

# **Korea International School**



## **Parent - Student Handbook 2021-2022**



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Dear Families,

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

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

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

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

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

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

Kindest Regards,

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

Travis B. Peterson  
Elementary School Principal

# Contact Information



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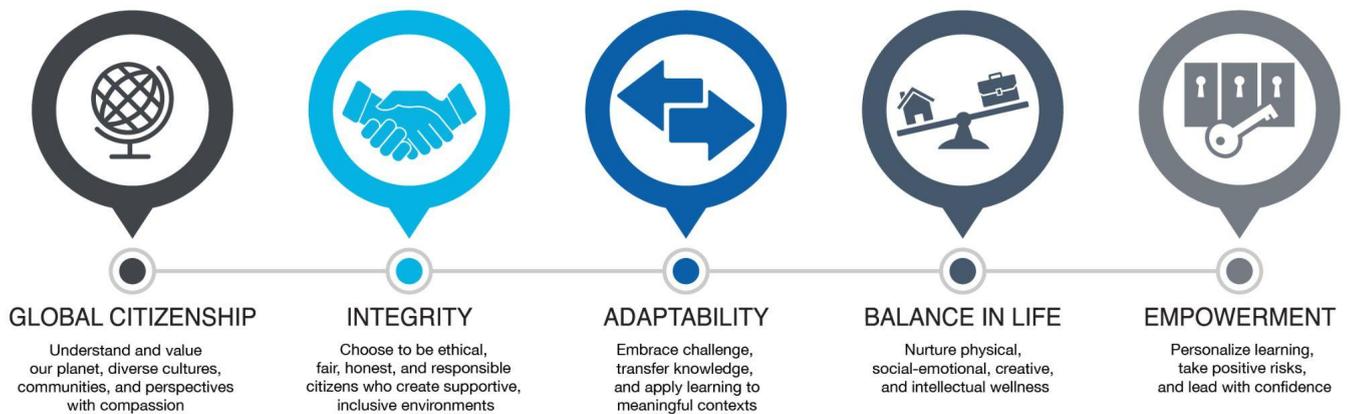
# KIS Mission and Educational Expectations

## KIS Mission Statement

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

## Core Values

**Korea International School will create a culture of excellence through modeling our Core Values of:**



## Expected Schoolwide Learning Results (ESLRs)

**Students will...**

### **Exhibit Citizenship by:**

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

### **Communicate Effectively by:**

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

### **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.

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

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

## **Overview**

In the Elementary, we work with intention and purpose to help every child grow in every way, every day. That means nurturing students who exemplify our core values of Global Citizenship, Adaptability, Integrity, Balance in Life, and Empowerment.

We strive not just to foster great minds, but great people as well. People who will face the problems of tomorrow head-on with grace, dignity, adaptability, and compassion. That's not something we just assume will happen. Rather, it's baked right into everything we do. For example, we start each and every day in community, with a Morning Meeting. Students greet one another and engage in purposeful activities that build healthy relationships and set the stage for positive, productive cooperative interactions all day long.

We are committed to providing our students with a rigorous and relevant educational experience that's based in healthy relationships. It's important for us to provide learning opportunities to students that are challenging, even difficult. A rigorous learning environment doesn't necessarily mean more, however, or simply leveling up to the next grade. It means being able to transfer what we learn and put it into other contexts, engaging in authentic problem solving, and exploring novel ways to express ourselves.

Learning should also be a clearly relevant process. Students should know what they are learning and why they are learning it. Most importantly, they should know why it matters.

Ultimately though, it's all about relationships. Rigorous and relevant learning is amplified many times over when children know that their teachers believe in them, and that they can have a discernible impact on the world around them.

These commitments help to explain our approach to learning in the ES. We've created Transdisciplinary Units of Study that incorporate Language Arts, Social Studies, Science, and other disciplines wherein students work to answer fundamental, or essential, questions. They actually take what they are learning and put it into action. Authentic, real-world application. That's what we're all about!

Every person has their own unique set of skills, experiences, and challenges. It is our job to meet each child where they are at: to find that learning sweet spot where growth can really

occur. To that end, we have a robust and talented student support team here at the ready to help students reach their full potential.

We also want to open up as many avenues as possible for them to explore their interests and discover talents. To that end, we provide our ES kids with an impressive array of specialist classes. Our young learners get to experience Music, PE, Art, Library, and Technology. They also get to go to Design, Science, Korean Studies, and World Languages!

The fun doesn't end at the schoolhouse door, or with the final bell, either. KIS offers up a wealth of After School and Experiential Education opportunities for our ES children. After School Activities run the gamut from aquatics to zen tangles, and everything in between. These are authentic enrichment activities with an extra emphasis on fun.

