

**Korea International School
Academic Year 2019-2020
Parent/Student Handbook
Acknowledgement Form**

Please complete and return this form to your advisory teacher or to the High School Associate Principal's Office (H102B). You can find the e-handbook on the school website. Go to the "High School" page and click "Parent/ Student Handbook".

Please check to acknowledge the following:

- I understand that at KIS, my device is a tool used to enhance and transform my learning experience. With this in mind, I agree to use my device and the school network appropriately in accordance with the KIS Values (Global Citizenship, Integrity, Adaptability, Balance, Empowerment). I understand my rights as a network user and I know who to contact in case I ever feel unsafe on the school network. I realize that my network use is a learning privilege and not a guarantee of access. KIS reserves the right to restrict network access if I am unable to uphold KIS values with regard to the use of technology.

- I have read, understood, and agree to abide by all policies and provisions set forth in the Korea International School Academic Year 2019-20 Parent/Student Handbook.

Please print the following information:

Student's Name (Please print)

Grade

Parent's Name (Please print)

Please sign below to acknowledge the information outlined above:

Student's Signature

Date

Parent's Signature

Date