



DIS DAEGU
INTERNATIONAL
SCHOOL

STUDENT/PARENT HANDBOOK

2024-2025

22, Palgong-ro, 50-gil, Dong-gu
Daegu, South Korea 41021
www.dis.sc.kr

Subject to change at the discretion of DIS administration and the Board of Directors.
Policies and expectations may differ based on governmental, DOE, DIS or other organizational regulations.

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Section 1 - Background

Mission Statement

Our mission at DIS is to help students become successful contributing members of a global society by providing a safe, nurturing environment in which students can reach their maximum potential; socially, emotionally, and intellectually.

Vision Statement

The vision of DIS is to be an inclusive school community that provides engaging learning experiences to develop well rounded individuals who will enter into global society with the ability to thrive socially, emotionally, and intellectually.

Schoolwide Learner Outcomes

Students attending DIS will strive to acquire the following schoolwide learner outcomes:

We are **DIS**

Determined

Responsible (doing the right thing)

Collaborative (being an active team member)

Confident (believing in yourself)

Intellectual

Creative (being expressive and imaginative)

Analytical (thinking things through carefully)

Literate (having effective reading, writing, speaking, and listening skills)

Successful

Globally-minded (thinking about things on a global level)

Respectful (having good character, being polite, honest, and kind)

Well-rounded (having a balanced life - school, health, social)

Section 2 - General Information

School Hours

School Hours

School Hours 7:55 a.m. - 2:35 p.m.

After School Activities 2:50 p.m. - 4:20 p.m.

(Monday, Tuesday, Thursday, Friday)

Korean Studies 2:50 p.m. - 4:20 p.m. (Elementary: Monday and Friday)

2:50 p.m. - 6:00 p.m. (Middle/High: Wednesday)

Bell Schedule

The bell schedule for **Middle/High School** is as follows:

Blue Day/Green Day	
1st Period	07:55 - 09:15
Advisory/SEL	09:20 - 09:40
2nd Period	09:45 - 11:00
3rd Period	11:05 - 12:20
Lunch	12:20 - 1:15 (MS 12:20 - 12:50/ HS 12:45 - 1:15)
4th Period	1:20 - 2:35

DIS Elementary (K-5) School Bell Schedule for 2023-2024			
7:50	Bell will ring. Students must go to their homeroom teacher.		
7:55 - 8:00	Students must be in class by 7:55 a.m. Attendance, announcements, and transition to elementary specials		
8:00 - 2:35	Elementary School Class Time, which includes: All core subjects, specials classes, morning recess (9:20-9:40 a.m.) and Social Emotional Learning (SEL)		
	Specials blocks: First block: 8:00-9:15 (8:00-8:35 and 8:40-9:15)	Specials blocks: Second block: 9:45-11:00 (9:45-10:20 and 10:25-11:00)	Specials blocks: Third block: 1:20-2:35 (1:20-1:55 and 2:00 - 2:35)
11:00-12:20	Lunch & Recess		
2:35	Dismissal		
2:45	1st Bus Run Leaves DIS		
2:50 - 4:20	After School Activities		
4:30	2nd Bus Run Leaves DIS		

Contact Information

Phone +82-53-980-2100 (Main Office)
 Fax +82-53-980-2101
 Email info@dis.sc.kr
 Website www.dis.sc.kr

DIS Social Media

[Facebook](#): Daegu.International.School

[Instagram](#): @daegu_international_school

[YouTube Channel](#): DISTV Daegu International School

Section 3 - Academics

Assessment and Grading

Students will:

- Be assessed only on academic performance and will not have non-academic behaviors included in grades (late work, attendance, participation, attitude, effort, etc.).
- Be provided timely feedback on formative and summative assessments
- Have their grades calculated based on summative assessments
- Be provided opportunities to continue demonstrating their learning through retakes/reassessments. See the “Retake Policy” below.