Experiential Education (EE) trips begin formally in 4th grade with an overnigher to the city of Suwon and a hike around a UNESCO world heritage site, but the EE experience actually starts right from day 1. Even our youngest explorers get in on the fun, with frequent "outings" to our on-campus forested area and Eco Hot Spot.

Growth doesn't happen in the soft middle. It happens out on the edge. It means pushing your thinking and trying new things. And it means failing sometimes. Nothing great is ever achieved by doing what has already been done. We endeavor to create a safe learning space where trying and failing and trying again is the norm.

At KIS, it isn't just what you know, it's what you do with what you know that matters!

## Guiding Principles

**We...**

- ***are child centered.***  
Our focus is always on children and their needs, whether they be social, emotional, or academic.
- ***love to learn.***  
Wonder and curiosity are fundamental to the learning process. We strive to create joyful learning experiences through conceptual and inquiry based practices.
- ***constantly strive for growth.***  
We believe that all students can and want to learn, and that mistakes are a natural and necessary part of the learning process. A little better today than yesterday, and a little better today than tomorrow.

## School Structure

The Elementary School comprises eight levels (PK-5), with children ranging in age from three to eleven years. In addition to homeroom teachers, children in grades PK-2 have qualified Teaching Assistants (TAs) working with them. TAs stay with the children all day, going with them to specialist classes.

Children in PK-K regularly visit one specialist class, while students in grades 1-5 go to two specialist classes each day. Specialist classes include Art, Design, Music, Physical Education, Korean Studies, Science, and World Languages (Chinese and Spanish). Students are also supported in their work by Technology and Library Specialists.

We take a multi-tiered approach to intervention in order to provide the least restrictive and most productive learning environment possible for each child to thrive in. For students in need of additional learning support, we provide assistance in Reading, Math, and English as a Second Language. This assistance may take on many forms, from teaming with homeroom teachers to providing more specific instructional interventions.

For those children requiring a modified curriculum to meet their needs, our Student Support Team is there to help them reach their goals. This team consists of Learning Support Interventionists, a Speech Language Pathologist, and School Psychologist.

The Social Emotional Learning (SEL) of our students is of utmost importance, and we are committed to providing our students with comprehensive support in their development through the efforts of our School Counselor. KIS ES offers a school counseling program that includes classroom Social Emotional Learning (SEL) lessons for every student, small group sessions, and individualized counseling.

# KIS Elementary Calendar and Timings

## School Calendar

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



# 2021 - 2022

## Korea International School Academic Calendar(Pangyo Campus)

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

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

July 2021

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

January 2022

- 1-7 Winter Break
- 10 New Student Orientation
- 11 Semester 2 Begins
- 31 Lunar Break

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

August 2021

- 5-10 New Faculty Orientation
- 11-18 Full Faculty Orientation
- 16 Liberation Day(Observed)
- 19 First Day of School

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

February 2022

- 1-2 Lunar Break

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

September 2021

- 7 MS/HS Back To School Night
- 8 SC Back To School Night
- 9 ES Back To School Night
- 20-24 Chuseok Break

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

March 2022

- 1 Movement Day
- No School for Students/Teacher PD
- 9 Presidential Election
- 24-25 ES/MS/HS Parent Teacher Conferences
- Half Day for Students
- 28-31 Spring Break

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

October 2021

- 4 Foundation Day(Observed)
- 11 Hangul Day(Observed)
- Canadian Thanksgiving
- ES/MS/HS Parent Teacher Conference
- Half Day for Students
- ES/MS/HS Parent Teacher Conference
- Half Day for Students

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

April 2022

- 1 Spring Break

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

November 2021

- 26 Half Day for Thanksgiving

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

May 2022

- 5 Children's Day
- 6 No School
- 8 Buddha's Birthday
- 9 No School
- 20 HS Graduation

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

December 2021

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

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

June 2022

- 1 General Election
- 6 Memorial Day
- 17 Last Student Day
- Half Day for Students
- 18 Last Teacher Day

Adopted 23 July 2021

## 2021-22 ES Bell Schedule

8:00-8:20	Morning Meeting
8:25-9:15	Block 1
9:20-10:10	Block 2
10:20-11:10	Block 3
11:15-12:05	Block 4
12:10-1:05	Lunch/Recess
1:05-1:55	Block 5
2:00-2:50	Block 6
2:50-3:00	Closing circle/ Dismissal

## **School Day**

Our school day begins at 8:00 AM for all students and ends at 3:00 PM for students in K-5. PK and JK students have two options for dismissal: 2:00 pm or 3:00 pm. The regular school day for PK-JK children ends at 2:00 pm, and parents have the opportunity to pick them up from school at that time. The last hour of the school day is a time for supervised age-appropriate socialization and play.

*Please note that bus services are only available at 3 pm, and that tuition is the same regardless of the dismissal time you choose.*

All students may come to school by bus or by car.

