



Residential Life Handbook

2021 - 2022

- Table of Contents	----- 2
- Mission and Promises	----- 2
- Philosophy	----- 2
SJA RESIDENTIAL LIFE PROGRAM	----- 3
1) DORM ACTIVITIES	----- 3
2) ACADEMIC SUPPORT	----- 3
3) HEALTH AND SAFETY	----- 4
4) OFF CAMPUS	----- 5
5) OTHER	----- 6
6) EXPECTATIONS FOR BEHAVIOR AND DISCIPLINE PROCEDURES	----- 7
7) PERSONAL ITEMS	----- 8
8) COMMUNICATION	----- 9
- CONTACT INFORMATION	-----10
- SJA JEJU DORM FACILITIES AND WEEKEND ACTIVITIES	-----10

OUR MISSION

St. Johnsbury Academy Jeju (SJA 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.

THE THREE PROMISES

CHARACTER. INQUIRY. COMMUNITY.

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 St. Johnsbury Academy, 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.

SJA RESIDENTIAL LIFE PROGRAM

The Residential Life program at SJA Jeju encourages

- student social and emotional growth through connection, independence, and expectations of responsibility to the community,
- deeper connections with their academic learning including constant English support,
- a balance of self-reliance and utilizing appropriate and available resources,
- and development of outstanding problem-solving skills.

All aspects of our program, including weekend activities, after school activities, our discipline process and evening study time are opportunities for students, faculty, and the residential life team to work together to meet these goals.

The Residential Life team consists of: Director of Residential Life, Assistant to the Director of Residential Life, two Head Proctors (one for each dorm), twelve Proctors, one Dorm Counselor (part-time at the dorms and part-time at the high school), and three Nurses.

1) DORM ACTIVITIES

1.1 ASA'S (AFTER SCHOOL ACTIVITIES)

All boarding students are required to take part in after school activities. SJA Jeju offers a variety of faculty-led co-curricular activities and clubs for students to attend throughout the school year. These activities and clubs provide students with opportunities to further explore their interests and encourage them to develop their passions and leadership abilities.

1.2 WEEKEND ACTIVITIES

Each weekend a variety of activities will take place on and off campus. These activities are meant to further SJA's commitment to teaching character, inquiry, and community. Dorm students have an opportunity to learn more about themselves and their peers, explore Jeju island, try new things, and expand on skills they may already be working on. Notification and sign up for trips will be posted outside the Proctor's Office or online. Weekend activities are typically required for Middle School students who are on campus and occasionally required for High School students who are on campus. Middle school students may have activities on Saturday and Sunday mornings from approximately 10:30-11:30, Saturday and Sunday afternoons from approximately 1:00-5:00, and often on Saturday evenings after 7:30pm.

Students who do not attend an activity they have signed up for will receive an appropriate consequence and may not be allowed to participate in events the following weekend.

-SCHOOL BUS/VAN GUIDELINES

Dorm students will have occasion to ride the bus/van to sporting events and to other off campus activities. Students must sit in their seats and wear seat belts, follow all directions given by the driver and staff and leave the bus clean and tidy. Failure to follow these guidelines can be very dangerous and will result in a loss of privileges.

1.3 STUDENT LEADERSHIP

There are several leadership opportunities for students in the dorms. These positions may be selected by proctors or the Director of Residential Life, or may be elected by their peers.

Dorm Leadership: These students will have shown that they are leaders in the dorm and will help serve as role models and problem solvers. Student leaders will assist the adult dorm staff with certain

duties and help to plan and execute important parts of the dorm programming. Currently, students help to plan activities, keep up our Instagram page, review dorm rules, plan orientation and welcoming events, and maintain student common spaces in the dorms.

Dorm Ambassadors: These students will have shown that they are leaders in the dorm and will help serve as role models and problem solvers. Dorm ambassadors help to lead Hilltopper Hangout, planning and leading activities for younger faculty children during faculty meetings. Dorm ambassadors will receive regular leadership training and will also have opportunities to participate in orientation events and to welcome new or prospective dorm students.

Peer Tutors: These students will have shown that they are leaders in the dorm and will help serve as role models and problem solvers. High School peer tutors may be available for drop in visits at Sunday Evening Study for Middle School or younger High School students. They may also be matched with a student who needs specific assistance and who may need to get that assistance at a different time than Sunday evening. Oftentimes, Middle School teachers may recommend a peer tutor for specific students to help with content or organization.

