



## Residential Life Handbook

2023 - 2024

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## 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 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 Jeju, 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 JEJU 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
- 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 The Director of Residential Life, the Assistant to the Director of Residential Life, two Head Proctors (one for each dorm), sixteen Proctors, two Dorm Counselors (one male and one female), and four 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 explore their interests further and encourage them to develop their passions and leadership abilities. All students (Grade 6 to 10) will be expected to take part in 4 ASA's (and Sports) Monday to Thursday. Once ASA's are finished all students who don't have sports will be expected to study in the Library until 4:30 pm at which point they can return to the dorm.

### 1.2 WEEKEND ACTIVITIES

This year we are launching the College Application Support Program (CASP). This will be the main focus of the weekend activity and all students (Grade 6 - 10) will be expected to attend this session which will run between 2.00 pm and 5.00 pm. These activities are meant to further SJA's commitment to teaching character, inquiry, and community. The program will consist of volunteering, skills-based activities, or sports-related activities. Students will select an activity for semester one and a second activity for semester two. Attendance at these sessions will be mandatory unless leave permission has been given by the Director of Residential Life. Whereas most costs will be covered by the boarding fee there might be some activities that require additional payment.

There will be consultation with parents and students before the final list of activities is completed before a sign-up window will occur (this will happen at the start of both semesters). There will also be small-scale activities for MS students on Saturday morning around the GEC or on campus between 10.30 and 11.30.

Friday evenings, Sunday mornings and afternoons are considered student free time, and parents can complete a weekend leave request for students to leave the dormitory by completing the [Weekend Leave Form 23/24](#).

All students are expected to be back on campus by 6.00 pm to attend dinner and begin evening study at 7.00 pm Sunday to Thursday.

### 1.3 EXIT WEEKENDS

Across the calendar year there will be three Exit Weekends per semester. These weekends will be spread out between holiday periods or used when large groups of parents are expected to attend school, such as Parent Teacher Conferences and will mean the weekend activities schedule is reduced or collapsed. Parents are encouraged to visit Jeju or to fly students home to spend time together as a family. This is by no means compulsory but affords parents the opportunity to spend time with their children during the school term.

### -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. No single student will ever be in the van with a single proctor for safeguarding purposes.

### 1.4 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.

## 1.5 MEETINGS

Each dormitory will have nightly dorm meetings, usually just before registration at 6.45 pm MS and 7.00 pm HS, designed to go over important information for the day/week ahead, address any pertinent issues in the dormitory, and build community in the dorms.

Additionally there will be a whole dorm meeting on a Sunday evening outlining key events happening in school and small presentations from selected students.

## 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 to study and complete homework individually and if appropriate, in study groups. Evening Study occurs Sunday through Thursday and is supported by proctor staff.

Dorm proctors strive to provide two-way communication with the students' 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 during students free time and not interfere with Evening Study. The school and Residential program agree that between student classes and Evening Study, outside private school should not be necessary and can be detrimental to student performance. Parental communication with the Director of Residential Life is essential to establish timings and occurrences of online tutoring.

The timings in which online lessons can happen can be seen below:

If an online lesson is not inside of the timings listed. Approval will need to be given from the Director of Residential Life.

The office can also advise non-approved lessons be canceled at the parents expense.

Day	Timings
Weeknights (Monday - Thursday)	Not allowed
Friday	4.00pm - 10.00pm (Must eat dinner)*
Saturday	6.00pm - 10.00pm *
Sunday	10.00 am - 7.00 pm (Must eat brunch and dinner)*

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, request and permission should be granted from the Office of Residential Life. Parents can complete a weekend leave request for students to leave the dormitory by completing the [Weekend Leave Form 23/24](#).

Extracurricular activities and classes can be beneficial for all students if used correctly. Any requests around this area need to be communicated to the Director of Residential Life who will then decide if the class/activity justifies the student leaving campus. Any request that impacts Evening Study will be declined and it is the parents responsibility to find classes that fit with the dorm/ school schedule.

## 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 depending upon the time of the incident and who is on duty. The SJA medical staff will communicate with the student, parents, and medical caregivers.

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 3:00 pm.

### 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 all grades are required to go to the cafeteria for all breakfasts, Monday through Sunday and all dinners Monday through Sunday. If they are present for all the required meals they have the option to order in meals or eat around the GEC at the weekend. Missed meals will result in this loss of privileges and ordering of food will be unavailable for the student in question that weekend.

MS Students in grades 6-8 may not have any caffeinated drinks in the dorms. Including coffee or soda. Tea is acceptable before evening study. 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 "in bed time" and "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 not disturb others and students who fail to stick to the timings set out by dorm staff will be given lates. The number of lates can result in loss of privileges and sanctions (These can be seen later in the handbook).

