

**THE
HIGH SCHOOL
STUDENT/
PARENT
HANDBOOK**

2020 - 2021

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OUR MISSION

St. Johnsbury Academy Jeju is a diverse, comprehensive, and independent educational community grounded by our traditions, our deep optimism regarding young people, and our commitment to academic excellence:

CHARACTER: To teach good character by modeling and fostering compassion, respect, responsibility, and integrity.

INQUIRY: To foster a love for learning by challenging individuals to pursue knowledge, creativity, and intellectual self-reliance.

COMMUNITY: To encourage each individual to understand his or her relationships, rights, and responsibilities within a community that is itself part of the larger world.

Our culture fosters a tradition of respect for all members of our community, regardless of their nationality, ethnicity, cultural background, or economic status.

OUR THREE PROMISES

WE WILL DO ALL WE CAN TO HELP EACH STUDENT BE THE BEST PERSON POSSIBLE.

We are committed to the values of respect, compassion, integrity, and responsibility. We have compassion and empathy and we believe in loving those most who need it most.

WE WILL DO ALL WE CAN TO HELP EACH STUDENT BE THE BEST LEARNER POSSIBLE.

We value expertise and creativity. We provide the support and opportunities for students to pursue their passion and develop a love for learning.

WE WILL DO ALL WE CAN TO HELP EACH STUDENT BECOME PART OF SOMETHING BIGGER THAN HIM/HERSELF.

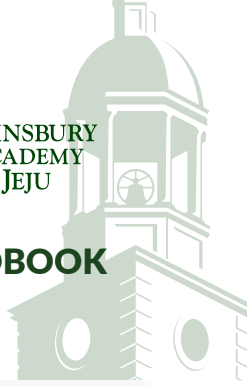
When students come to our school they become part of the most talented and diverse group of individuals they may ever know as friends and colleagues. They develop an intellectual and emotional connection to making this community a better place.

OUR PHILOSOPHY

Employing innovative and traditional methodologies, the school is committed to personally relevant instruction. We strive to provide opportunities for students to gain a strong understanding in those studies calculated to provide a life foundation for the global citizen, enabling them to be intellectually self-reliant and to function as constructive, moral members of society.

Likewise, the school undertakes to make the acquisition of knowledge a valued social goal by developing an active appreciation of local and world culture. The school also provides opportunities for its students to build those skills useful for personal self-sufficiency.

St. Johnsbury Academy Jeju is committed to the idea that learning is most natural and teaching is most effective in a community atmosphere where collaboration and respect for others is part of the common daily business. Small classes, the advisor program, and a diverse offering of extracurricular activities all exist to support this notion of community.



ST. JOHNSBURY ACADEMY JEJU HIGH SCHOOL STUDENT/PARENT HANDBOOK

COMMUNICATION PROCEDURES

Parents are an important part of the school community and regular communication between parents and SJA Jeju is important for the academic success of all students. Please use the information below as a guide regarding who to contact with specific concerns. In order to obtain the most relevant information, it is important to contact the individual who is best suited to provide that information.

1. For any questions regarding re-enrollment contracts, or your decision surrounding them, please contact the Admissions Office directly at 064-801-1400 or admissions@sjajeju.kr
2. For any questions regarding payments, tuition, student fees or deposits, please contact the Business Office directly at 064-801-1416 or billing@sjajeju.kr
3. For boarding students, if you have any questions regarding your student's residential life program, his/her progress therein, or any aspects of our after-school program, you can contact Residential Life directly at 064-801-1370 or resparents@sjajeju.kr
4. If you have specific questions about your student's academic progress, a specific grade, a late/missing assignment as viewed in PowerSchool, please first speak directly with your student. Then, if necessary, contact the teacher directly for clarification, follow up with your student's advisor or reach out to our international counselor (firstname.surname@sjajeju.kr)
5. For general questions regarding our academic program, schedule, holidays, upcoming absences, or very general teaching and learning inquiries - or if you want to set up a meeting with teachers or a counselor regarding your student's academics or school life - you can contact the Main Office in the High School directly at highschool@sjajeju.kr or 064-801-1306.
6. For information or a discussion about your student's plan for college, our advice regarding standardized tests, questions about graduation eligibility or transfer credits, please contact the HS College Counselor directly at chris.thomson@sjajeju.kr
7. If your query or concern is not relevant to any of the above-mentioned points, you can contact the Front Desk of the school directly at 064-801-1201 or 1202.

We strongly encourage parent engagement and communication, and you are welcome to reach out to teachers, counselors, staff and administration in our building. If you have a concern, let us know, as your student's learning, growth and success is at the center of our mission and our mutual success.

PURPOSE AND OBJECTIVES

The school teaches good character, fosters a love of learning, and encourages positive and constructive attitudes toward society through the following:

Conducting a school-wide Assembly program.

Encouraging participation in traditions that can be a source of pride to the school community, such as special school events, school customs, and the preservation of an architecturally-unique campus.

Upholding our Honor Code, which outlines the moral commitments each member of the student body makes to the community as a whole.

Maintaining a school dress code, which seeks to underline a common sense of identity and seriousness of purpose.

Emphasizing the distinction between the hours devoted to formal education and the hours devoted to recreation and other activities.

Maintaining an Advisory system, which serves to bring teachers and students together.

Promoting lifestyles conducive to good health by providing a safe and healthy environment for all members of the school community through policies and programs that support personal well-being.

Administering discipline according to school policy.

Conducting a Capstone Program for all seniors that requires them to produce professional work in an area of personal interest that is of value to the community.

Encouraging community service in the school, in the community, and around the world.

Providing opportunities for cross-cultural experiences and the development of tolerance through international exchanges and a boarding program, which is both national and international in scope

ASSEMBLY

High School students should be in their assigned assembly seats by 8:25 a.m. on Monday and Friday. All weekly assemblies take place in the PAC.

SCHOOL COLORS: Dark Green, White, and Orange

NICKNAME: Hilltoppers

ALMA MATER

Verse 1

Our strong band can ne'er be broken
it Formed at St. J. A.
Far surpassing dreams
unspoken Of a long past day.
Forever. . .

Chorus

Lift the chorus, speed it onward
Let it float away;
Hail to thee our Alma Mater
Hail to St. J. A.

Verse 2

High above the busy humming
of the bustling town;
Stands our noble Alma Mater
Looking proudly down.

Verse 3

Face the world and make it
better We have just begun.
Carry forth the shield of
courage, Face the rising sun.

ADVISORY PROGRAM

SJA Jeju has an Advisory program that is a natural outgrowth of the school's mission statement. The purpose of the program is to foster character, inquiry, and community. By providing each student with a faculty mentor, and by including each student in a group of peers with whom they may develop close, positive, personal relationships, we expect students to expand their capacity for change and growth.

The advisor is the primary connection to the school for both students and their families. Each student will be in an advisory group of 6 to 8 peers. Because SJA Jeju values the advisor-advisee-family relationship, a student may request a change of advisor, though otherwise will remain with their advisor for multiple years whenever possible. Advisory meetings are held three times a week.

The advisor should be the adult on campus that knows each student best. Parents are encouraged to reach out to their student's advisor regularly, to schedule meetings when they desire and to ask their child's advisor about his/her relative progress - both academically and socially.