Immediately following your child's dismissal from school, teachers have daily responsibilities such as participating in faculty meetings and preparing the next day's lessons, so please be sure to be on time for drop off and pick up times. Childcare is not provided.

Due to ongoing Covid 19 restrictions, all students being picked up by car must remain behind the glass doors at B3 until the registered parent, guardian, or driver comes to the door to get them. For each child's safety, please refrain from waving them to the car from across the parking garage. Students must remain in the B3 waiting area after dismissal.

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

## **Late Arrivals**

Except for late bus arrival, any student arriving to school after 8:05 a.m. is considered tardy. Dismissal for any reason other than participation in an official school activity prior to 1:45 PM is considered an afternoon absence. If children arrive at school after 8:05 AM, they should report to the Elementary Office to obtain a tardy slip. Five late arrivals count as one absence, and multiple late arrivals may result in disciplinary action.

## **Procedures for Early Departure**

To maintain a safe and secure environment, students at KIS may not leave school grounds during the school day without a registered parent or guardian.

If you need to pick up your child early from school, please contact the Elementary School office by phone or email as early as you possibly can so that we may have time to inform the homeroom teacher, gather up your child, and bring them down to B3 to you (due to ongoing Covid 19 restrictions, parents are not permitted to come on campus).

## Half Days

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

## Lunch Times

PK, JK, Kindergarten, Grade 2, Grade 5: 12:10 – 12:35 PM

Grade 1, Grade 3, Grade 4: 12:40 – 1:05 PM

## Elementary Office Hours

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

## Attendance

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

To report an absence, please call the ES Administrative Assistant on the morning of the absence, or as soon as is reasonably possible.

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

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

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

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

## Long Term Absences (3 days or more)

When circumstances necessitate being away from school for three days or more, teachers should be notified of the absence on the "Extended Absence Form." The form is available in the Elementary Office.

## **Making up Missed Work**

Students regularly engage in hands-on cooperative learning activities that are impossible to replicate outside of the classroom. Therefore, we cannot provide assignments or lessons in advance for a student when they anticipate being absent for an extended period of time. School-home communication is essential in such situations. Upon returning to school, we will work with your child to get them back “up to speed,” but please understand that time away from school is learning time lost that cannot be “made up.”

## **Health Matters**

### **School Nurse**

KIS offers the services of two full-time on campus nurses. Students who are injured or become ill will be accompanied or directed to the school nurse. The nurse is also available to respond to health-related questions.

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

All newly enrolled students are required to have a physical examination and medical history taken, with results on file in the Elementary Office, prior to the student's first day of enrollment. The physical examination must be repeated every three years (1st, 4th, 7th, and 10th grade), and as with the original examination, results, signed and dated by the attending physician, must be on file in the nurse's office. A new student's medical examination must have taken place within six months of the student's first enrollment day at KIS. Medical history will be provided directly by the parent using KIS standard Medical History Form.

### **Required Immunizations**

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

### **Tuberculosis Testing Requirements**

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

### **Student Need for Medication**

The administration of any medication to any student, whether over-the-counter or prescription, requires written permission from a parent. Medications will be administered only under the following conditions:

1. Parents must furnish a written statement from the physician regarding any prescription medication to be administered. The physician's written statement must include prescribed dosage and administration time.
2. Parents must provide written inventory as to the amount and type of medication (prescription or non-prescription). The note must include expressed permission in writing to administer said medication.
3. Only the school nurse or another person designated by the principal is permitted to administer medication

## **Emergency Information**

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

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

With the emergence of COVID-19, KIS prioritizes the health and safety of all of our students, faculty and staff on campus extending to each family in our community. As such, we have developed clear guidelines about protocols for health and safety of students, faculty and staff on campus. A detailed COVID-19 response plan for students and parents can be found [HERE](#).

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 (non-allergic), Diphtheria, Measles, Meningococcal Disease, Mumps, Pertussis, Scabies, Tuberculosis, Streptococcus infections, Hemophilic Influenza, gastrointestinal infections with diarrhea and fever, SARS, symptoms of COVID-19, and any contagious disease by the law.

Students must stay home and may not ride the school bus if they exhibit any of the following symptoms:

- Fever of over 99.5°F (37.5°C)
- Diarrhea (more than one abnormally loose stool)
- Severe coughing causing "croupy" sounds
- Severe wheezing or respiratory distress
- Yellowish tint to the skin or eyes (jaundice)
- Tearing, irritation, and redness of eyelid lining
- Unusual spots or rashes of unknown origin
- Infected areas of skin with yellow crusty areas
- Severe headache, stomachache, and/or vomiting
- Unusual behavior (crankiness, tiredness, crying more than usual, obvious general discomfort)

## Allergies and Health Matters

Parents must inform the school Administrative Assistant, the school nurse, and their child's teacher of any allergies and/or dietary restrictions their child has. We serve children food from the posted cafeteria menu if not indicated otherwise. If your child is not able to eat food items found on the menu, please provide a replacement food from home. Teachers may also do cooking activities from time to time. It is important that parents communicate necessary information regarding such allergies with the child's teacher, school Administrative Assistant and the school nurse.