Grading System

Kindergarten through Grade 5

Students in K - 5 will receive report cards utilizing the following Standards Based Grading scale. The scale below shows a student’s progress and/or achievement of the written, taught, and assessed standards (source: Roseville City School District, California, U.S.A.):

4- Mastery

3- Proficient

2- Approaching

1- Beginning

Beginning	Approaching	Proficient	Mastery
The student may demonstrate a <i>few</i> elements of the standard. The student may need <i>extensive</i> prompting,	The student can demonstrate <i>some</i> elements of the standard. The student may need prompting, scaffolding, or support.	The student can demonstrate that the standard is met to a <i>sufficient</i> level of consistency, depth or precision.	The student can demonstrate that the standard is met to a <i>greater</i> level of consistency, depth, precision, or originality.

scaffolding, or support. Errors and/or mistakes <i>do</i> impede demonstration of meeting the standard.	Errors and/or mistakes <i>may</i> impede demonstration of meeting the standard.	Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.	Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.
Standard Not Met		Standard Met	

Changes in the the DIS Grading Scale for Middle and High School

In the 2024-2025 school year DIS will move to an Alpha Mark Scale for course grades and a 4-point scale for Grade Point Averages (GPAs). This transition will be for grades 6-10 for the 2024-2025 school year and rolled up to 12th grade year by year.

Weighted Percentage Scale

For the 2024-2025 school year, only students in grades 11 and 12 will continue to use this Weighted Percentage Scale.

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 0-69 = F

Implementation of the Alpha Mark Scale

Process for Transitioning to an Alpha Mark Scale

- We will roll out this change starting in the 2024-2025 school year with Grades 6-10
- For 2024-2025, students in Grades 11 and 12 will continue to use Weighted Percentage Scale
- The 2026 seniors will be the last class to use the Weighted Percentage Scale.
- AP Classes are still weighted more than on-level courses

Rationale for Transitioning to an Alpha Mark Scale

- Most secondary schools use an alpha mark scale
- Difference in student mastery between a 93% and 100% is negligible
- This change may decrease the number of retakes needed (students currently retaking when they have already demonstrated mastery in the A range)

For high school students, the grades are weighted for purposes of GPA calculation:

- AP courses use a multiplier of 1.1
- All other courses use a multiplier of 1.0

Note: Students who have consistent failing grades will be subject to a review by the administration to determine continued enrollment at DIS.

Continued Learning and Retake Policy

Kindergarten through Grade 5

Students who are not meeting the grade level expectation for a standard (a “3” or above) will have additional opportunities to demonstrate their proficiency with the standard.

Grades 6 through 12 (for all DIS courses)

1. All students have the opportunity to earn full credit, no half or partial credit, when they do a retake. The first original score will not be averaged with the new retake score and the highest score will count. The original score for the assignment must be recorded in the comments sections of the assignment in PowerSchool.
2. Any student doing a retake must inform the teacher and will be required to complete an additional learning process that is at the teacher's discretion. This process may involve reteaching, completing/redoing formative work, self-reflection, and/or completing new practice work.
3. Appropriate deadlines will be established for each assessment and repeatedly communicated to the students.
4. Every student is guaranteed one retake, however multiple retakes may be given. Students must complete an additional learning process prior to each retake. Students may be unable to complete a retake if they do not meet the requirements set forth in #2 and #3. When it is in the best interest of students to “move on” from retakes (meaning the student has shown proficiency and competency on a summative task), teachers may use their professional judgment to no longer allow further retakes.

Graduation Requirements for High School Students

A minimum of 24 credits are required for high school students to obtain a Daegu International School/Lee Academy diploma. Students must pass each semester in order to earn one full credit for the course.

Beginning in the 2024-2025 school year the following changes will be implemented:

- Students in grades 9-12 need to receive a passing grade (70 or above) for both semesters of a course to receive yearlong credit for the course.
- Students in grades 9-12 missing more than **20** class periods of a course during the school year may not receive credit for the course (school sponsored activities and

field trips are not included in this number). The number of 20 class periods was selected because it is approximately ¼ of a year long course.

- Options for credit retrieval can be made available to incoming or departing students or students with health considerations, subject to Administrative review, to ensure course completion and academic continuity.

Students must take at least 6 credit-bearing classes with a maximum of four (4) Advanced Placement (AP) classes per year, beginning in 11th grade. Students may enroll for up to two (2) AP classes in 10th grade. All middle and high school students are required to take at least one learning lab and may take up to two learning labs in grades 11 or 12.