CONFERENCE PERIOD

Conference period is part of the academic school day. Conference period starts at the end of the last class period and lasts for 25 minutes. Students are expected to see teachers for extra help during this time and all teachers are required to be in their classrooms during the conference period. This is a mutual expectation for students and teachers and helps to build community at SJA Jeju. When attending the conference period, students are expected to be in uniform. If a teacher asks a student to attend the conference period, that appointment takes precedence over all other activities or previously scheduled appointments.

ATTENDANCE

Attending class is of utmost importance to any student's academic success, especially in the HS with our semester-block courses. As such, it is in everyone's best interest to minimize absences as nothing can truly replicate the teaching and learning that happens in the classroom and the community that is built through unflinching attendance. Moreover, although we have designations for excused and unexcused absences, regardless of one's "excuse", **the act of missing class requires the student to be proactive, and responsible for, "catching up" after his/her time away - by getting a classmate's notes, by seeing the teacher during conference period, by scheduling assessments, and by submitting any assignments that may have been missed.** For any planned absences with advanced notice, the student is strongly encouraged to see their teachers prior to the absence in order to catch up and make a plan *before* missing school.

If a student misses school for any reason, his/her parent or guardian **MUST** fill out the online [absence form](#). For obvious safety reasons, students cannot self report their absences directly with the school; the authorized guardian or parent must also contact the school directly. Filling out the "absence form" is the **first** step in informing us that a student will miss school and in getting the absence "excused". To complete the second step, the parent or guardian must call the High School Main Office (064-801-1306). This is a crucial safety policy for all students and families.

EXCUSED ABSENCES

Most absences are "excused" by the main office, but this does not excuse the student from making up the missed classwork, submitting required assignments or from seeing the teacher for extra help. For excused absences, the teacher is required to accept late work and to allow for an assessment to be taken at a later date agreed upon by the student and teacher. The student is required to make arrangements with each teacher regarding make-up work the first day he/she is back at school. The number of days allowed to make up work should not exceed the number of days the student was absent.

Excused absences include, but are not limited to, the following:

Illness (doctor's note needed for any illness over 2 days)

Family Emergency

Required Medical Procedures

Approved School Trips

Approved participation in an SJA Jeju Athletic Competition

Other Approved Academic or Service Opportunities

Extreme weather (snow, typhoon, etc.)

SCHOOL EVENT ABSENCES

Students who miss class to participate in an SJA Jeju sponsored and sanctioned event will be considered "present". To reflect that the student is not in class but is participating in a school event, the attendance register will use the code SE. In order to participate in a school event, students must be academically eligible AND must be approved to participate by the event facilitator.

UNEXCUSED ABSENCES

Unexcused absences are more serious, and do not require the teacher to allow the student to make up missed work or assignments. As such, unexcused absences will most likely result in a student not earning credit for any assessments, projects or tests during the unexcused absence(s) - resulting in a failing grade for daily performance in each class.

Unexcused absences include, but are not limited to, the following:

Unexcused absences include, but are not limited to, the following:

Leaving early for, or extending, a holiday or vacation.

Taking a non-SJA Jeju standardized test during the school day

Skipping class during the school day (truancy)

Any sickness or medical leave exceeding 2 days without a doctor's note or documentation

Attending a non-SJA Jeju-sponsored academic event, camp or competition

EXTENDED ABSENCES & ACCUMULATION OF ABSENCES

We understand that absences happen for various reasons throughout a semester. That said, daily class attendance is the foundation for the academic success of the individual student as well as that student's class. Community is at the heart of our mission, and we believe that steadfast attendance builds a strong sense of community at the Academy. If for any reason, excused or unexcused, a student accumulates 13 absences in a semester, the HS Principal will review the eligibility of the student in question to receive credit for those courses and credit may be denied for that course or semester. The process for monitoring attendance is as follows:

Following a 5th absence or missed class in any specific course, the following will take place:

- Notification will be sent to the student and student’s advisor by the Main Office
- A meeting between the student and the student’s advisor will be required
- An email notification will be sent to the student’s parents (by the advisor) outlining their meeting and warning them of the potential consequences of absence accumulation

Following a 9th absence or missed class in any specific course, the following will take place:

- Notification will be sent to the student and student’s advisor by the HS Assistant Principal
- A plan of action to make up work will be outlined in a meeting with all the relevant parties: the student, advisor, counselor, HS Assistant Principal and the student’s teachers
- The student will be referred to the Student Support Team
- An email notification letter will be sent to the student’s parents by the HS Assistant Principal warning of the potential consequences of absence accumulation (up to 13). In this email notification, the outline for make-up work will also be shared with the parents.
- Mandatory study hall monitoring and ASA privileges may be revoked if determined to be in the best interest of the student (as determined by the SST)

Following a 13th absence or missed class in any specific course, the following will take place:

- The HS Principal will review the eligibility of the student to receive credit in the course(s)
- If deemed necessary, a mandatory meeting will take place between the HS Principal, the student’s parents, the student and the international counselor to review the student’s academic standing and future at the Academy

Arriving Late to School and Tardiness to Class:

To develop responsible, dependable, and considerate community members, students are expected to arrive on time to designated areas based on their individual schedules. Arriving on time to school and class is a sign of respect to faculty and shows that a student values the importance of being present, prepared, and ready to learn. Students are expected to be in their Advisory before the bell rings at 8:30 am.

Students are expected to arrive at each class on time. If a student is late to class because of a meeting with a teacher, counselor, administrator, or the school nurse, they must present a note or pass to their class teacher on arrival. An explanatory email to the teacher from the appropriate staff or faculty member is also acceptable.

Finally, tardies accumulate and can become absences with that accumulation. As per SJA Jeju’s HS Policy, three tardies in any given course will result in one absence in that specific course. Moreover, students arriving more than 10 minutes late to class will remain marked as absent. If they have a note with an excuse from a relevant faculty member (advisor, counselor, nurse, teacher), that absence will be changed to “absence excused”, though it remains an absence.

DAILY TIME SCHEDULES

DAY ROTATION				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	B	C	D	E
ASSEMBLY 08:30 AM -08:55 AM	B 08:30 AM -09:35 AM	C 08:30 AM -09:35 AM	D 08:30 AM -09:35 AM	ASSEMBLY 08:30 AM -08:55 AM
A 09:00 AM -10:05 AM	ADVISORY 09:40 AM -10:05 AM	ADVISORY 09:40 AM -10:05 AM	ADVISORY 09:40 AM -10:05 AM	E 09:00 AM -10:05 AM
B 10:10 AM -11:15 AM	C 10:10 AM -11:15 AM	D 10:10 AM -11:15 AM	E 10:10 AM -11:15 AM	A 10:10 AM -11:15 AM
LUNCH 11:20 AM - 12:00 PM				
C 12:05 PM -01:10 PM	D 12:05 PM -01:10 PM	E 12:05 PM -01:10 PM	A 12:05 PM -01:10 PM	B 12:05 PM -01:10 PM
D 01:15 PM -02:20 PM	E 01:15 PM -02:20 PM	A 01:15 PM -02:20 PM	B 01:15 PM -02:20 PM	C 01:15 PM -02:20 PM
E 02:25 PM -03:30 PM	A 02:25 PM -03:30 PM	B 02:25 PM -03:30 PM	C 02:25 PM -03:30 PM	D 02:25 PM -03:30 PM
CONFERENCE 03:30 PM - 04:00 PM				
ASA 04:00 PM -05:00 PM	ASA 04:00 PM -05:00 PM	Faculty Meeting	ASA 04:00 PM -05:00 PM	Enjoy the Weekend

ACADEMICS

GRADUATION REQUIREMENTS

Students must complete four (4) years of High School study, grades 9-12, and accumulate a minimum of 28 credits to receive an SJA Jeju diploma. For more information about graduation requirements, see the High School Program of Studies.