We ask parents to support these expectations in conversations with their children. 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. Tech hand in times can be seen below:

#### WEEKDAY TECH CHECK

Grade	Tech Hand in	In bed (Reading)	Lights out
Grade 6 and 7	9.30 pm	9.45 pm	10.00 pm
Grade 8	10.00 pm	10.15 pm	10.30 pm
Grade 9	10.30 pm	10.45 pm	11.00 pm
Grade 10 (Phone only)	11.00 pm	11.15 pm	11.30 pm

#### WEEKEND TECH CHECK

Grade	Tech Hand in	In bed (Reading)	Lights out
Grade 6 and 7	10.15 pm	10.30 pm	10.45 pm
Grade 8	10.45 pm	11.00 pm	11.15 pm
Grade 9	11.15 pm	11.30 pm	11.45 pm

Grade 10 will keep their technology during the weekend.

### 3.4 STUDENT ILLNESS

Grade 10 will keep their technology during the weekend. 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 re-enters to school after a serious illness.

We attempt to clean and sanitize 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, in both dorms there is a proctor on duty overnight in case of a 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 SUICIDAL IDEATION

At times a student might struggle with self-harm and/or suicidal ideation.

Students struggling with such issues will be subject to a review from the proctors, dorm counselor and Director of Residential Life. Depending on the time students will be asked to be taken by their parents for a psychology review by an expert. A "suicide watch" team will be put in place to supervise the student overnight before parents are contacted and the student is taken for an evaluation.

The student will only be permitted to be back in the dormitory (and school) on the presentation of a psychology report declaring they are safe to return and other documentation deemed appropriate by the Divisional Principal and/or the Head of School.

### 3.7 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.

### 3.8 STUDENT SAFETY

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

Students and proctors are expected to leave the 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.

### 3.9 INCLEMENT WEATHER

A school day may be canceled 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.

### 3.10 FOOD

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

The catering staff 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 Shinsegae catering for students after school in the dormitories. Each student will have the option to take this before/after their after school activities.

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. Additionally, students can purchase their own private fridge providing it is no bigger than 60L and has a glass dorm. Proctors will inspect private fridges during room checks and can remove it if students aren't using/cleaning it properly.

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 Isolation rules are in place.

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.

### 3.11 VALUABLE ITEMS

SJA JEU 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 expected that all items of clothing, computer/phone chargers, and personal belongings are labeled. Passports, tickets, etc. should be given to the Director of Residential 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.

## 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. They can sign out for two hours at a time, Proctors can request they call the dormitory phone or physically return to the dorm before signing out again.

All students are expected to represent school values and behave respectfully when off-campus. Students can be held accountable for their actions whilst on weekend leave and can be sanctioned accordingly.

HS students must be back to the dorms before 10:00 pm, at the very latest and under the condition it has been agreed with on-duty staff.

On Sundays, all students must be back to the dorms before 6.00 pm.

11th and 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:* Upon completion of the [GEC permissions form](#) MS will be able to go off-campus at the weekend when they are free, MS students will need to be in groups of two or more and must sign out and in with a proctor. They can stay off-campus for a maximum of two hours at a time.

All MS students are required to be back to the dorms on Friday and Saturday before 8.00 pm.

On Sundays, all students must be back to the dorms before 6.00 pm.

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

Students are encouraged to stay in the boarding program during the weekend. There will be weekends throughout the year called [exit weekends](#) where parents are encouraged but not expected to take boarders over the weekend. These will be communicated in advance by the Director of Residential Life. Exit weekends will run from after school on Friday until 6.00 pm on Sunday evening. Parents can pick up their children at any time during this period. There will be no weekend activities on exit weekends.

On occasion parents might need 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 10:00 pm on the Wednesday evening of that week. Permission for late form submissions is at the discretion of the Director of Residential Life. Weekend leave is also a privilege that students can lose if they acquire too many lates or missed meals.

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. Failure to adhere to this will result in further requests being denied.

High School students must return to the dorm no later than 10.00 pm on Fridays/Saturdays. Middle School students must return to the dorm no later than 8.00 pm on Fridays/Saturdays. Students returning on Sunday must be back by 6.00 pm so they can ensure homework and

assignments are completed on time for Monday classes.

While on Weekend leave all dormitory students are still representing the Residential Life program and SJA Jeju. Therefore they are still required to follow the rules outlined in the Middle School, High School and Residential Life Handbooks. Failure to follow rules will result in the appropriate consequence being issued according to the relevant handbook/handbooks. This can also result in weekend leave and/or off-campus privileges being revoked or amended as seen appropriate by the Residential Life Office.

