

# **School Regulations**

**As of August 1st, 2021**

**Korea International School**

## **Chapter 1. General Provisions**

### **Article 1. Purpose**

Korea International School was founded to educate qualified students with a US based curriculum to cultivate them as global citizens.

### **Article 2. Official School Name**

The official school name is Korea International School. (Hereinafter, referred to as the 'School')

### **Article 3. Location**

This school is located at 27, 385 beon-gil, Daewangpangyo-ro, Bundang-gu, Seongnam-si, Gyeonggi-do.

## **Chapter 2. Course of Study and Admissions Eligibility**

### **Article 4. Course of Study**

The school accommodates a total of fifteen grades ranging from Pre-Kindergarten to Grade 12.

### **Article 5. Admissions Eligibility**

A student shall be eligible for admissions in accordance with the laws of the Republic of Korea and shall meet the requirements set by the school.

## **Chapter 3. Number of Classes and Maximum Student Capacity**

### **Article 6. Number of Classes**

The kindergarten consists of 8 classes, the elementary school consists of 25 classes, and the middle school and high school consists of subject-based classes.

### **Article 7. Maximum Student Capacity**

The maximum student capacity is 1,875, and the number of students and classes for each course and grade shall be as specified in the attached Table 1.

## **Chapter 4. Number of School Days**

### **Article 8. Number of school days**

The number of school days per year shall be 180 days or more for all grade levels.

### **Article 9. Evaluation**

Evaluations are conducted in the form of midterm exams, final exams, and occasional evaluations, etc.

## **Chapter 5. School Curriculum**

### **Article 10. Curriculum**

The school's curriculum shall be based on the US curriculum required for US academic qualifications.

## **Chapter 6. School Years, Semesters and Holidays**

### **Article 11. School Years and Semesters**

The academic year commences in August and ends in July of the following year and is divided into two semesters. The first semester starts in August and ends in January of the following year, and the second semester starts in January of the following year and ends in June of the same year. However, elementary school can be operated in a trimester system.

### **Article 12. No School Days**

- ① School closure days are as follows;
  - 1. Designated days by the school among national holidays
  - 2. Designated days by the school among public holidays
  - 3. Seasonal breaks
- ② School may grant temporary closure in case of an urgent disaster or other necessary conditions other than each number of clause ①.

### **Article 13. School Opening Anniversary**

The school opening anniversary day is August 18<sup>th</sup>.

## **Chapter 7. Completion of Courses and Graduation**

### **Article 14. Completion and Graduation**

Recognition of the completion of each grade level course and graduation of all grade levels is determined by individual assessment according to each student's number of attendance days, learning development status, and behavioral development status.

### **Article 15. Repeating or Advancing a Grade**

- ① Students would need to repeat a course if they did not meet the course proficiency standards.
- ② Students may advance to a higher level grade or course if they are demonstrating progress beyond proficiency standards for a given grade level or course.

### **Article 16. Diploma**

The head of school will award a diploma to students who have successfully met all attendance and graduation requirements.

## **Chapter 8. Admission, Re-admission, Transfer-ins**

### **Article 17. Documents for Admission, Re-admission, Transfer-in**

Applicants who wish to enroll, re-enroll, transfer to the school must submit the required documents.

### **Article 18. Decision on Admission, Re-admission, Transfer-in**

For an applicant to be admitted, re-admitted, or transferred into the school, he/she will have successfully completed, and passed the evaluations process and have deposited tuition fees to be considered eligible for admission if there is a vacancy in student enrollment.

### **Article 19. Admissions Schedule**

Admission, re-admission, transfer-ins can be conducted at any time of the school year for those who have passed the admissions test. However, if necessary, the head of school may determine at his/her own discretion to conduct the procedures above within the timeframe that does not interfere with completing the school curriculum.

## **Chapter 9. Tuition and Admission Fee**

### **Article 20. Tuition, Admission Fee, Other Expenses**

The following school year's tuition and admission fees and collection method must be announced by the end of April of every year by the head of school.