COURSE WITHDRAWALS AND SCHEDULE CHANGES

Block Scheduling is of such an intensive instructional nature that it disallows student-initiated drops once the drop/add period is complete. Drop/Add will take place during the first week of the academic year. Moreover, certain drop/add requests may not be feasible during the add/drop period due to course availability and student course requirements. The High School Principal, in conjunction with the teacher, may determine that it is in the student’s best interest to move a student (or students) who they judge to be misplaced.

GRADING, TESTS, AND MAKE-UPS

1. Teachers are responsible for meeting deadlines on the submission of grades each marking period. Failures are recorded as an F on the report card, but teachers are requested to submit the numerical grade for failures at the conclusion of each marking period. Because student grades are reported by computer, teachers are required to adhere strictly to scheduled times for turning in of grades.
2. Each teacher has his/her own policy for acceptance of late work, missing assignments and the make up of formal tests and assessments. This policy, along with general grading and course guidelines and expectations, can be found in the teacher's course syllabus.
3. Course credit is granted to an SJA Jeju student upon successful completion of an SJA Jeju course. Teachers do not have the authority to grant credit or make special arrangements for credit.

REPORTING STUDENT PROGRESS

Student Progress

Students need to know when they are not living up to a teacher's expectations or the requirements of the course. Regular feedback about a student's academic progress is available on an ongoing basis to parents and students in Powerschool. Advisors should regularly check the academic status of their advisees and may be the first contact point for parents and teachers with any areas of concern.

PowerSchool

PowerSchool is an online program that allows parents and students to monitor academic progress. Parents can then email teachers with questions or concerns, though they are encouraged to speak directly with their student about his/her progress beforehand. Parents will receive access information early in the year as well as ongoing communications via PowerSchool throughout the school year. Parents that have any questions should contact the High School Administrative Assistant if they have trouble with the system.

Please Note: PowerSchool will be closed to parents and students for the first few weeks of each semester and for the week prior to the issuing of reports.

Semester Report Cards

Full narrative reports are available via PowerSchool after each semester. These are final grades and, in the case of high school students, are the grades that will appear on their final transcripts.

Parent-Teacher Conferences

Parent-Teacher Conferences will take place roughly 6 weeks into each semester. Parents will receive advanced notice to sign up for a time slot with any/all of their student's teachers during this academic day without classes. Parents, however, are encouraged to contact their student's teacher(s) at any point during the school year if they have concerns about their student's progress – academic, social or otherwise.

Semester Grades

Semester grades are earned by students according to the criteria laid out by the academic department as well as the individual teacher. These criteria are listed in each teacher's course syllabus.

Transcripts and Semester Grades

Student transcripts are official records of every course taken and every semester grade earned during a student's academic career. The student transcript is one of the most important components of the college or university application process.

GPA

Grade Point Average (GPA) is a tool to summarize overall student achievement for any grading period. It is obtained by adding all grade points earned and dividing by the number of credit-bearing courses.

If a student has not submitted a required summative assessment for a course AND the High School Principal approves an extension, then an "I" (incomplete) grade is recorded and the course is not included in the GPA calculation. However, if after an agreed-upon period of time the assessment is still not turned in, the "I" grade will be changed to a "F" and, henceforth, be included in the GPA.

Grades

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

All grades will be earned via traditional letter grades with pluses and minuses. These will fall into percentages earned on all assessments, as determined by the teacher, and are calculated as such:

ACADEMIC AWARDS AND RECOGNITION

A Student Awards Assembly recognizing academic achievement, student citizenship, overall growth, and effort will occur once a year.

Valedictorian and Salutatorian

In order to be a Valedictorian or Salutatorian, a student must receive SJA Jeju credit for a minimum of 5 semesters of grades ranging from S1 of 10th grade to the end of S1 of 12th grade. The Valedictorian will be the member of the senior class with the highest GPA at the end of Semester 1 of his/her senior year. The Salutatorian will be the individual with the second highest GPA at the end of Semester 1 of his/her senior year. In the event of a tie, the HS leadership team will look at actual course grade percentages, the number of A+ grades earned and/or other academic factors that go beyond GPA.

Student Eligibility Policy for Participation in After-School Activities/Athletics

SJA Jeju encourages students to get involved in extracurricular

activities, but the Student Support Team reserves the right to restrict or remove a student's privilege if the student's academic performance or behavior is unsatisfactory or if attendance is a concern. Additionally, eligibility will be determined each week using the following process.

Eligibility Requirements

How is eligibility determined?

A student who has an unexcused absence from any or all classes on the day of a competition or, in the case of a weekend game, the day before the competition is ineligible.

An eligibility report will be generated on Monday of each week. A student will be considered academically ineligible if he/she has "two points" where an F is considered two points and a D is considered one point. For example:

A student with 1 "F" has two points and is academically ineligible

A student with 2 "Ds" has two points and is academically ineligible

A student with 1 "D" has one point and is academically eligible.

What does it mean to be academically ineligible?

A student who is academically ineligible will be banned from participating in practice/rehearsal. Students may still attend practice/rehearsal at the discretion of the coach/director

Students who are academically ineligible for three weeks in a row will be removed from the team/activity roster for the rest of the season.

A student who is ineligible on Monday will be ineligible for the entire week until an eligibility report is run on the following Monday.

When a Student Fails a Class

At SJA Jeju, we work very hard to provide students with ample support in order to give each student every opportunity to pass her/his classes. However, some students choose not to take advantage of this support and, as a result, may choose to fail a class. When this occurs, the following steps will be enacted.

1. A grade of "F" will be recorded on the student's report card and on the student's transcript. No credit will be awarded and the student will receive 0.0 GPA points.
2. If the class in question is a required class for graduation, the student will be scheduled to retake the class during the next semester. Note, once the student successfully passes the class, both the original failing grade AND the new passing grade will appear on the student's transcript. SJA Jeju does not allow students to "replace" a grade for any class taken during her/his tenure at the school.
3. If the class is not required for graduation, the student will have a choice to retake the class or select another course based on the student's interest

HONOR CODE

The students of SJA Jeju are part of a learning community dedicated to molding superior character and excellent academics. Students have high expectations for themselves and for their peers, and they depend upon their own honesty and integrity to uphold these expectations.

Therefore,

1. They believe that cheating and plagiarism take away from the fulfillment of their own true potential.
2. They respect their property, as well as the property of others
3. They share the objective of building a trusting community that provides a safe, secure, and productive learning environment.

By signing the Honor Code, each student indicates that they understand the expectations and goals of the SJA Jeju community and agree to uphold them in their entirety in order to maintain personal and academic integrity.

At SJA Jeju, the relationships among all members of the community are vital to SJA Jeju's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of SJA Jeju students include both on and off campus behavior.