### 4.3 WEEKDAY OFF CAMPUS

Grades 6-8 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, around the campus, until 5.30 pm. Exceptions can only be made if an appropriate Extra curricular activity happens during the week and not during/after evening study, Approval is needed from the Director of Residential Life all MS students must be back before 6.00 pm.

#### HS students

Similar rules as MS students are applicable for Grades 9 and 10 throughout the year. Grade 11 and Grade 12 students are allowed to leave campus, with parent permission on weeknights. Mondays to Thursday after evening study until 10.00 pm if they wish to do so. Sunday evenings Grade 11 and 12 also have the option to skip Evening Study and socialize in the GEC between the hours of 8.00 pm to 10.00 pm.

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

## 5) OTHER

### 5.1 FOOD DELIVERY

On Friday nights and Saturday (once a day), students may order food from local restaurants that deliver. This is a privilege that depends upon students eating and registering all required meals, (including fruit and vegetables) with proctor staff prior to the weekend. Food must arrive before 9.00 pm on Friday/Saturday. 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 4:00 pm – 6.00 pm the day before classes start (sometimes students return on Monday, sometimes on Sunday.) Students may not enter campus before 4.00 pm on these days without having arranged special permission with the Director of Residential Life.

Students must plan to leave at the end of school on the last day 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 2023-24 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.

## 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 but are not limited to 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 or, in serious cases, suspension/expulsion from the dormitory as deemed appropriate by the Director of Residential Life.**

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. **See sanctions chart below.**

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, prolonged bullying. Violations of these behaviors will likely result in immediate out of school suspension and possible expulsion.



## Sanctions Chart

Below is a student-friendly version of the sanctions that will be in place. What tier an offense falls into will be at the description of Residential Life staff and then communicated and justified to students and parents.

Students are also expected to follow these rules whilst on Weekend Leave, Approved school trips or while off campus. Failure to adhere to them will result in the relevant sanction as required.

	Tier 1	Tier 2	Tier 3
<b>Being caught with a un-authorized/ un-registered device</b>	<p>Secondary phone/device confiscated for the year, kept in safe. Can only be given back directly to parents.</p> <p>Primary phone 1-week confiscation. Laptop only for school and study. Letter home.</p>	<p>Secondary phone/device confiscated until the end of the year. The device will be kept locked away. Can only be given back directly to parents.</p> <p>The primary phone will be confiscated until the next break.</p> <p>Laptop/tablet confiscated for a week, during free time. (Can study at the proctor desk)</p> <p>Letter home.</p>	<p>Secondary phone/device taken until the end of the year. Can be given back directly to parents.</p> <p>Primary phone will also be confiscated until the end of the semester.</p> <p>Letter home, and 2 weeks of weekend sanctions given.</p>
<b>Using their phone when they shouldn't</b>	<p>Clear warning given</p> <p>Make a note in the duty notes</p>	<p>Phone confiscated for 24hrs</p>	<p>Extend confiscation by 24hrs each time. 48hrs etc.</p> <p>Community service in the dormitory.</p>
<b>Failing Room check</b>	<p>Room Check failure sign attached to door.</p> <p>Student informed they have 24 hours to address</p>	<p>Student is moved to a room on the 1st floor for 1 week.</p> <p>Room needs to be cleaned during their free time</p> <p>Phoncall home</p>	<p>Student is kept on the 1st floor until they begin keeping their room tidy.</p> <p>Loss of tech privileges as seen fit by the Residential Life team</p> <p>Letter home.</p>
<b>Recording staff or other students without permission</b>	<p>Content not damaging to others</p> <p>Recording sent to Residential Life office, transcribed and then deleted from device/devices.</p> <p>Loss of weekend privileges and</p>	<p>Content damaging to others</p> <p>All devices confiscated and sent with recordings to the relevant safeguarding teams and or authorities.</p> <p>Student suspended from the dorm during investigation. Possible expulsion from the dorm.</p>	<p>Illegal content and/or content damaging to others</p> <p>All devices confiscated and sent with recordings to authorities.</p> <p>Suspension from the dorm during investigation/ Possible expulsion from the dorm.</p>
<b>Gaming, watching videos or on social media when they shouldn't</b>	<p>Clear warning given</p> <p>Make a note in the duty notes</p>	<p>Study time to be completed next to a proctor for the rest of the week.</p> <p>Hand in electronics straight after evening study.</p>	<p>Study time next to proctors for two weeks.</p> <p>Community service</p> <p>Letter home</p> <p>Loss of weekend privileges</p>
<b>Misuse of GEC passes</b>	<p>1-week ban from using the pass.</p>	<p>Letter home</p> <p>No GEC pass for the until the next break.</p>	<p>Meeting with the Director of Residential Life</p> <p>Letter home</p> <p>No GEC pass for the rest of the semester</p>
<b>Being in another student's bedroom without permission or/ and after lights out</b>	<p>Clear warning given</p> <p>Make a note in the duty notes</p>	<p>Early to bed the next night, or Saturday night if it is not possible.</p>	<p>A week of early bedtimes.</p> <p>Loss of privilege at the weekend as decided by Residential staff.</p>
<b>Being rude to another student/ proctor/Residential Life staff</b>	<p>Clear Warning given</p> <p>Note in the Duty Log</p>	<p>1 hour community service</p> <p>Reflection Essay</p> <p>Phone confiscation for 24 hours</p> <p>Phone call/Letter home.</p>	<p>Loss of weekend privileges.</p> <p>Reflection Essay</p> <p>Phone confiscation for 48 hours</p> <p>Phone call and Letter home.</p>
<b>Lates - for registers, tech hand in and/or bedtimes.</b>	<p>Make a note of all lates clearly displayed for students.</p> <p>3 = One hr weekend service.</p>	<p>4+ Each additional late will mean 10 mins to weekend service for each late up to 2 hours max.</p> <p>Warning sent to parents about potential lose of Weekend Leave</p>	<p>7+ 6pm Saturday hand in.</p> <p>Loss of privileges and full weekend service.</p> <p>Weekend Leave is canceled. Parents notified by email.</p>