### **Article 20-2. Actions against Defaulters**

If tuition fees payment has been overdue for three months or more, the school may suspend a student and request him/her to leave the school after notifying the student's parents.

## **Chapter 10. Leave of Absence, Expulsion, Recognition and Disciplines**

### **Article 21. Leave of Absence**

- ① A student who intends to take a leave of absence from school shall submit an explanatory statement and obtain permission from the head of school.
- ② A student who intends to return to school shall submit an application form for returning to school to the head of school and obtain permissions including the student's returning date.

### **Article 22. Transfer-out and Withdrawal**

A student who intends to transfer out or withdraw from school must submit an explanatory statement for withdrawal with the student's guardian's signature and an application form for transfer-out(withdrawal) and follow appropriate steps to get the head of school's approval.

### **Article 23. Recognition**

The head of school may award a student who displays excellent code of behavior with

excelling academic performance, who sets a good example to other students, who has contributed to school improvement, and for other exceptional reasons.

#### **Article 23-2. Scholarship, Tuition Reduction/Waive**

If deemed necessary for encouraging students' academic performance and recruiting students with outstanding performance, scholarships may be granted, or tuition fees may be reduced or waived in accordance with school's internal regulations.

#### **Article 24. Discipline**

The head of school may take disciplinary actions for students if the head of school sees the need for students to be responsible for administrative and academic consequences. Disciplinary reasons and actions follow separate regulations.

- ① Academic warning will be given to students who fail to meet the academic standard.
- ② When a student violates school regulation, disciplinary action will be imposed according to the severity of the violation such as detention, limited suspension, indefinite suspension.
- ③ The head of school may order to expel a student for any one of the following reasons:
  1. Those who may have bad influence on others due to poor code of behavior
  2. Those who have received academic warning twice or more in a year
  3. Those who are absent frequently without justifiable reasons
  4. Those who shows unacceptable code of behavior as a student that disturbs classes
  5. Those who have severely defamed the honor and prestige of the school

### **Chapter 11. Organization and Duty Assignment**

#### **Article 25. Organization**

The School organization consists of a Headmaster (Head of School), a School Director and Principals of each school and faculty. The school may have a parent committee as an external advisory body.

#### **Article 26. Qualifications of Principals and Teachers**

The qualifications of principals of each grade group and teachers shall be those who have a teaching certificate or equivalent teaching experience and who can be legally employed in the Republic of Korea.

#### **Article 27. Duties of Headmaster, School Director and Principals**

The headmaster shall direct the administrative and academic operation of schools, and the school director shall manage the academic operation and represent the school under the delegation of the headmaster. The principals of each school shall manage the overall operation of the grade group and represent each school.

### **Chapter 12. Amendment of School Regulations**

#### **Article 28. Amendment of School Regulations**

The head of school may revise school regulations within the scope of laws.

### **Addendum**

#### **Article 1. Enforcement Date**

1. This school regulation will be effective as of August 1, 2006.
2. This school regulation will be effective as of January 1, 2011.
3. This school regulation will be effective as of August 1, 2021.

#### **Article 2. Interim measures for admission, re-admission, transfer-ins**

The standards for admission, re-admission, transfer-ins are based on the enforcement date of 「Regulations on the establishment and operation of schools and kindergartens for foreigners」 .

#### **Article 3. Interim measures for currently enrolled students**

Students enrolled at the time of the enforcement of 「Regulations on the establishment and operation of schools and kindergartens for foreigners」 are deemed eligible for admission under Article 5.

< Table 1 >

**Number of Classes and Student Capacity**  
(Related to Article 4, 6, 7)

School	Grade	Number of Classes	Student Capacity	Note
Kindergarten	PK	1	15	15 to 20 students per class
	JK	3	45	
	K	4	70	
Elementary School	1	5	115	23 to 28 students per class
	2	5	120	
	3	5	120	
	4	5	130	
	5	5	140	
Middle School	6		160	160 students per grade
	7		160	
	8		160	
High School	9		160	160 students per grade
	10		160	
	11		160	
	12		160	
Total			1,875	