Each SJA Jeju student is expected to know the difference between right and wrong and how to conduct themselves maturely in the school society. SJA Jeju takes seriously the task of fostering individual responsibility, and therefore, each student is expected to take on more responsibilities as they progress through their school career. Each SJA jeju student is expected to show respect toward themselves and others. Students are expected to be courteous at all events. Students must strive to maintain friendly relationships with all those who visit campus. The community is committed to making sure that SJA Jeju is clean, productive, and in good order.

ACADEMIC INTEGRITY POLICY

This policy aims to promote the principle of academic integrity for all members of the SJA Jeju community throughout his or her education and beyond.

ACADEMIC INTEGRITY

In a learning community, each one of us seeks to learn, to be treated fairly, to treat others fairly, and to be honest in our relationships and with our schoolwork. Integrity is one of the single most significant capacities for happiness and success. When we do not meet or realize these standards, our own learning or that of others is compromised. This includes:



Plagiarism

Turning in material that in part or whole is not written by you, including translated, and not appropriately cited materials. This may be deliberate or accidental as in using photographs or other digital media without practicing fair use.

An achievement level of zero will be awarded for the task. The zero and a comment describing the academic misconduct will be recorded on the student's record.

Cheating

Using any notes, or study aids on a test/quiz or behaving in a way that disrupts other students (i.e. being distracting, communicating with others)

Changing graded work after it has been returned, and then submitting the work for re-grading

Allowing another person to do your work.

Duplication of work: The presentation of the same work for credit in more than one course without permission

Fabrication

Making up information and presenting them as facts.

Obtaining an Unfair Advantage

Stealing, reproducing, or circulating any information about tests and quizzes

Stealing, destroying, defacing or hiding library materials with the purpose of keeping it from others

Retaining, possessing, using or giving away exam materials without the teacher's permission

Intentionally interfering with another student's work

Doing anything with the purpose of creating or obtaining an unfair academic advantage over other students' work

Helping Others Be Dishonest

Helping others to do any of the things mentioned above

Changing documents, permission slips and/or any school papers

CONSEQUENCES OF ACADEMIC MISCONDUCT

In cases of academic dishonesty, the teacher will collaborate with Librarian, colleagues, counselor, and High School Principal (as necessary) to put forth appropriate consequences.

Communication with parents by the school will occur to explain the details of the offense, the consequences the student will face, and how to avoid the same mistake from happening again.

Repeated actions of academic dishonesty will result in further disciplinary action.

Student Responsibilities

All sources are included in your assignment using MLA citation style

Make sure that in-text citations are paired with their full references in the Works Cited page

Use double quotation marks or indentation to show all text that is someone else's exact words and add in your in-text citation

Good practice—recommendations for students

Cite sources so that others can find them. If you can't state the origin of the source it is probably better not to use it. It is the responsibility of the student to understand what academic honesty is, if you are unsure you need to ask your librarian or teacher before submitting assignments.

Teacher Responsibilities

Every teacher has the responsibility to ensure that both the students and themselves are learning in an academically honest way. The teacher should:

Set clear expectations for assignments and provide guidance to students on how to correctly cite the sources they have consulted

Devote time to teach and practice these skills

Be a role model - make sure all shared materials are correctly cited

Design assignments that do not lend themselves to academic misconduct

Use tasks where students have to resort to original scenarios or recent events

Create tasks that include stages where students are requested to document their research.

Include methods to ensure that students provide evidence of the research process, such as an annotated bibliography.

Parent Responsibilities

Parents have the responsibility to support their children to act in a principled way to avoid academic dishonesty. Parents can support their son or daughter by:

Understanding the Academic Honesty Policy

Providing support with the planning of their homework, and when they will work on each part of assignments

Letting them do his or her own work, but assist them to research and plan when they will complete their work

Establishing a good level of communication with the school so that they understand the requirements of the programs and what is expected of students

Encouraging them to ask a teacher or the librarian for advice

CONSEQUENCES OF ACADEMIC DISHONESTY

Offences accumulate regardless of the type of academic misconduct. E.g. If a student plagiarizes as a first offence and is guilty of collusion for a second offence, then the consequences for a second offence will apply. The school leadership may use their discretion to modify consequences for individuals at any stage.

First Occurrence

An achievement level of zero will be initially awarded for the task. The zero and a comment describing the academic misconduct will be recorded.

A conversation between the student and the teacher will take place to identify the mistake and work out strategies for avoiding this in future tasks. The Librarian should be consulted at this stage to assist in educating the student on good practices.

The student will be told the specific areas to address and the task can be resubmitted within the timeframe given. The task can earn a maximum grade of 50% and feedback on the resubmission will still be given by the teacher.

An email will be sent by the teacher to the parents detailing the offence, the consequences and how to avoid the same mistake again. The Librarian, Advisor, and High School Principal should be copied on this email.

Second Occurrence

An achievement level of zero will be awarded for the task. The zero and a comment describing the academic misconduct will be recorded.

An email will be sent by the teacher to the parents detailing the offence, the consequences and how to avoid the same mistake again. The Head Librarian, Advisor, Head of School and High School Principal should be copied on this email.

The student and their parents must meet in person or via teleconference with the Principal where the seriousness of the academic misconduct will be explained further along with any additional possible consequence (in-school suspension).

Third Occurrence

The student will receive a semester grade of F in the class where the plagiarism occurs and will be automatically removed from the class.

An email will be sent by the teacher to the parents detailing the offence, the consequences and how to avoid the same mistake again. The Librarian, Advisor, Head of School and High School Principal should be copied on this email.

A third suspension for this type of offence must be communicated to the Head of School and the Principal and this would result in the Head of School requesting the Board to consider the expulsion of the Student.

The AP College Board will be informed if the academic misconduct impacts on any AP regulations or procedures.

STUDENT TRAVEL

ELIGIBILITY

Students must meet academic and behavioral eligibility in order to participate in any school trip, activity, or sports program. Students who travel on school trips outside of South Korea must have medical coverage.

GENERAL BEHAVIOR ON TRIPS, ACTIVITIES OR SPORTING EVENTS

It is expected that all students act as ambassadors of SJA Jeju during school trips, activities, and at sporting events.

All students must follow the Behavioral Expectations / Student Conduct guidelines listed in this student handbook while on any school-related activity. Failure to comply may result in a student being immediately sent home at the parents' expense and will result in behavioral consequences upon return to school. In addition, the privilege of future travel and / or participation in activities may be removed.

It is expected that all students follow the school's High School Behavioral Matrix while on school trips and on SJA Jeju-sponsored activities off campus. Any violation of this policy may result in a student immediately being sent home at the expense of the parent and further consequences will be determined as listed in the High School Behavioral Matrix.

Students may not attend any trip/activity that is not paid for in advance. If a student's academic or behavior situation worsens after eligibility to travel is granted, the eligibility may be revoked and the student will be responsible for any travel expenses that the school is unable to recover.

Once permission has been granted, it is the responsibility of the student to obtain work from each of his/her class teachers. Students are expected to attend school for the full day prior to and after a school-sponsored trip, except in cases of documented illness.

EXTRACURRICULAR TRIPS

What students learn outside of the classroom is often as meaningful as what they learn inside. What students do, what organizations they join, what activities they participate in, and what sports they play, determine the overall quality of their SJA Jeju experience.