1.4 MEETINGS

Each dormitory will have dorm meetings, usually on Sunday nights, designed to go over important information for the week ahead, address any pertinent issues in the dormitory, and build the community in the dorms.

2) ACADEMIC SUPPORT

2.1 EVENING STUDY AND HOMEWORK

SJA Jeju's residential program is designed to help support students as they complete their homework, study, and review.

Students have multiple study areas in the dorm as well as the Library to study and complete homework individually and if appropriate, in study groups.

Evening Study occurs Sunday through Thursday in the Library or Dorm Study Rooms and is assisted by the teaching faculty to ensure work completion and also provide assistance for the student if s/he needs/wants help or has specific questions. The teaching faculty work in teams, rotating to ensure that all academic disciplines are covered. Dorm proctors strive to provide two way communication with teachers regarding student progress, homework completion and review.

If a student is consistently unable to complete homework during designated study times, the residential program staff collaborates with the school to provide extra support.

In addition, we have a Peer Tutoring Program in which MS students can get extra support from HS students, while under the supervision of proctors. This occurs outside of Evening Study time in order to protect the study time for HS students. However, the program is very beneficial for the MS to get extra time and support with their academics as well as for the HS student who must work on their English and problem-solving skills in order to effectively help the MS student.

2.2 TUTORING/PRIVATE SCHOOL

Students are not allowed to leave campus for any reason on weekdays and we do not allow tutoring in the dorms. We strongly discourage online tutoring and if it happens, it must be within the schedule and technology rules of the dorms. The school and dormitories agree that between student classes and Evening Study, outside private school should not be necessary and can be detrimental to student performance.

While we discourage private school on weekends as well, we know that there are some courses that we currently don't support at school, such as SAT prep courses for 11th and 12th graders. We prefer to have open communication with our parents, so while we don't encourage outside private schools on weekends, we allow it and it is important that you inform us where your child will be, so we can help to ensure their safety.

3) HEALTH AND SAFETY

The medical staff is available either in their office or on-call 24 hours a day whenever students are present in the dorms. We also have a social/emotional counselor on duty or on-call for dorm student emergencies at all times.

Dorm Students who are injured or ill will be accompanied or directed to a school nurse by a staff member.

Students needing external healthcare will be taken to the nearest hospital or clinic by a nurse or proctor, and the SJA medical staff will communicate with the student, parents, and medical care givers.

Students too ill to participate in school or after school activities will remain in the nurse's office or infirmary until Residential Life staff have returned to the dorms, usually at 17:00.

3.1 STUDENT MEDICATION

Students may not keep any medication, including over-the-counter or prescription drugs, in their dorm rooms.

Administration of any medication to dorm students, whether over-the-counter or prescription, requires written permission from a student's parent/guardian and will generally be administered by the school nurse.

Vitamins and other traditional medicines must be approved by the nurses' office and may not be kept in student rooms without prior approval from the SJA medical office.

3.2 SELF-CARE

All dorm students are required to meet our minimum standards of self-care. These include eating regular, nutritionally adequate meals 3 times every day, following healthy sleeping patterns and maintaining

good hygiene.

Students in grade 6-9 are required to go to the cafeteria for all breakfasts, Monday through Friday and all dinners Monday through Thursday. Older students are allowed to eat breakfast in the dorms but are also encouraged to eat in the cafeteria or choose healthy options at the dorms.

Students in grade 6-8 may not have any caffeinated drinks in the dorms.

Highly caffeinated "energy drinks" are not allowed for any students in the dorms.

3.3 SLEEP

Quality and quantity of sleep are crucial for learning and brain development. We set "lights out" time for students in order to allow them to study, exercise, play, and get proper sleep. Students are expected to follow dorm rules for bedtimes and to not disturb others. We ask parents to support these expectations in conversations with their child.

On occasion, a student might have a large assignment or test to prepare for. On these occasions, the proctor MAY give an extension to bedtime for a student. Students will only be allowed to use this option occasionally and are expected to use the time efficiently. School and the residence halls agree that on most occasions, students have plenty of time to finish their work at school and Evening Study without needing a tech extension or bedtime extension.

3.4 STUDENT ILLNESS

Dorm students diagnosed with a communicable disease may be kept in isolation under the supervision of the nurse and/or sent home or to their parents' care until they have fully recovered. A Doctor's note will be needed in order to return to school after a serious illness.

We attempt to clean the room well before the roommate reenters the room and/or offer the roommate another room temporarily until their room is well cleaned.