## KIS Elementary Expectations, Regulations and Policies

### School Wide Expectations

At KIS, we have three basic expectations that form the foundation of our behavioral guidelines: to be Kind, Responsible, and Safe members of our school community. The table below further details what that should sound like and look like in the common areas around school.

	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Recess</b>	<b>Assemblies</b>	<b>Hallway and/or Stairs</b>
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>*Be polite and use manners</li> <li>*Be inclusive</li> <li>*Level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>*Go, flush, wash, leave</li> <li>*Level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>*Be inclusive</li> <li>*Share and take turns</li> <li>*Be a good sport</li> <li>*Level 0-3 voice</li> </ul>	<ul style="list-style-type: none"> <li>*Whole body listening</li> <li>*Practice performance/ audience etiquette</li> <li>*Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>*Wait for others to pass</li> <li>*Level 1 voice if needed</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>*Ask permission for Bathroom (1) Seconds (2) Water (3)</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up and line up quickly with all your belongings at a voice level 1</li> <li>*Ask permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>*Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in line</li> <li>*Face forward</li> <li>*Keep up with the line</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Remain seated, facing forward</li> <li>*Keep hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>*Wash and dry your hands</li> <li>*Keep hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>*Use all equipment safely and appropriately</li> <li>*Soft touch only</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Keep hands, feet, and body to self</li> <li>*Enter and exit in an</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and body to self</li> <li>*Walk on the right side</li> </ul>

	*Walk  *Line up quietly when dismissed			organized manner	*Use stairs appropriately
--	----------------------------------------------	--	--	------------------	---------------------------

Level 3- Outdoor Voice

Level 2- Speaking Voice

Level 1- Whisper Voice

Level 0- No voice

Developing healthy relationships, learning to regulate emotions, and resolving personal conflicts are every bit as much learned skills as reading, writing, or mathematics are. As such, we view difficult behavioral moments as critically important opportunities for interpersonal growth. Our focus is restorative (making repair, taking responsibility, determining natural consequences...), not punitive.

Children will, at times, make poor choices and may need additional support in being kind, safe, and responsible members of our school community. This support may come in the form of one-time assistance/redirection, or a more long term plan. In any case, successfully addressing behavioral concerns requires the cooperation and partnership of students, families, teachers, and administrators.

If, after all strategies have been pursued and a child’s behavior continues to be disruptive to learning or threatens the safety of others, appropriate additional disciplinary action will be taken by the Elementary Principal.

## Anti-Bullying Policy

### The purpose of this policy is to:

- Prevent bullying by raising awareness and building a culture of care
- Define bullying, identify signs of bullying, and provide ways to confidentially report incidents
- Outline how bullying will be addressed by the school

Korea International School is committed to the establishment and maintenance of a safe, caring, equitable, and inclusive school environment where each student can thrive and reach their learning potential. We are also committed to inclusion and respect for all people regardless of gender, race, sexuality or differing abilities.

KIS understands that in order for our community to truly live the mission and Core Values, students must feel safe and valued at school. Students at our school have the right to expect that they will spend the school day positively and productively, free from the fear of bullying, harassment and intimidation.

Bullying prevention is outlined in our curriculum in accordance with the local government and our school counseling department. In addition, our teachers participate in anti-bullying training every three years. All reports of bullying, harassment and/or intimidation will be taken seriously. KIS will work in partnership with parents and students to prevent instances of bullying or quickly put an end to the bullying and resolve situations together.

## **Definition of Bullying**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines bullying through three (3) critical components:

1. Repeated aggressive behavior that involves unwanted, negative actions
2. A pattern of behavior repeated over time
3. Involving an imbalance of power and/or strength

[Korean Ministry of Education Act of the Prevention and Countermeasure Against Violence in Schools](#)

Bullying can take different forms, including:

- Physical assault and threats of harm: the repeated unwanted violation of another person's body through hitting, touching, tripping, kicking, threats and other forms of physical harm. Physical bullying may also include targeted theft.
- Verbal abuse (including name calling): the use of words and language to cause emotional distress to another person, exclude them, or make them feel threatened by others.
- Emotional abuse (including social isolation): the repeated exclusion of others including the spreading of rumors.
- Sexual abuse
- Cyberbullying (forms of bullying behavior via electronic means): repeated bullying that occurs in an online or otherwise virtual space.