Part of SJA Jeju's mission is to educate students about good character and to help them realize their rights and responsibilities as members of a community. As part of both these efforts, we do all we can to help students learn what it means to make a commitment and how to balance the various commitments they make as members of our community.

Participation in these trips is an honor, a privilege, and not a right. Many trips have a selection process through which candidates must pass in order to be allowed on a given trip.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a group of professional individuals within the SJA Jeju community that receives health, safety, and academic referrals about students in need of help. The team gathers information, and determines the best course of action for each student. The main goal of the SST is to systematically and professionally respond to student needs.

*The SST is comprised of the High School Principal, College Counselor, International Counselor, High School Assistant Principal, and teacher volunteers (and a referred student's advisor when necessary).

STUDENT DISCIPLINE

OVERVIEW

As an educational institution, SJA Jeju believes it has a responsibility to educate all students in proper behavior. This education begins with the Advisory program, which is supported by the Counseling Department and the High School Principal. Moreover, we view disciplinary actions as an additional opportunity for students to learn, to allow them the opportunity for deeper self-reflection and we view pushing boundaries as a natural part of adolescent development. As such, we never strive to discipline students simply to punish them; rather, we seek to create further opportunities for learning and growth with an emphasis on reflection and helping the student to exhibit better decision making and self-control in the future.

TIME FOR REFLECTION: IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

The Head of School, High School Principal, or their designees may, for serious or sustained transgressions against SJA Jeju's community values (Tier 2 or Tier 3 offences - see below), require a student to seriously reflect on his or her actions. Reflections may vary in length depending on the intensity of the need and the attitude of the student. If a student is asked to take the valuable time to reflect, she/he may independently make up work missed while reflecting - whether in-school or off campus. This time in reflection allows a student to independently decide how their next actions should benefit the community to help create a stronger school. After a suspension, it is each student's responsibility to request assignments from teachers and to request any makeup tests on the day they return to school. All are to be completed at the convenience of the teacher.

HIGH SCHOOL STUDENT BEHAVIORAL MATRIX

In order to create a safe and thriving learning environment it is important that all students are given the information they need to make good decisions. St. Johnsbury Academy Jeju High School has a leveled system to guide discipline decisions. As a school, we strive to warn students whenever possible and see behavioral issues as important learning opportunities. Please also note that the lists below are not comprehensive, rather they simply detail common examples, and these lists may be extended or amended at the discretion of the school.

MINOR OFFENSES (TIER 1)

Behaviors that are minor and do not have a significant negative effect on other members in the school community.

The most common examples¹ of these behaviors are:

Dress Code violations
Tardiness
Dealing with conflicts in an inappropriate manner
Not Following Classroom Norms
Not Following School Policies Related to Behavior
Public Displays of Affection
Inappropriate or Disrespectful Language

Probable Consequences:

Issues will be logged into PowerSchool
Parents may be contacted
Detention or Loss of Privileges
Work Assignment to Support a Teacher or Department
In some cases, a written apology will be required

MAJOR OFFENSES (TIER 2)

Behaviors that are recurring from Tier 1, and behaviors that negatively impact the learning of other students and/or community members.

The most common examples² of these behaviors are:

Conflict that includes minor physical or verbal altercations
Truancy – Skipping School or Individual Classes
Disrespecting any of the SJA Community members (i.e. faculty, staff, students)
Violating Academic Dishonesty Policy
Misuse of the medical facilities or staff
Technology Network Violations or Minor Hacking
Behaviors that negatively impact group activities or projects ³
Damage to school property
Entering unauthorized or unsupervised areas
Damage, manipulation, or unapproved access to another student's property
Smoking - 1st offense

¹ These are only some examples. The school retains the right to extend this list. However, the main focus is on student learning, not punishment. The school tries to issue warnings before creating a formal case.

² These are only some examples. The school retains the right to extend this list.

³ This extends to residential life and after-school activity programs.



- Minor Physical or Online Bullying
- Violating the digital privacy of another student or teacher
- Leaving Campus without Permission - 1st offense

In some cases, students will be recommended to the Head of School for possible removal from the school

Students who return from Tier 3 issue suspension will have mandatory counseling

Probable Consequences:

- Issues will be logged into PowerSchool
- Parents will be contacted
- In-School Suspension or Extended Detentions
- Work Assignment to Support a Teacher or Department
- In some cases, a written apology is required
- In Plagiarism cases, the academic dishonesty policy for each division will be followed
- Required counselling
- Out-of-School Suspension if required or deemed necessary by the Principal

PARENT/STUDENT CHECKLIST FOR UNDERSTANDING

- I understand the violations and consequences
- My child(ren) understand(s) the violations and consequences
- I understand the school will warn all students, and try to prevent formal disciplinary actions; disciplinary actions are not the first course of action
- I understand that I can meet with the school at any time to review this document
- My child(ren) understands that following school policies, classroom guidelines, and the instructions of teachers and administrative staff is required

UNLAWFUL OFFENSES (TIER 3)

Behaviors that are recurring from Tier 2, illegal within the Republic of Korea, and/or a violation of SJA Jeju school policies.

Examples may include, but are not limited to:

- Use or distribution of any substance that is considered illegal by either type or age(limit)
- The purchase or consumption of alcohol while attending the school as a student, including use off campus in the Global Education City (GEC)
- Smoking - 2nd or 3rd offense
- Sexual Harassment¹
- Major Physical or Online Bullying²
- Any physical violence, or verbal assault, deemed beyond a mistake or minor misjudgment
- Violation of any and all Korean laws concerning theft
- Creating, carrying, using, or threatening another person (or group) with a weapon³
- Unlawful use of vehicles
- Unlawful access of buildings with an intent to commit a crime
- Plagiarism involving a third party exam (SAT, PSAT, AP, etc.)

STUDENT AND TEACHER DIGITAL PRIVACY

All students and teachers have the right to privacy. This right also extends to digital privacy. Therefore, it is not permissible to record (video or audio) or take pictures of another student and/or teacher without the express permission of the individual in question. In addition, uploading, sharing, or posting recordings (video or audio) or images of another student and/or teacher without the permission of the individual in question is strictly prohibited.

DRESS CODE

DRESS CODE FOR FEMALE STUDENTS

- Tops:** White Oxford shirts with collars and sleeves and white polo shirts are acceptable. Ties are required for oxford shirts, top collar buttoned. All shirts must be worn tucked into the dress pants or skirt.
- Bottom:** Skirts must be worn at the waist and be of appropriate fit and length (Knee-length required). Skirts may not be altered or shortened. Pants issued by the uniform company are acceptable. Solid color, ankle length leggings of neutral colors may be worn under one's skirt.
- Footwear:** Neutral colored shoes (black, white, gray) are required. No sandals, flip-flops or open-toed shoes. Shoes of bright or neon colors are not permitted.
- Outerwear:** School uniform sweaters (cardigans), vests, and jackets (blazers) of appropriate fit and length are permitted. No other outerwear is permissible besides SJA Jeju-issued outerwear.