3.5 OVERNIGHT EMERGENCY

Each night, there is a proctor on duty overnight in case of student emergency. The proctor's name and apartment number are posted for students and students can knock on the proctor's apartment door if they need assistance after regular working hours. If the proctor cannot help the student, they have several resources available to them, including an administrator on call (usually, but not always, the Director of Residential Life), a nurse, a counselor (usually, but not always the Dorm Counselor), the overnight proctor from the other dorm, and the school security team.

3.6 FIRE AND EARTHQUAKE DRILLS

Students evacuate the dormitories through the first floor main lobby doors. Proctors will guide students quickly and quietly to specific exits. Students gather on the track and quietly line up by grade level. Fire and earthquake drills are conducted throughout the school year.

3.7 STUDENT SAFETY

SJA Jeju hires a security team and uses CCTV to help maintain school safety.

Students and proctors are expected to leave side and back doors closed and locked and proctors on duty monitor the front doors as part of their duty. Overnight, the security team checks regularly to be sure all doors are locked and entry to the dorms is unavailable without a proper ID card.

3.8 INCLEMENT WEATHER

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, typhoons, or yellow dust. School wide alerts will be sent out by SMS. Students living in the dormitories will remain in the dorms. Meals will generally be served in the dining hall unless extreme conditions make it unsafe in which case every effort is made to serve meals in the dormitories.

3.9 FOOD

Breakfast, lunch, and dinner are provided every day, in addition to afternoon snack after school each day.

The staff of the dining hall seeks to provide the best food and service possible. It is important for everyone to remember to treat the staff with respect and to be good stewards of the area where they sit and the surrounding areas.

Healthy snacks will be provided by OurHome for students after school in the Middle School learning pod or in the dorm lobby.

Students may bring healthy snacks from home after weekend visits to a store and eat in the lobby or kitchen areas of the dorm. They will have access to a refrigerator, microwave, and stove in the dorms. Any food stored in the refrigerator should be clearly labeled and disposed of before expiration date.

The dorms do not regularly provide snacks for students but will provide some snacks on special occasions. We also try to provide snacks for unusual circumstances when students can't go off-campus such as typhoons or COVID rules.

This privilege depends on keeping these common areas clean and students may be asked to help take out garbage, clean kitchens, or clean out refrigerators as part of their responsibility to the community. Students may be asked to clean messes that they did not make or to help with kitchens that are not on their own floor.

Students may not have open food or drink in their dorm rooms or the Study Rooms.

3.10 VALUABLE ITEMS

SJA Jeju assumes no responsibility for loss/damage of personal items. We strongly discourage students from bringing expensive or irreplaceable items to the dorms. We try to ensure that students' possessions can be kept secure at all times and have provided dorm safes as well as computer lockers where students may store important items. It is helpful if all items of clothing, computer/phone chargers, and personal belongings are labeled. Passports, tickets, etc. should be given to the Director of Resident Life upon student arrival for safe keeping. At the start of each holiday period all valuables should be taken home.

We recommend that parents equip their child with a bank card and a small monthly allowance for trips off-campus, convenience store visits and any other incidentals. We also suggest never giving them large amounts of cash. We suggest that parents have conversations with their students about financial responsibility and consider applying a low limit to any bank or credit cards for their students.

We also recommend that parents monitor and limit spending for computer games or online shopping.

3.11 PROHIBITED ITEMS

Please note the following prohibited items. Dorm students may not have any of the following:

knives or weapons of any kind

Bicycles (there is very little use for them within the GEC and they must be stored outside on the bike racks if they are brought to campus)
-Bicycles and non-motorized skateboards may ONLY be used with a proper helmet and footwear

Scales

alcohol, tobacco, E-cigarettes or illegal drugs

medicine (must be given to the Medical Center)

Bug spray

pets of any kind

Extra phones, handheld video games, unregistered computers/tablets or any other wifi connected electronics

Pornography

inappropriate games/music/movies including those rated above the age level of the student or their roommate.

Motorized scooters, bikes, hoverboards or any other form of motorized transportation

Electric blankets, electric kettles, candles, matches, lighters, toasters, or any other item that creates heat and could be a fire hazard

Refrigerators or microwaves (these are provided in the dorm kitchens)

4) OFF CAMPUS

4.1 WEEKEND OFF CAMPUS PRIVILEGES

High School: During the weekend, students in high school that are in good standing academically and in the Residential Life Program may sign out with the Proctor on Duty to specific GEC locations during free time.