## **Community Roles and Responsibilities**

### *Teachers and Staff*

It is the responsibility of all school staff to engage proactively in anti-bullying and child protection training provided by the school, set high expectations and standards for school conduct, and ensure community wellbeing. Teachers must create essential agreements of their classes that adhere to and support the whole-school anti-bullying policy. In partnership with the School Counselor and School Principal, all teachers should plan discussions and lessons to educate children on bullying and school policy regularly throughout the school year. All school personnel, including teachers and staff, are expected to act as role models, act vigilantly in noticing possible incidents of bullying, take all reports/incidents of bullying seriously, and follow through with school policies.

### *Parents, Guardians, and Caregivers*

Adult caregivers are expected to respect the school policies and engage in anti-bullying workshops and learning opportunities led by the school. As a child's best advocate, parents, guardians, and caregivers are expected to support and communicate with school staff regularly, and encourage their children to work with a trusted school adult to report and resolve incidents of bullying. Rather than waiting until a situation worsens, open, clear, and confidential communication between teachers and parents helps the school resolve incidents of bullying swiftly, promote student wellbeing, and nurture a healthy community.

### *Students*

In partnership with parents and through learning led by teachers, students are expected to uphold the KIS mission and Core Values, report bullying to a trusted school adult, and refrain from participating in any bullying behaviors by acting with integrity and inclusivity with peers. Students may be directly involved in bullying or they may have witnessed bullying behaviors in the classroom, on the playground, or on the school bus. All students can act as Upstanders by standing up and reporting all sightings of bullying to a trusted adult and including others in their

play and learning groups. Students should also ask for help if and when they feel that they are not able to engage positively with their peers.

### *School Leadership*

KIS has formed a Child Safeguarding Committee which includes school leaders and the Designated Safeguarding Lead, who work to keep the anti-bullying policy up-to-date. The School/Divisional Administrator acts as the person in charge of confidentially de-escalating all bullying incidents working to stop bullying and resolve the issue in partnership with the School Counselor and Designated Safeguarding Lead.

### **Statement of Procedures for Incidents of Bullying**

Bullying, harassment and/or intimidation is not tolerated at Korea International School. If students are found to be harassing, intimidating or bullying others, the following consequences apply:

1. First Incident: Student reviews behavior expectations with faculty member(s). Faculty member takes appropriate action and documents the incident in writing. The teacher should notify the parents and share documentation with the school administrator.
2. Second Incident: Student reviews behavior expectations with a School/Division Administrator. The school administrator takes appropriate action, notifies parents, and documents incidents in writing. The school counselor may intervene and a plan of improvement is developed with the student's teacher(s) and caregivers.
3. Third Incident/Escalating Incidents: The school administrator communicates with parents, guardians, or caregivers to explain the student's behavior. The Administrator will take appropriate action and document the incident in writing. A meeting may be scheduled with the teacher, caregivers, student, counselor, and school administrator where the next level of intervention may be discussed.

The school administrator has the option to suspend a violating student with in-school or out-of-school suspension due to bullying, harassment, and/or intimidation.

### **School Bus Rules**

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

- a. All students, unless otherwise instructed by bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
- b. Students may not engage in any activity or behavior disruptive to bus monitor, driver, or other passengers, and must respect and follow directions of the bus monitor and driver at all times.
- c. Food, beverages, and chewing gum are not allowed on the bus.
- d. Students need to follow additional expectations determined necessary by bus monitor or driver for safety.

- e. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
- f. Students are expected to clean up after themselves and are responsible for any damage they cause to the bus.

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

Student will be dismissed from the bus service for any major infraction of the rules or when they are exhibiting unsafe behaviors on the bus.

For minor infractions of the rules:

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

### **Homework at KIS ES**

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

Homework should not be “busy work”, or a stressful exercise. It should be a meaningful extension of the learning happening in the classroom, and serve as a way for parents to connect with the learning happening at school. There may be times when your child will have work to do at home that is associated with the preparation or completion of a culminating activity. Learning to manage one’s time, meet deadlines, and stay organized are important life skills that we teach explicitly. Homework can serve as a component for that learning.

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

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

### **Academic Honesty Policy**

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

#### **Acceptable Behaviors**

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

#### **Unacceptable Behaviors**

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

## **Language at KIS**

### **The purpose of this policy is to:**

- Identify the importance of acknowledging the diverse languages and cultures within the school community. Value and honor all the languages in our community.
- Establish the importance of all teachers recognizing their roles as language teachers
- Recognize that home language development is critical for cognitive development, and in maintaining cultural and linguistic identity

English is the language of instruction at KIS. We encourage and support students to use their entire linguistic repertoire, all languages students’ understand and use, to access academic content in English.

KIS welcomes students with diverse cultural and linguistic backgrounds. We firmly believe that this diversity strengthens our community. We recognize that the linguistic diversity of our community is a valuable asset.