Probable Consequences:

- Tier 3 issues that are accusations will immediately be reported to the Head of School, Principals, and Parents
- Established and Verified Tier 3 issues may be reported to the legal authorities
- Tier 3 issues will be logged into PowerSchool.
- Students who have committed a Tier 3 issue will be suspended out of school. The length will be determined by the Head of School and Senior Leadership Team

¹ Sexual Harassment has to be established and confirmed; simply reporting harassment does not create a Tier 3 actionable offense
² Bullying has to be established and confirmed; simply reporting bullying does not create an actionable offense
³ Weapons can have non-traditional forms; any object used in a threatening manner can be a weapon

DRESS CODE FOR MALE STUDENTS

- Tops:** White Oxford shirts with collars and sleeves and white polo shirts are acceptable. Ties are required for oxford shirts, top collar buttoned. All shirts must be worn tucked into the dress pants.
- Bottoms:** Pants issued by the uniform company are acceptable. Pants must be worn at the waist with a belt and fall to the ankles.
- Footwear:** Neutral colored shoes (black, white, gray) are required. No sandals, flip-flops or open-toed shoes. Shoes of bright or neon colors are not permitted.
- Outerwear:** School uniform sweaters (cardigans), vests, and jackets (blazers) of appropriate fit and length are permitted. No other outerwear is permissible besides SJA Jeju-issued outerwear.

All students are required to follow the dress code from 8AM to 4PM. Advisors will check that their students are in dress code during assembly and during advisory each morning. Any students out of dress code will be required to change immediately and cannot return to class until they are in compliance.

ACADEMIC PROBATION

The High School Principal may place a student whose academic progress is unsatisfactory on Academic Probation. SJA Jeju reserves the right to deny students continuation as a result of poor grades, effort, participation, and attitude.

Who: An SJA Jeju student may be placed on Academic Probation if:

- The student is failing a course at the end of a marking period.
- By the opinion of the Advisor, Counselor and High School Principal based upon his/her grades.

What: The terms defined by the High School Principal, such terms may include:

- A letter of probation.
- A request for a written plan of improvement from the student.
- A weekly schedule of Conference Period obligations with the student's teachers.
- A requirement to attend a P.M. Study or Homework Club, when applicable.
- Relocation and observation for a student's daily SH period
- A weekly review of the student's progress by the High School Principal and SST .

How: At the end of each semester the High School Principal will:

- Identify students who failed multiple classes.
- Identify students to be placed on academic probation and issue a letter to the parent(s) and student's advisor to outline the terms of probation.

POLICY ON SUBSTANCE ABUSE

SJA Jeju recognizes and upholds the laws and statutes pertaining to the use of alcohol and other drugs within the Republic Of Korea.

Recreational drug use by students may result in disciplinary proceedings, including suspension or expulsion.

SJA Jeju believes that the best possible environment for learning is one in which faculty, staff, and students feel emotionally and physically safe and one in which the climate is open and supportive. The purpose of this policy is to discourage students' use and abuse of drugs and alcohol and to establish procedures and consequences for students so involved. The goal of the policy is to foster healthy life habits for all students and their families and to provide a drug free environment.

For the purpose of this policy, the term "drugs" includes alcohol and chemical substances, both illegal and controlled, including any medication or substance, such as cough syrup, cold medicine, and pain relievers, inhaled or ingested above the product's recommended dosage.

In cases where no such dosage information exists (e.g. certain inhalants), we will consult manufacturer's health and safety guidelines for appropriate usage. The term "drug use" is defined as the possession or ingestion of any drug, including drugs prescribed for the student's own use. The term "drug paraphernalia" means all equipment, products, devices, and materials of any kind which are used to process, prepare, store, contain, or conceal drugs, or that are used to inject, ingest, inhale, or otherwise introduce a drug into the human body.

TOBACCO USE AND POSSESSION

Students are not allowed to smoke or have in their possession any tobacco products, including snuff and chewing tobacco, on campus or at any SJA Jeju function. This policy includes electronic cigarettes and similar devices.

Responsibility

SJA Jeju believes that the use and abuse of drugs by teenagers is wrong. SJA Jeju believes that the primary responsibility for each student's total development, including health, character, citizenship, and personality development rests with the parents, with SJA Jeju assuming secondary responsibility. Realizing this secondary responsibility, SJA Jeju will provide education, prevention, intervention (including discipline), guidance, and referral to enable the students to make appropriate decisions regarding the use of drugs.

Erratic Behavior Probable Cause

Erratic behavior is defined as irregular or uncertain behavior that might be the result of drug involvement. Any member of the SJA Jeju community who observes erratic behavior on the part of a student

shall report the situation immediately to the High School Principal or his designee. Probable cause for drug testing and/or disciplinary procedures is present when SJA Jeju officials have reasonable cause to suspect that a search or a drug test of a student will turn up evidence that the student is violating either the law or the rules of the school.

POLICIES ON PREVENTION OF BULLYING

Each and every person has the right to be in an educational atmosphere that fosters respect for the rights of others. Members of SJA Jeju should not feel in any way threatened by any action that has the effect of reasonably interfering with an individual's SJA Jeju connectedness or general performance, or creates an intimidating, hostile, or offensive environment.

SJA Jeju has detailed policies governing each of these unacceptable behaviors. Each of these unacceptable behaviors is also explained below. In addition, there may be conduct that does not fully meet one of the definitions below but that is nonetheless disrespectful and inappropriate and that SJA Jeju will not tolerate. Any student who experiences unwelcome, hurtful behavior is encouraged to contact his or her advisor.

DEFINITIONS OF BULLYING

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." (Dan Olweus)

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

REPORTING STUDENT BULLYING

1. If a student believes that she/he has been bullied or if a student witnesses conduct that they believe might constitute bullying, the student should report it to his/her advisor or another faculty member.
2. Any other student who witnesses' conduct that she or he believes might constitute student bullying under this policy should report the conduct to a faculty member.

SJA JEJU MOBILE PHONE POLICY

To uphold global digital citizenship standards within the SJA Jeju community. Students are expected to appropriately use technology to enhance their learning experience and to contribute ideas to the larger international community. However, as responsible digital citizens, students also recognize they should only utilize technology for educational purposes.

Mobile phones should not be seen or used inside of a classroom except at the discretion of an instructor. Mobile phone usage will be

determined by the classroom teacher on a case by case basis. Specific permission must be granted by the classroom teacher prior to any usage, and this must only be for educational purposes. If a student's phone creates a distraction in a classroom, or disrupts any learning environment at any time, including Advisory, Conference Period, and Assemblies, the phone will be confiscated and given to the High School Assistant Principal.

WHAT IS THE CONSEQUENCE IF MY PHONE IS CONFISCATED?

1. For the 1st offense, your phone will be confiscated and withheld until the conclusion of the following academic day. This will be logged on PowerSchool for your parents and advisor to see.
2. For the 2nd offense, your phone will be confiscated for 3 days, a call will go home to your parents, and the incident will be logged into PowerSchool.
3. For a 3rd offense, your phone will be taken for an entire week, your parents will be called, and the phone will need to be picked up and collected by your parents in person.

*If your phone is taken on a Friday, you may not collect it until the end of school on the following Monday.

ATHLETICS

SJA Jeju's interscholastic athletic program is an extension of the academic program; we view participation in interscholastic athletics as an honor and privilege and we demand commitment and a strong work ethic. Therefore, student athletes should expect that their involvement in athletics will be an intense educational experience.