All students are expected to represent school values and behave respectfully when off-campus.

High school students must return to the dormitory within three hours of leaving.

HS students must be back to the dorms before 10:00pm.

On Sundays, all students must be back to the dorms before 6:00pm.

12th Grade Students with parent permission will be allowed to leave the GEC and visit other locations on weekends. This privilege will be contingent on good behavior at school and in the dorm, parent permission, and no other scheduled dorm activities at the time.

Students must follow dorm and school rules when off campus. This includes not using motorized or electric vehicles of any kind, alcohol, and smoking, regardless of the student's age.

A student who visits or stays at any other location than the one designated for permission is subject to discipline for a Serious and Concerning Behavior.

Middle School: Middle School students may also sign out within the GEC. They must go in groups of at least two students and must return to check in to the dorms within two hours of leaving.

All MS students are required to be back to the dorms on Friday and Saturday before 8:00pm.

On Sundays, all students must be back to the dorms before 6:00pm.

All students are expected to represent school values and behave respectfully when off-campus.

A student who visits or stays at any other location than the one designated for permission is subject to discipline for a Serious and Concerning Behavior.

4.2 OVERNIGHT WEEKEND LEAVE, TRAVEL OFF THE ISLAND, VISITS OUTSIDE OF THE GEC

To arrange for a student to leave the GEC on weekends, or spend the night outside of the dorm, the student's parent/guardian must submit a **Weekend Leave Form** to the Director of Residential Life by 15:00 on Thursday of that week. Weekend Leave forms can be found at the Guide to Residential Life section on our official Website (sjajeju.kr) or Powerschool.

If the student's parent/guardian fails to submit the form in time, permission for weekend leave may be denied.

In most cases, Grade 6-8 students on weekend leave may not leave campus without a parent/guardian pick-up. Exceptions are made for classes taken at HagwanTown, which is across the street from the dorms. All arrangements and requests for exceptions to this policy must be submitted to the Director of Residential Life.

If a student has permission for Weekend Leave, they are expected to leave and return according to the times listed on the leave form.

High School students must return to the dorm no later than 22:00 on Saturdays.

Middle School students must return to the dorm no later than 20:00 on Saturdays.

Students returning on Sunday must be back by 18:00 so they can attend Evening Study.

4.3 WEEKDAY OFF CAMPUS

Grades 6-10 may not go off campus on Weekdays. On rare occasions, as a reward for a dorm activity or for exceptional behavior, students may be allowed a short visit to the GS25 or Tous Les Jours, just up the road from campus, for 30 minutes.

Grade 12 students and 2nd semester grade 11 students are allowed to leave campus, with parent permission on weeknights. Mondays and Wednesdays after Evening Study(8:30pm), Tuesdays and Thursdays after dinner (6:00pm) and Sundays after dorm meeting (approximately 8:30pm) for up to 3 hours.

This is a privilege for students in good standing that may be revoked due to academic concerns or behavioral concerns from school or the dorms. Students are expected to follow all dorm rules and represent the school well when off campus.

Grade 11 students may go off campus within the GEC in the first semester after 6pm or second semester any weekday after 6pm (Grade 12 students may go any weekday after 6pm as well) for school approved classes or school recommended extra support. This will be accepted only by permission from the Director of Residential Life AND School and is for classes that support the student's SJA school program.

Examples include SAT test prep for students in good academic standing who are taking the test at the recommended college counseling office time of 11th grade spring. Another example is a coordinated tutor for math, where the SJA math teacher recommends extra help and the tutor is specifically aiding with SJA work.

5) OTHER

5.1 FOOD DELIVERY

On Friday Nights and on weekends, students may order food from local restaurants that deliver. Food must arrive before 9:00pm on Friday/Saturday and before 5:30pm on Sunday. Food may not be brought into dorm rooms and must be eaten in either the kitchens or resting lounges. It is important that students clean up after themselves, making sure that the surrounding area is clean and free of any food. Food wrappers and containers should be disposed of properly. Failure to clean up properly may result in the loss of privileges.