<b>Damaging property</b>	Verbal warning Community service Letter home to parents about replacement/repair costs	Letter home to parents about replacement/repair costs  Weekend grounding and privileges revoked	Deliberate acts of vandalism will result in parents/ guardians being responsible for replacement or repair costs.  Parent meeting. Weekend grounding.
<b>Not respecting others or other students' property</b>	Verbal warning Community service	Letter home to parents about replacement costs  Weekend detention and privileges revoked	Meeting with the Director of Residential Life and Parents.  Weekend grounding.
<b>Not wearing the correct uniform</b>	Clear warning given  Make a note in the duty notes  Uniform borrowed from Lost and Found	Non-uniform items confiscated.  Parents contact and arrangements made to purchase correct uniform  Letter home.	Daily appearance report card with proctors and teachers.  Loss of weekend privileges.
<b>Low-level disruption.</b>	Clear warning given  Make a note in the duty notes	Community service	Loss of weekend privileges.
<b>Not respecting others or other students' property</b>	Community service Verbal warning	Letter home to parents Community service	Meeting with Director of Residential Life and Head Proctor Loss of weekend privileges.
<b>Missing meals</b>	1 - 2 Missed Meals  Gentle discussion and make a note in duty notes.  Missed Meals noted in student register	3 + Discrete monitoring, if a pattern emerges, a suggestion of counseling. 3 missed meals = 1 late.  Eat meals with proctors  Parents notified by email.	Letter home.  Discussion with the safeguarding team.  Action plan put in place.  Weekend Leave is canceled. Parents notified by email.
<b>Not signing in/out or Leaving the dorm without permission Swearing</b>	Reminder given Make a note in the duty notes Clear warning	Community service Community service and written apology	Loss of weekend privileges/ detention Letter home. Loss of weekend privileges.
<b>Bullying of any kind</b>	Letter home to parent  Loss of weekend privileges.  Early tech hand in  Community Service	Phone call and letter home to parents.  Suspension from the dorm and school for 5 days.  Behavior Contract	Exclusion or removal from the dorm and/or school.  Note added to permanent record.
<b>Being in possession of any prohibited item.</b>	Suspension from Boarding program for 3 days.  Internal exclusion from school for 1 day.  Letter/phone call home	Suspension from school and boarding for 5 days.  Internal exclusion from school for 2 days days  Possible re-entry plan if deemed appropriate	Suspension from the dorm for 7 days and the undergoing of treatment.  Any more offenses will result in exclusion or removal from the dorm.  Re-entry plan and share of information consent.

### 6.3 TECHNOLOGY

In order for students at SJA Jeju 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 Jeju 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 Jeju's resources and Internet access.

SJA Jeju 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 Jeju 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 the internet at our school is a privilege, and SJA Jeju 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 WIFI ROUTERS

All Dorm rooms have their own router. These routers are the property of the school and must not be tampered with in any way. WIFI in the MS students rooms are timed to be inactive from 11.00 pm until 6.00 am across Weeknights and open 24 hours per day on Fridays and Saturdays.