Involvement in athletics means that a student is not only a participant but also a representative of the school, team, coach, and family and will be held to a higher standard. SJA Jeju expects total commitment.

CODE OF CONDUCT FOR AFTER SCHOOL ACTIVITIES

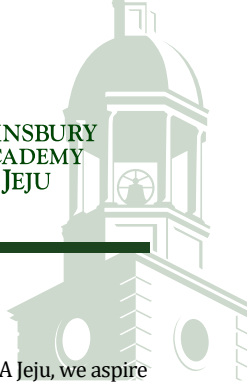
At SJA Jeju, the relationships among all members of the community are vital to SJA Jeju's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of SJA Jeju students and their parents include both on and off-campus behavior. Such guidelines and expectations will be consistent with the ideals and principles expressed in the Honor Code, and the Student Handbook.

GENERAL RULES FOR CLUBS AND ACTIVITIES

Any eligible student may join any of the clubs.

Each club or activity shall have one or more faculty advisors.

Boarding students must participate in an ASA Monday – Thursday.



STUDENT COUNCIL

The Student Council is an organization, which promotes student activities, provides a means of student participation within the school, and promotes the general welfare of the school. Membership is open to those students who properly file an application with the appropriate number of signatures. In addition, Grade Level Representatives are elected from each grade level. Information regarding membership procedures will be announced to the student body.

The officers of the Student Council are: President, 2 Vice Presidents (1 female, 1 male) and Secretary. 9th graders cannot run for STUCO President, but otherwise there are no restrictions as to who can run for an office.

Meetings of the Student Council are held at least once a week on a day designated at the beginning of the school year. The President may call special meetings at any time.

All students of SJA Jeju have the following rights:

To attend meetings of the Student Council.

To make suggestions or present views to the Council on problems concerning the welfare of SJA Jeju.

The Student Council may make such rules, regulations, and institutions as necessary for the safety, wellbeing, and reputation of the students and SJA Jeju. These are subject to approval by the Head of School.

SCHOOL DANCES/EVENTS

The Student Council will operate as the clearing agency for all dances and school parties. Student organizations shall complete an application for a dance at least two weeks prior to the date of the dance. The approved application will go to the High School Principal for final approval.

TRANSLATION SERVICES

Korean support staff will help translate information between parents and the school as needed. Families should not contact Korean support staff directly with concerns about their child. Korean support staff can only serve as interpreters in a face-to-face dialogue. Due to privacy concerns, Korean support staff cannot comment on individual family concerns about a student.

APPENDIXES

APPENDIX A: STUDENT HONOR CODE

Our honor code establishes standards for all students. At SJA Jeju, we aspire to achieve our personal best; we hold each other and ourselves accountable to an honor code emphasizing honor and integrity in all school activities - both inside and outside the classroom. If you observe another student breaking the honor code, you are bound by the honor code to report that infraction.

Personal and Academic Integrity

Students will not engage in the following unacceptable behaviors:

Cheating – to act dishonestly or misrepresent your knowledge to gain advantage

Stealing – the intentional taking of any property without right or permission

Plagiarism – representing another’s ideas or words as one’s own

Aiding and Abetting Dishonesty – assisting someone to act dishonestly

Lying – intentional misrepresentation of any form

Acts of Harassment – including but not limited to bullying, teasing, intimidation, vandalism, etc.

Falsification of Records and Official Documents

Unauthorized Access to academic and administrative records, networks, or systems

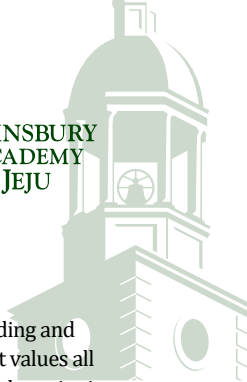
Additional guidelines for each class may be determined by the teacher; each student is responsible for knowing and adhering to them. It is the student’s responsibility to seek clarification on assignments, collaboration with others, study guides, group work, homework policies, etc.

“I have read, understood, and will abide by the St. Johnsbury Academy Jeju Student Honor Code as the accepted standard for all academic work and personal achievement. I understand the definitions of cheating and plagiarism and the consequences for violating these rules.”

STUDENT NAME AND LAST NAME:

STUDENT ID NUMBER

DATE



APPENDIX B: PARENT CODE OF CONDUCT AGREEMENT

학부모 행동 규정 동의서

All students need a positive and supportive partnership between home and school. This Parent Agreement must be seen with understanding and support that the school is providing a safe, well-ordered caring environment where students can learn and grow. The school is a place that values all students, their thoughts, beliefs, and perspective. The school strives to allow all students to work to their potential, reaching their goals and continuing to progress. We look at the whole child and encourage passion in all areas of school life. The school promotes conflict resolution and problem-solving with a growth mindset and solution-based approach.

모든 학생들은 가정과 학교 간의 긍정적이고 지지적인 파트너십이 필요합니다. 학교가 학생들이 학습하고 성장할 수 있는 안전하고 질서 정연하며, 아이들을 보살피는 환경을 제공한다는 점을 이해하고 지지하는 태도로 이 학부모 동의서를 이해하셔야 합니다. 저희 학교는 모든 학생, 학생들의 생각, 신념, 관점을 가치있게 여기는 곳입니다. 저희 학교는 모든 학생들이 잠재력을 발휘하여 자신의 목표에 도달하고 지속적으로 발전할 수 있도록 노력합니다. 저희는 아이의 모든 방면을 관찰하고 고려하여 아이가 학교 생활의 모든 분야에 열정을 갖도록 합니다. 저희 학교는 지속적으로 성장하려는 태도와 문제를 해결하려는 태도로 갈등 해소와 문제 해결을 할 수 있도록 장려합니다.

Community Norms and Agreements:

공동체 규정과 동의서:

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in my interactions and communications with students, faculty, and parents.

SJA Jeju 공동체 구성원으로서, 저는 학생, 교직원, 학부모들과의 교류 및 소통 과정에서 개인의 품행에 대한 높은 기준에 부합하게 행동할 것을 동의합니다.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in my interactions and communications within social media groups.

SJA Jeju 공동체 구성원으로서, 저는 소셜미디어 그룹 상에서 이루어지는 교류 및 소통 과정에서 개인의 품행에 대한 높은 기준에 부합하게 행동할 것을 동의합니다.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in providing a safe, caring school and home environment and develop positive attitudes towards school and others.

SJA Jeju 공동체 구성원으로서, 안전하고, 아이들을 보살피는 학교 및 가정 환경을 제공하고 학교 및 타인에 대한 긍정적인 태도를 함양할 수 있도록 하는 데 있어, 개인의 품행에 대한 높은 기준에 부합하게 행동할 것을 동의합니다.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in attending parent-teacher meetings to discuss student progress and support them in attaining their own individual goals and targets.

SJA Jeju 공동체 구성원으로서, 자녀의 향상에 대해 논의하고 자녀가 자신의 목표를 성취할 수 있도록 도와줄 수 있도록 학부모-교사 면담에 참여 시, 개인의 품행에 대한 높은 기준에 부합하게 행동할 것을 동의합니다.