5.2 BIRTHDAYS

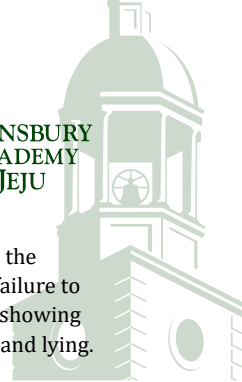
Birthdays are special. For birthdays, parents of dorm students may purchase for delivery a limited number of birthday cakes to be shared with other students on the birthday. Parents may instead have a limited amount of chicken or pizza delivered to the student and a small number of friends on a Friday, Saturday, or Sunday only. Notice must be given to the dorm office at least 24 hours in advance to plan accordingly.

5.3 BUGS

Many wonderful bugs and other creatures live in Jeju. The dorms have many windows and doors that open frequently. In the fall and spring, students will sometimes find a bug or a few bugs in their rooms. Students are expected to deal with the bugs properly. Proctors are happy to help grade 6 students at the beginning of the year but older students should be able to deal with them. We have a bug spray company that comes regularly and that keeps the number of bugs down. Students are welcome to have a fly swatter but no flammable or poisonous bug spray or traps. Students are not allowed to have open food or drinks in their rooms, including their trash cans; following this rule makes a big difference for keeping bugs out, as will keeping windows or screens closed. If there is an infestation (usually 100 bugs or more) the proctor will spray and help the student switch to a different room if necessary.

5.4 VACATIONS

After vacations, students should plan to return to campus between 15:00-18:00 the day before classes start (sometimes students return on Monday, sometimes on Sunday.) Students may not enter campus before 15:00 on these days without having arranged special permission with the Director of Residential Life. Students must plan to leave on the Friday before break for vacations. For those students returning home on a parent-scheduled flight from Jeju International Airport, SJA Jeju will provide transportation to the airport whenever possible. Before leaving for the holidays, the Director of Residential Life should be made aware of the time and flight number for the student's return after the holiday. Please always let us know transport details with as much prior notice as possible. Please note that the Residential Dorms will not be staffed whenever school is closed for the extended vacations. In 2021-22 this will include Chuseok Break, Fall Break, Winter Break, Lunar New Year Break, March Break, and April Break. Parents must make arrangements for their children whenever the school is closed.



5.5 LANGUAGE

Our dorms seek to develop bilingual and bicultural students who communicate effectively across cultures and languages. Opportunities in the dormitories to practice English with proctors and problem solve in English, are important for the deep development of language skills in students. The more EAL students speak English, the more academic and social success they will gain from their mastery of the language. In addition, dorm policies and expectations are based on American schools, helping students to make a cultural adjustment in preparation for potential future studies in English speaking countries.

There is a Language Policy in place during the school day and ASA time. The policy specifies that English should be the language spoken on campus with the exception of the use of other languages in the classroom.

Residential Life students are expected to speak English if there is a proctor in the group or any student who does not share the same language as the others in the group. Students are expected to respond to proctors or teachers who ask them to speak in English.

6) EXPECTATIONS FOR BEHAVIOR AND DISCIPLINE PROCEDURES

6.1 RESTORATIVE JUSTICE PHILOSOPHY

Discipline systems in the dorms are designed to reinforce our values of building character, respect and responsibility for the community, and to assist students in understanding their mistakes and help them make better decisions. Our disciplinary process within our boarding program follows a restorative justice philosophy in that it aims to hold students accountable for their behaviors by emphasizing that actions have consequences which may affect others in the community. Our program strives to help students learn how to repair harm and make better choices in the future, with the understanding that because the dorms are a student's home environment, implementation of interventions and consequences may differ from the day school.

6.2 GOALS OF THE DISCIPLINARY PROCESS

Our belief is that the discipline process must be meaningful and educational but also have some flexibility. We understand that students of all ages test the limits of their environments, and our goal is to help students learn from their mistakes. We aim to deal fairly with students and support the majority who act within the letter and spirit of school expectations. We value honesty and an ability to accept responsibility, and this is reflected in disciplinary responses.

When handling discipline, we work to balance what is best for the individual with what is best for the community. As an institution focused on leadership skills and character, we strive to address minor and serious violations on a case-by-case basis.

Examples of **Minor Detracting Behaviors** might be messy rooms, lateness for a required meeting, lateness to bed, missed dinner or weekend check-in, not signing out, not working in study hall, and loudness in meetings or after lights out. Minor detracting behaviors are handled by dorm staff, who are responsible for dialoguing with the student to understand why the detracting behavior has occurred, how it affects the community and what can be done to prevent it in the future.