We strive to provide an inclusive, equitable, and diverse community environment that actively accepts and encourages use of mother tongue to support cognitive development and a healthy sense of identity.

KIS understands that language use and development is important. Learning language is critical for academic and cognitive growth. All teachers must recognize and develop the skills necessary to fulfill their role as language teachers.

At KIS, we use language with intention. Teachers and students are empowered to identify appropriate contexts for intentional language use.

KIS recognizes that home language development is critical for cognitive development, and in maintaining cultural and linguistic identity. Success in home language acquisition is a strong predictor of academic achievement (Cummins, 2001).

## **Digital Mobile Device Guidelines**

Digital mobile devices may be used in the school building when a teacher gives special permission. Children must turn off their phones before the start of the school day at 8:00 AM and may not take out their phones until they are dismissed from school at 3:00 PM.

Personal items, electronic or otherwise, are brought to school at the student’s risk. The school is not responsible for lost or damaged personal items brought to school.

## **Student Attire**

Aside from PE class (see below), KIS Elementary does not require students to wear a school uniform. Rather, we expect children to exercise appropriate discretion with regard to attire. Clothing should be comfortable, appropriate to conditions, and not offensive to others.

## **Physical Education (PE)**

We ask that children wear specific attire for P.E. class, often referred to as the PE kit. This kit consists of navy blue shorts/sweatpants and t-shirt, as well as appropriate shoes (close toed, rubber soled)

The shirt, shorts, and sweatpants may be purchased at the KIS Phoenix Store. When students have P.E. class, PK-2 children should dress in their PE kit when they come to school and G3-5 students can bring their P.E. kit and change in/out of it. Wearing the PE kit for PK and JK students is optional.

Children in our PK-5 PE program will participate in a variety of activities that will improve their basic sports skills and enhance their knowledge of fitness, sports, and healthy lifestyles. The goal in these classes is to develop sportspersonship, team skills, and leadership while increasing their level of fitness and motor skills.

We expect students who attend school to participate fully in all scheduled Physical Education activities, including swimming.

If, however, students are too ill to participate they must present to the teacher a signed note from the parents or from a physician. Participation in P.E. classes is vital to each student's progress toward individual goals. Generally, if a child is well enough to be at school, they are well enough to participate in all P.E. classes.

## **Swimming**

Children at KIS Elementary are given the opportunity to participate in a compulsory and comprehensive aquatics program that is focused on developing confident swimmers with knowledge and skills in personal safety that can be used in many aquatic environments. KIS recognizes how important it is to encourage participation in water activities and strives for our students to have a positive attitude in the water environment.

## **Excused from Recess**

All children will go out for recess every day unless it is raining, air pollution levels are high, or it is extremely cold. In general, if children are properly dressed and feel well enough to be at school, they are considered well enough to participate in outdoor recess.

## **Elevator Use**

Elevators are not to be used by children, unless accompanied by a KIS staff member or their parent/guardian. Exceptions may be made for students who are carrying large/heavy items (library baskets, sets of i-Pads, large musical instruments...), or if they possess a temporary elevator pass due to injury. A temporary elevator pass may be obtained by providing the ES Office with a doctor's note stating that the student needs to avoid using the stairs for a certain period of time.

## **Inclement Weather**

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, or air pollution. The school will make every reasonable effort to inform parents of a school closure or delay by 6:30 a.m. that morning. Please check the [KIS homepage](#) for timely updates.

## **Visitor Policy**

Visitors to KIS need to check in at the security office at the front entrance of the school and obtain a Visitor's Pass. The pass must be displayed at all times and returned to the office upon departure.

During times of Covid 19 restrictions, visitors to campus may visit campus by appointment only, and must fill out a KIS Access Request Form ahead of time.

## **KIS Elementary Information and Routines**

### **ES Library**

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

Students can check out the following number of books:

PK and JK – two books

Kindergarten to Grade 2– three books

Grade 3 to Grade 5 - five books

All patrons of the library are expected to turn their books in on time. If a child would like to keep a book longer than one week they can bring the material to the library to be renewed. There is no limit to how many times a student can renew a book unless there is a hold on the book. In this case the student can renew the book only once. Students who lose or damage library materials will be responsible for the replacement cost plus 30% for shipping and processing.

Parents who purchase ID cards from the Business Office can check out 5 books and have access

to all KIS libraries. Parents will not be able to check out books under their children's names.

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

## **School Lunch**

Hot lunch is served daily. Students can purchase hot lunch from the cafeteria using their ID card. Parents may charge their child's ID card via wire transfer to JJ's Catering or paying with credit card/cash at a kiosk in the cafeteria. Each month's lunch menu is posted on the KIS website prior to the start of each month and posted daily in the cafeteria. All questions regarding lunches should be directed to the cafeteria staff. Students may also bring sack lunches from home. The convenience store and deli are not available to elementary school students.