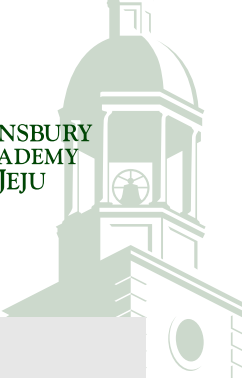
As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in developing conflict resolution skills and model supportive positive behaviors aligning with the school's mission, philosophy, and promises.

SJA Jeju 공동체 구성원으로서, 문제 해결력을 기르고 학교의 미션, 철학, 다짐과 부합하는 지지적이고 긍정적인 행동을 모범적으로 보여, 개인의 품행에 대한 높은 기준에 부합하게 행동할 것을 동의합니다.

This means I will adhere to the SJA Jeju statement in the Parent Code of Conduct Agreements:

즉, 저는 SJA Jeju 학부모 행동 규정 동의서의 내용을 준수할 것입니다.

Contributing productively and positively 생산적이고 긍정적으로 기여하겠습니다.
Refraining from discrimination 차별하지 않겠습니다.
Going to the source 제 3자가 아닌 문제 관련 해당 당사자와 해결을 하겠습니다.
Sharing accurate information 정확한 정보를 공유하겠습니다.
Assuming positive intent 학교가 아이들을 위하여 최선을 다한다는 것을 이해하겠습니다.



Any individual found purposefully disregarding the established agreements for this group may result in:
이 공동체와 관련하여 명시된 동의 내용을 의도적으로 준수하지 않는 개인은 다음의 처분을 받게 됩니다.:

1. Meet with the Divisional Leadership

소속 학교의 Divisional Leadership과 면담을 합니다.

2. Meet with the Head of School

Head of School과 면담을 합니다.

Removed from entry Campus (This will include pick up/drop off, before/after school hours, special events and programs)

학교 출입이 제한됩니다. (등하교 시 자녀를 데려다 주고 데리고 가시는 것, 학교 수업 전/후, 특별한 행사 및 프로그램 참여를 위한 교내 출입도 제한됩니다.)

3. Recommend for removal from the SJA Jeju community

SJA Jeju 공동체에서 제외되는 것이 권고됩니다.

We, the parents, share the commitment to all of the above statements. We have read, understood and accepted this Parent Code of Conduct Agreements and the Parent-Student Handbook.

저희 학부모들은 위의 명시된 모든 내용들을 성실히 지킬 것을 서약합니다. 이 Parent Code of Conduct Agreements(학부모 행동 규정 동의서)와 Parent-Student Handbook을 읽고 이해하였으며, 이 내용에 동의합니다.

PARENT/GUARDIAN SIGNATURE 학부모/보호자 서명

DATE 날짜

PARENT/GUARDIAN SIGNATURE 학부모/보호자 서명

DATE 날짜

STUDENT NAME 학생 이름

DATE 날짜



APPENDIX B: ACCEPTABLE INSTRUCTIONAL TECHNOLOGY USE POLICY

Introduction

In order for students at SJA Jeju to use the school's technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement (AUP). The rules written in this agreement are not all inclusive. SJA reserves the right to change this agreement as deemed necessary. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using the school's technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using SJA's resources and Internet access.

The school provides some electronic devices and services to promote educational excellence. The school has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability.

Access to the school network and the Internet should be considered a privilege, not a right and can be suspended immediately without notice. Access is available only for educational and administrative purposes. SJA's technology resources are to be used in accordance with this AUP and all users will be required to comply with its regulations. Non-compliance will result in disciplinary action.

The guidelines provided in this AUP are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's computer systems upon violation of the AUP. This policy applies to all technology at SJA, not only the computers and equipment provided in the school's IT labs, but also the personal devices students bring to school. Additionally, this policy applies to all school facilities, not just the classrooms.

User Rights & Responsibilities:

Students can expect a 21st century learning environment at SJA where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

Users are expected to:

Show respect and courtesy for other users in SJA's community, which includes the strict prohibition of cyberbullying and harassment;

Recognize and honor the intellectual property of others;

Comply with legal restrictions regarding plagiarism, the use and citation of information resources, and copyright law;

Limit the use of the school's technology resources to the educational mission of the school;

Help maintain the integrity of the school network and equipment;

Avoid tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies;

Make personal devices available for inspection by an administrator or other staff member upon request;

Use appropriate language in all communications;

Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;

Avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;

Avoid using their personal computers or equipment to record (audio/visual) others without their permission;

To avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the IT Coordinator; and obey the laws and restrictions of the local government.

Educational Use:

Users are expected to comply with the following rules regarding their network accounts:

School-related files are the only files to be saved in a student's personal folder

Students should not store commercial software, music, and/or games or hidden files to their folders;

Saving to a school computer's hard disk drive is granted only by permission of instructor (for students) or IT Coordinator (staff);

Playing commercial/online games is not permitted;

Respect for Others:

Users should respect the rights of others using the technology resources.

Use assigned equipment or devices, if required by the teacher.

Always log off any shared workstation or device.

Avoid deliberately attempting to disrupt network performance or interfering with the work of another user.

Leave equipment and room in good condition for next user/class.

Respect for Security:

Accounts on the systems at SJA are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes.

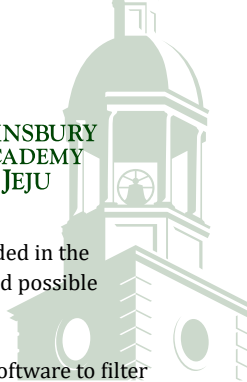
Use only your account/password. It is a violation to give access to your password to any other user.

Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or IT Coordinator.

Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

Software Installation:

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.



Software Copyright:

- The only software to be used on the school’s computers are those for which the school owns a valid license or has approved from an open-source solution.
- Licensed/copyrighted software is not available for borrowing and may only be used at other sites with approval from the IT Director.
- Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement.
- Any attempts to circumvent the licensing control or the copying of software from the network is prohibited.

Hardware:

- Report equipment problems immediately to an instructor/tech assistants/IT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the IT Department and/or IT Director’s permission is prohibited.
- Borrowing of school hardware is not permitted unless email authorization has been given from the IT Department.

Audio Visual Hardware:

If a person checks-out or borrows a piece of audio visual equipment, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

Internet/World Wide Web Usage:

The school recognizes many sites have educational uses, while others do not. SJA wishes to respond to this by encouraging use of sites for educational reasons only.

Internet access is available to all students and teachers at SJA Jeju. We believe this communication links diverse and unique resources to both students and staff and their availability outweighs any possible access to information that is not consistent with the educational goals of SJA. Expected standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Respect the use of copyrighted materials.
3. Respect the rights and privacy of others.
4. E-mail is allowed during school hours only in connection with a classroom assignment.
5. Downloading of unauthorized programs is not allowed.
6. Compromising the security of the school in any manner is unacceptable.
7. Respect the values and ethics of the local government and culture.

A violation of the above standards and any others included in the Acceptable Use Policy will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet.

Responsibilities:

All users are prohibited from accessing portions of the Internet that do not promote the instructional mission of SJA. All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to the SJA Guidelines.

Personal Equipment:

All users must follow all policies even while using their own personal equipment.

- Watching DVD’s, Movies, TV Shows, etc while at school is prohibited unless the media has been checked-out from the school library or has been provided by the school’s streaming server.
- Private networks are prohibited within the school network unless users get permission from the IT Department.

Cyber-Bullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at SJA.