Students may lose privileges or be assigned dorm consequences related to the behavior that allow them to reflect and contribute to their community. Repeated Minor Detracting Behaviors may result in intervention by the dorm or administrative dorm staff. Failure to demonstrate sufficient improvement may result in additional interventions and require parental notification.

More Serious and Concerning Behaviors often violate the community expectations. Some examples include theft, failure to respect another's privacy, being in unauthorized places, showing disrespect, bullying, excluding others or mean behavior, and lying. These infractions may lead to a loss of privileges.

A loss of privilege may be applied as a consequence when a student repeatedly engages in minor detracting behaviors or has engaged in a more serious detracting behavior. This means that some or all of a student's privileges are curtailed for a set period of time (examples are listed below), with additional responsibilities. Students may also be responsible for completing extra dorm duties.

Loss of Privileges will include consequences such as early bedtime, loss of technology, check in with staff at set times, or denial of off-campus trips and visits.

We are committed to providing a healthy and safe environment, and therefore have a strict policy towards any life-threatening or dangerous behaviors. **Critical Detracting Behaviors** are dangerous behaviors and often life threatening. Parents are required to attend a meeting with the Head of School and Director of Residential Life within 48 hours of the incident. Examples might include, but are not limited to: starting a fire; possessing a weapon; hazing; physical and/or sexual assault; willful destruction to school property; and/or selling or distributing alcohol, drugs, or other illegal substances. Violations of these behaviors will likely result in immediate out of school suspension and possible expulsion.

6.3 TECHNOLOGY

In order for students at SJA Jēju to use the school's technology resources, they must follow the guidelines set forth in the Acceptable Use Agreement (AUP) found in the appendix of this Guidebook. The rules written in this agreement are not all inclusive. SJA Jēju 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 Jēju's resources and Internet access.

SJA Jēju reserves the right to access and read any and all information contained in computers, computer files, email messages, voice mail messages, or written communication. Students should have no expectation of privacy with regard to these communications, and will be in violation of the school's harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate emails, postings, or other electronic messages.

School computers, peripheral devices, network and Internet access offer the opportunity for unlimited global resources to support and encourage learning. With this opportunity there is an expectation that SJA Jēju will provide a safe, structured environment for our global learning community. All members of our community must share and responsibly use technology resources.

It is important that students, parents/guardians understand that the use of technology resources and internet at our school is a privilege, and SJA Jēju reserves the right to revoke this privilege at any time. Violations of this policy may result in disciplinary action including, but not limited to: suspension, forced parental controls, and/or loss of technology privileges. Our school's Acceptable Use Policy applies across the dorms at all times.

CD players, MP3 players, iPods, cell phones, cameras are permitted in dorm rooms, but students must bring headphones, play them at appropriate noise levels, and should be aware that these items

will only be accessible at certain times. All of these items must be registered with the proctors.

Students may not use any electronic device or digital camera to take non-consensual photographs or videos.

Hours and times for use of technology are limited. MS students have more limitations than HS students but, following the vast majority of research, we aim to encourage personal interactions, academic use of technology, and student creativity, while occasionally allowing students to use their technology for gaming and other non-educational uses. Again, this amount of time and freedom varies by age group and is a privilege that students may lose when not following dorm expectations.

6.4 ALCOHOL OR DRUG USE

Students are expected to refrain from smoking, drinking alcohol, or partaking in any type of illegal substances or becoming involved in any type of behavior detrimental to their health and safety. The use or possession of alcohol or drugs is considered a major offense at St. Johnsbury Academy Jeju. This includes abuse or unsafe use of legal drugs.

6.5 SMOKING POLICY

SJA Jeju is a tobacco free campus. If a student is caught smoking, vaping, or using E-cigarettes on campus for the first time, they will be asked to leave the dormitory for 4 days. Further offenses may result in participation in a non-smoking program, extended removal from the dorms, and/or suspension from school.

6.6 PUBLIC DISPLAYS OF AFFECTION

Public displays of affection should be respectful and sensitive to others. Behavior should be appropriate to the school setting and age level.

6.7 ROOM AND PERSONAL ITEM CHECKS

Room checks are a regular part of dorm life, taking place at least once a week. In addition to checking for cleanliness, dorm staff may look inside drawers, closets and bags for items that are not allowed according to school policy. Dorm staff may also ask students to empty their pockets, open their bags and luggage when returning to the dorms. Dorm staff have the right to immediately confiscate any prohibited items.