HS students have WIFI access during school evenings (including Sunday) until 12.00 am at which point the WIFI will be unavailable until 6.00 am. During the weekend the WIFI will be active 24 hours per. Any tampering or adapting of the routers or its housing will result in the router being removed from the room.

## 6.5 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.

## 6.6 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 3 days, 5 days and then 7 days on the 4th offense they will be asked to leave the dormitory. Repeat offenses may result in participation in a non-smoking program, extended removal from the dorms, and/or suspension from school and exclusion from the boarding program. This will be discussed with the Director of Residential Life, the Middle School principal or the High School principal and/or the Head of School and with the parents of the student/students involved and the student.

## 6.7 UNAUTHORIZED VISITATION TO OTHER DORMS

Under no circumstances should a student visit another student's room after lights out. This rule is a critical safeguarding measure, designed to respect students' privacy. Violation of this rule can lead to serious consequences, up to and including suspension or expulsion from the dormitory.

Moreover, if a student leaves their assigned dormitory to enter a dormitory designated for another gender, at any time, immediate expulsion from the dorm will be enforced. Given the seriousness of this violation, it will be solely the responsibility of the student and their parents to secure alternative living arrangements should this situation arise.

## 6.8 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. Students in relationships should be in public areas at all times and follow the instructions of Residential Life staff at all times.

Communication with parents will be given once staff are aware of the relationship and further communication will occur if behavior deemed inappropriate occurs.

## 6.9 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, personal fridges, 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.

## 6.10 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.

## 6.11 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.

Requests from parents for single rooms will not be granted unless dormitory staff feel a single room occupancy is best for the individual student.

Where possible students will be roomed with a person from their grade, on occasion single occupancy will need to take place e.g. an odd number of students. When this happens during the next room mate switch those in individual rooms will be given a room mate.

## 6.12 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 Friday evenings, 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 and be off campus by 6.00 pm. Additionally Day students can use the field between 2.00 pm and 4.00 pm with prior permission from the Head Proctor.

During the weekend before KISAC weekends additional time can be allocated across the weekend at the discretion of Residential Life staff and with prior communication from the coaching staff.

## 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. Please **DO NOT** bring expensive items, as the dorm does not accept responsibility for loss or damage of personal equipment.

#### ESSENTIAL ITEMS

Linens and bedding (duvet, pillow, bedsheets) (can be delivered to the dorm before move-in)

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 computers and phones

#### USEFUL ITEMS

Personal Music player/ mp3 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 swim cap

Personal fridge (max size 60l and must have a see-through front panel)

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 tablets if the 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

Toilet Paper

Desk lamp

#### PROHIBITED ITEMS

knives or weapons of any kind

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

Bluetooth Speakers (must be kept with other technology over-night)

WIFI routers or networking devices

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

Microwaves (these are provided in the dorm kitchens)

### 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. 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 once a week 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 printing, technology 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. Replacement cards can be purchased from the IT office at a cost of 10,000 KRW to the student.

### 7.4 MAIL AND PACKAGES

Packages and mail can be delivered to students at the school. Students can pick up mail at the Mail drop office between the end of school and 5.00 pm and bring them back to the dorm. Proctor will check student packages to ensure there are no contraband items.

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@sjajeu.kr](mailto:resparents@sjajeu.kr). The Residential Life office number is 064-801-1370. Each dorm has a cell phone, which can be reached in an emergency outside of office hours:

Girls Dorm: **010-3534-2026**

Boys Dorm: **010-2071-2016**

Generally, there is a Korean speaker available from 8:00 am to 5:00 pm (lunch between 12:00 pm and 1:00 pm) 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.

Outside of office hours email is the best way to contact the office. The inquiry will be handled on Monday morning. In an emergency the dorm phone should be used to contact. Dorm phones are only to be contacted in an emergency outside of hours and it is at the proctors discretion what is an emergency,

### 8.3 PARENT ASSOCIATION

There is one dorm representative in 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 child/children should be voiced to the Assistant to the Director of Residential Life and 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.

### 8.5 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.

## CONTACT INFORMATION

Phones are generally answered from 8:00 am to 5:00 pm everyday. Korean speaking staff are generally available to answer the phones on weekdays between 8:00 am and 5:00 pm. The Dorm phone should only be contacted in emergencies and not for non-emergency purposes.

**OFFICE EMAIL :** [resparents@sjajeu.kr](mailto:resparents@sjajeu.kr)

**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 \_\_\_\_\_ Date \_\_\_\_\_

Child Name \_\_\_\_\_ Date \_\_\_\_\_



**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



Watching sports games



Halloween Party



Cooking class



Hiking