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

## **Emergency Procedures**

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

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

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

## **Personal Belongings**

Some items can be unsafe or too distracting for your child as well as for others. Such items need to be kept at home unless requested by the teacher. The list includes but is not limited to: toys, electronic games, toy guns, jewelry, expensive items, umbrellas, card games, backpacks with rollers, money, etc.

## **Lost and Found**

KIS is not responsible for lost or stolen items. Students are advised not to bring non-school related items to school, such as games, toys, or electronic equipment. When expensive items such as wallets, pocketbooks, or special identification cards are misplaced, the student should notify the ES office immediately. The KIS Lost and Found is located in the B3 lobby of the Elementary School building. All unclaimed items are donated to charity at the end of each

semester.

## **ID Cards**

In the Elementary, Student ID cards are used to purchase student lunches. For elementary students, ID cards will be kept in their homeroom with the homeroom teacher. If a student loses an ID card for any reason, they should report the loss to the ES Office. If a replacement card is needed, the student must contact the registrar in the Business Office to request a replacement. The cost of a replacement card is 10,000 KRW. If a student has been enrolled at KIS for more than three consecutive years, an updated ID card can be obtained from the business office (at no extra expense to the student) during the first week of school.

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

### **After School Activities (ASAs)**

KIS offers a variety of co-curricular activities to students in PK to Grade 5 throughout the school year. Co-curricular activities vary depending on teacher, interest, availability, and other factors. Sign-up forms are generally distributed at the beginning of each term for eligible students. After school bussing will be provided for elementary students, but please note that the route/stop point may not be the same as the regular school bus. Please contact the KIS Transportation department for more information. For those who are not using the after school bus, parents are requested to pick up their child on time (by 4:00 PM) in B3.

All elementary students who are not enrolled in After School Activities are expected to leave campus when school is dismissed at 3:00 pm. They are not permitted to remain on campus unsupervised while waiting for the dismissal of older siblings.

### **Intramural and Interscholastic Sports (Jamboree) Programs**

The philosophy of the intramural program is to foster a positive attitude toward fitness and sportspersonship and to encourage students to have fun with their peers. The intramural program will run during lunch recess times (when possible) and during special weekend events. Jamboree events may also be connected to After School Activities.

### **Field Trips**

Educational field trips are a great way for students to apply what they learn in the classroom to real life experiences.

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

## **Field Trip Chaperone Guidelines**

Teachers frequently request that parents assist as chaperones on classroom field trips. The following are guidelines for parents when they chaperone a school-sponsored field trip.

- Teachers will determine the number of chaperones required for each field trip.
- Chaperones are expected to supervise students other than their own, and assist all children in acting responsibly, respectfully, and kindly.
- The primary responsibility of a chaperone is to ensure student safety by actively monitoring students and reinforcing expectations.
- If a particular child does not respond to chaperone requests, the chaperone should inform the teacher.

## **Birthday Parties**

Birthdays are an important consideration for many students, but cost and instructional time must also be taken into account. Teachers may choose to celebrate each student's birthday individually, as a small group, or as a whole class. Please limit birthday celebration items to one treat (such as a cupcake) per child. Individual "party favors" for each student are not recommended.

During times of Covid 19 restrictions, we are not able to share treats with other students. A child may still bring a special treat for themselves for snack time, and the child will still be recognized on their special day.

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

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

KIS has an active Parent-Teacher Organization that serves to encourage interaction between teachers and parents, sponsor school events, and support the school in its commitment to achieve the school mission and vision. All parents and teachers are encouraged to actively participate in the PTO.

### **Communication**

A strong partnership between school and home is vital to your child's comfort and success at school, and clear communication is key to that partnership thriving. Built over time and based on trust, a positive school-home relationship creates a more enriching experience for both you and your child.

#### **School to Home Communication**

As an institution, we will communicate with you regularly about:

- What we teach, and how we teach it
- Classroom routines and structures (daily schedules, expectations...)
- Your child's academic growth
- Strategies and tips for supporting your child at home

- Opportunities for parents to get involved at school
- Special events/celebrations happening within the school community
- Safety procedures and routines

## **Home to School Communication**

We ask that you communicate with us about:

- Events or situations in your child's life that may impact their learning
- The growth and development you have observed in your child
- Questions you have and how we can assist with problem solving in any areas of concern.

## **Methods of Communication**

Email: All teachers and administration may be reached via email. KIS uses the following convention: firstname.lastname@kis.or.kr. Please use email when sharing individual information, such as a change to your child's daily routine, or questions you may have about their academic progress.

SeeSaw: SeeSaw is a digital portfolio tool that lets students create, share, and interact. It is our primary tool for regular communication. In addition to students adding to and curating their portfolios, teachers will post updates, bulletins, and newsletters on this platform. The school administration and ES Counselor also share weekly messages on the SeeSaw School Announcements page.