6.8 SCHOOL UNIFORM AND CLOTHING

Appropriate school dress is important to the atmosphere of the school. Students are expected to maintain a tidy, professional appearance and follow school dress code rules during school hours. The following is a guideline to assist residential dorm students in making good school dress decisions for afterschool and on weekends:

No clothing may be worn that exhibits inappropriate language or logos (violent, sexist, racist, alcohol advertisements, drug references, etc.).

Hanging straps and chains are unsafe and should not be part of, or attached to, clothing worn to school.

Shoes need to be appropriate for the student's activity to provide support and safety.

Clothing should not be overly tight, overly baggy or revealing.

Shirts and tops should cover the student's underwear and belly button.

Students may be required to change if an item of clothing is deemed inappropriate.

6.9 ROOMMATES

Most dorm students at SJA Jeju will share a room with one other student. We expect students who are sharing a room to do their utmost to be respectful of one another's privacy, space and personal belongings. Roommates may experience normal conflict and are expected to work it out. If they are unable to work out their conflict, they are expected to go through a mediation process with their dorm proctor.

6.10 ROOM AND DORM VISITORS

Students may not enter other student rooms in the dormitory. This is in order to be respectful of all roommates and personal space.

On Saturday, Sunday, and during weekday free time, and with permission by staff of both dorms, dorm students are permitted to visit between the two dorms. All guests must check in with the proctor on duty and are only permitted in first floor common areas (Resting Lounge, Media room, Dining Zone, and 1st floor study rooms).

Day students are allowed to visit the first floor common areas of the dorms after school on Fridays. Day students must check in with the proctor on duty.

7) PERSONAL ITEMS

7.1 WHAT TO BRING

Most dorm students live with one other student and have limited storage space: it is important not to over-pack. Linens and bedding are provided. Please do NOT bring expensive items.

Camera (many weekend activities do not allow phones)

Alarm clock

Headphones

Full SJA Jeju uniform

Dress shoes

Sports shoes

Outdoor clothing for sports and hiking

Appropriate casual clothing

Pajamas, a bathrobe and slippers

Towels

Large and small reusable water bottles

Personal toiletries
(SJA provides toilet paper for student dorm rooms)

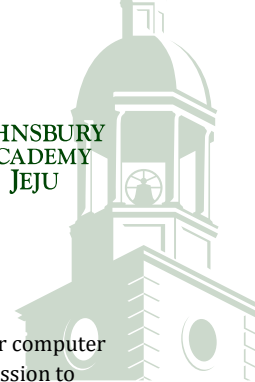
Cell phone (only one is allowed)

Hangers

Umbrella

Raincoat (it is often too windy for an umbrella)

Well labeled chargers for computer and phone



USEFUL ITEMS

Music player (if WiFi-enabled it must be registered and turned in at night)

Personal sports equipment (e.g. badminton or tennis rackets, baseball gloves, frisbees, helmets if they plan to use non-electric wheeled vehicles such as a skateboard)

Swimwear including goggles and swimcap

Swim towel

Multi-tab power strip

Family pictures

Hair dryer and hair iron (these are the only heat producing items we allow but we must confiscate them if students are not being careful with them.)

Kindle, Ipad or other tablet if student likes to read from a tablet (only permitted to have 1)

Extra charger for computer and phone

Earplugs

Plush toys or decorative pillows

PROVIDED ITEMS

Bedding (including pillows)

Toilet Paper

Desk lamp

PROHIBITED ITEMS

knives or weapons of any kind

Bicycles (we will no longer allow students to store them inside the building and there is very little use for them within the GEC)

Scales

alcohol, tobacco, E-cigarettes or illegal drugs

medicine (must be given to the Medical Center)

Bug spray

pets of any kind

Extra phones, handheld video games, unregistered computers/tablets or any other wifi connected electronics

Pornography

inappropriate games/music/movies including those rated above the age level of the student or their roommate

Motorized scooters, bikes, hoverboards or any other form of motorized transportation

Electric blankets, electric kettles, candles, matches, lighters, toasters, or any other item that creates heat and could be a fire hazard

7.2 LAUNDRY

Each dormitory has laundry facilities for students to do their own laundry free of charge. Students should bring their own laundry detergent as it is not provided. Laundry should be done during free time hours. Students are not allowed to stay up after curfew or go to school late in order to do laundry.

St Johnsbury Academy Jeju, offers a laundry service twice weekly to its dorm students. Students will follow the rules posted regarding how to use this service. The laundry service does not take responsibility for

lost or damaged clothing.

7.3 ID CARDS

Students will be issued an ID card. ID cards are used for computer lockers in the dorm, cafeteria meals and cafe, and admission to weekend activities. Dorm students should immediately report lost or stolen cards to the Residential Life office.

7.4 MAIL AND PACKAGES

Packages and mail can be delivered to students at the school. The Assistant to the Director of Residential Life picks up mail at the Reception desk and brings it to the dorms for students. Students pick up their own packages at the Mailroom on campus.

If a student needs to mail a letter or package within Korea, the best option is to go to the GS25 store near campus and mail it from there. If the mail needs to be mailed outside of Korea, the proctors or Director of Residential Life will assist the student.

8) COMMUNICATION

Many questions and issues can be addressed by the student communicating with the proctors, Head proctors, or Director of Residential Life. We develop student responsibility by encouraging them to first address their concerns to the staff.

8.1 PARENT COMMUNICATION

We are committed to supporting our students through open, positive communication between families and staff. All communication with international staff is conducted in English. Korean support staff will help translate information between parents and dorm staff as needed. Families should not contact Korean support staff directly with concerns about their child. Korean support staff can only serve as interpreters in face-to-face dialogue. Due to privacy concerns, Korean support staff cannot comment on individual family concerns about a student.

8.2 PHONE CALLS AND MEETINGS

Parents/guardians will be able to arrange contact with the Director of Resident Life through the online PowerSchool Parent Portal at resparents@sjajeju.kr. Residential Life office number is 064-801-1370. Each dorm has a cell phone: Girls Dorm: 010-3534-2026, Boys Dorm: 010-2071-2016. Generally, there is a Korean speaker available from 8:30 am through 17:30 Monday through Friday. Parents may not call Residential Life Staff on their personal phones. There may be up to a 48-hour wait before a meeting can be arranged, due to staff schedules. Parents will not be permitted to meet in person with dorm proctors without due notice.

Parents can always call the dorm phones before their child's bedtime in order to reach their child if their child does not have their phone. Parents will not be able to contact their child during Evening Study, Weekend Activities, or other dorm activities.

8.3 PARENT ASSOCIATION

There is one dorm representative on the Parent Association. The Director of Residential Life meets monthly with this parent as well as other members of the Parent Association to discuss dorm policy and ways that parents and the dorm might work together. Parents with individual concerns should contact the Director as meetings with the PA are not designed for these items.

We do not have separate parent representatives for each grade level.

8.4 PROCESS FOR CONCERNS

Concerns involving your student should be voiced to the Director of Residential Life. The Director will be happy to communicate with students and parents about their own issue but cannot comment about other students.

When residential life concerns arise, parents/guardians are invited to send an e-mail or schedule a meeting directly with the Director of Residential Life.

The school will provide an interpreter for parents with limited English proficiency. Outside interpreters are not permitted.

CONTACT INFORMATION

Phones are generally answered from 8:30 to 23:30 everyday. Korean speaking staff are generally available to answer the phones on weekdays between 8:30 and 17:30.

RESIDENTIAL LIFE OFFICE PHONE : 064-801-1370

GIRLS DORM PHONE : 010-3534-2026

BOYS DORM PHONE : 010-2071-2016

I have read the Residential Life Handbook and will support these dorm expectations for my child.

Parent Name _____

Child Name _____

SJA JEJU DORM FACILITIES AND WEEKEND ACTIVITIES

1) BEDROOMS



In G 6-10, students use a double room. Students in G11-12 use a single room. Each room included a bathroom and is equipped with a bed, a desk, a shoe cabinet. Bedding is provided.

2) KITCHEN AND LAUNDRY ROOM



Every floor has a kitchen and the dorm provides laundry service for all dorm students.

3) EVENING STUDY

From Sunday to Thursday, dorm students have Evening Study in the library and dorm study rooms. After dinner, teachers are available to help the students with homework.

4) ENTERTAINMENT

Students are playing foosball in the lobby area. Each floor has lobby area where students can play games, watch movies and hang out. The dorm also has a karaoke room in both girls' and boys' dorm. Dorm students enjoy singing and making memories with friends here. The dorm also has a pool and board game rooms where dorm students get together when they have free time.

5) WEEKEND ACTIVITIES: OUR DORM ALSO PROVIDES A VARIETY OF WEEKEND ACTIVITIES.

Visiting museums and art galleries



Halloween Party



Hiking



Watching sports games



Cooking class



Cooking class