Google Classroom: Google Classroom is an assignment manager that allows teachers to digitally facilitate classroom learning.

Website: Our school website (kis.or.kr) is constantly being updated, and is an excellent source for information schoolwide. There, you can find this handy guide, the school events calendar, links to the cafeteria menu, and much more.

Report Cards: Progress reports are sent home digitally at the end of each trimester (three times a year). A student must be present at least half of any trimester to receive marks for completion. Adequate attendance is required so all assessments can be completed.

Back to School Night: Back to School Night (B2SN) is held about three weeks after the school year begins. B2SN is an opportunity for teachers to provide families with information about the goals and objectives of the academic year, talk about special programs, and discuss classroom expectations.

Parent Teacher Conferences: Conferences are held two times a year. The first is at the end of October. This conference is teacher led and will focus on your child's academic progress. The second conference of the year is in March, and is student led. This conference is an opportunity for your child to share their accomplishments, struggles, and goals for the future.

PTO Meetings and Workshops: PTO meetings and/or parent workshops are held on a monthly basis. These meetings are intended to give you insight on school events, and provide you with a conduit for active participation within the school community.

## **Personal Information Protection Act**

Our teachers and school staff will follow the mandates of the Personal Information Protection

Act. Please refer to the KIS homepage for more on the privacy policy.

## **Teacher Gifts**

Per the Improper Solicitation and Graft Act (Kim Young Ran Law), any gifts or food items of monetary value provided by a student or parent to the teacher are prohibited. Any questions about this prohibition should be addressed to the ES Principal for clarification.

## **Process for Parent Concerns**

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

## **Withdrawal from KIS**

Parents are expected to make a good faith effort to contact KIS within two weeks of their intention to withdraw their student. This allows for a reasonable amount of time to prepare student records.

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

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

## **Transfer Requests**

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

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

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

## Subjects

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

## Specialists

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

## **Elementary Curriculum and Grading (Grades 1 - 5)**

### Subjects

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

### Specialists

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

### Student Attributes

- Citizenship
- Study Skills

## **Academic Probation**

In the event that a student performs poorly during a trimester, a student's parents will be asked to attend a conference with the Principal and/or Associate Principal and the Homeroom Teacher. Specialist teachers (music, art, computer technology, etc.) may also be requested to attend the meeting. The Principal, Associate Principal, and teacher will present the parents with their child's progress report or report card and apprise them of the concerns and conditions of Academic Probation.

The Academic Probation policy is available upon request from the Elementary Principal.

## **Classroom Placement**

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

# Outdoor Air Quality Policy



Outdoor activity	 <b>Good</b> PM 2.5 1-15 PM 10 1-30	 <b>Moderate</b> PM 2.5 16-35 PM 10 31-80	 <b>Unhealthy</b> PM 2.5 36-75 PM 10 81-150	 <b>Very Unhealthy</b> PM 2.5 76+ PM 10 151+
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<b>Lower Elementary (PK-Gr. 2)</b>	<b>Recess</b>	Go Outside		Refrain from outside activity
	<b>Academics &amp; Jamborees</b>	Go Outside	Use well-fitted particulate mask Avoid vigorous outdoor activity	
<b>Gr. 3 - Gr. 5</b>	<b>Recess</b>	Go Outside		Refrain from Outside activity
	<b>Academics &amp; Jamborees</b>	Go Outside	Use well-fitted particulate mask Avoid vigorous outdoor activity	
<b>Secondary</b>	<b>Recess</b>	Go Outside		
	<b>Academics &amp; Jamborees</b>	Go Outside	Well-fitted particulate mask recommended	

**User Guidelines:**

Safety is our top priority. The goal of this guideline is to promote & maintain the health of our community. This guideline is more strict/conservative compared to the [Korean guidelines](#) and other KAIAC schools.

[LabCo Sensor & Website:](#) (IDs KIS, KIS, pw: 5256) The state-of-the-art LabCo sensor is updated every minute and is accessible for faculty and staff on [KIS Home](#). This sensor produces the most accurate reading possible, for our context.

Educators should use this guideline to inform their decision of whether to go outside or stay inside. When readings are on a threshold between different zones, educators should consider rigor of the activity and whether masks are necessary.

Students are expected to have their own well-fitted particulate mask. However, KIS will provide well-fitted particulate masks (KN95 equivalent, when necessary) when necessary.

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

[Acceptable Use Agreement](#)

**Korea International School  
Academic Year 2021-2022  
Parent/Student Handbook  
Acknowledgement Form**

Please complete and return this form to your advisory teacher or to the ES Office (ES Principal's Office). You can find the e-handbook on the school website. Go to the "Elementary 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 2021-22 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