Classes	Credits
English	4 credits
Mathematics	3 credits minimum (7 total math/science)
Science	3 credits minimum (7 total math/science- 1 Biology)
Social Studies	3 credits (1 US History)
Wellness	2 credits
Foreign Language	1 credit
Fine Arts	1 credit
Electives	6 credits
Total	24 credits

Courses offered at DIS cannot be taken outside of DIS for credit, unless approved by the Academic Counselor, to ensure the course meets the standards of DIS and is from an accredited program. Any course taken for credit recovery must be approved by the Academic Counselor and administration. Courses taken outside of DIS will not appear on a student’s transcript and the grade will not be calculated into the student’s grade point average at DIS.

Valedictorian and Senior Speaker

The Valedictorian:

- Must have attended DIS since the beginning of their sophomore (10th grade) year.
- Has the highest GPA by the end of the first semester of their senior year.

Senior Speaker:

- The student will be chosen by a senior vote at the end of the first semester.

If a student is found guilty of any disciplinary offense, the Administrative Disciplinary Committee may determine he or she is ineligible to be valedictorian or Senior Speaker.

AP Registration and Testing Policy

Students must receive a "B" or higher in the prerequisite/applied course of succession and/or have teacher recommendation for possible AP course enrollment.

DIS **strongly encourages** students to take AP tests at DIS **only after** taking the course with a College Board-trained, DIS teacher. If a student takes an AP exam outside of DIS prior to taking the course they will not be permitted to take the AP course and/or AP exam at DIS.

If a student takes an AP course at DIS, they may retake the exam at DIS in another year.

Course Change

Students have approximately three (3) weeks to request a course change for regular (non-AP classes) after the school year begins. Students have approximately two (2) weeks to request a course change for AP classes after the school year begins (exact dates will be provided at the beginning of each school year). Students must fill in the *Class and Schedule Change for Students* form, which is provided by the Academic Counselor.

After the deadline has passed, students will not be able to make further changes to their schedule. Students may withdraw from AP classes after the designated deadline; however, that change will be indicated on their transcript. November 30th is the last day students can withdraw from an AP class. If a student withdraws from an AP class before November 30th and they are currently passing the class, the name of the class will be shown on their transcript, and the student will receive a WP (withdraw while passing). If a student withdraws before November 30th and they are currently failing the class, they will receive a WF (withdraw while failing). If a student withdraws from an AP class on or after November 30th, they will receive a WF on their transcript regardless of the current grade. If a student withdraws from any class after the designated deadline, the only available option is to take a Learning Lab. Additionally, students must be enrolled in at least six (6) classes.

If a student has four (4) AP classes, they will not be permitted to add an additional Learning Lab to their schedule; therefore, no schedule changes are permitted to those

students enrolled in four (4) AP classes after the beginning of the semester course change period.

English Language Learner (ELL) Course Titles (Middle/High School)

Some students who are new to DIS and are still acquiring English may need modified assignments and assessments as they transition to our academically rigorous setting. If a student needs this support in a middle or high school course they will have their course title denoted with an “E” on their transcript. These aforementioned modifications to assignments and/or assessments are those that either alter the content of a standard, a course or reduce the grade level expectations of the learning standards (For example: A student in English 9 receiving content and assessments at a 6th grade reading level). Students who receive these high level modifications may still be enrolled in English class with his/her peers in an English 9 course, but his/her report card and/or transcript will read English 9E instead of English 9 due to the modifications of the course content. On the DIS transcript, it will be noted that “E” means the student received a modified course due to his/her ELL needs.

Grade Level Calendar

There are grade level calendars for students in grades 6-12 to show all summative assessments (tests, projects, presentations, etc.). The objective of these calendars is to balance the workload for our students. The maximum number of assessments due on any given day is set at two. Some exceptions (flexible deadlines) may be made for individual students in grades 10-12 who are in combined classes to avoid the maximum of two assignments per day.

Homework

Homework is assigned to help students develop study skills, achieve academic competency, and allow teachers to provide feedback. Homework will not be formally graded, but teacher feedback will be provided to ensure student learning. All assignments submitted must be the individual student’s own work and ideas. No homework will be assigned for any school break of five or more days other than reading for pleasure or mandatory AP assignments.

Honor Roll

The honor roll will be determined at the end of each quarter. Certificates are awarded to students who achieve High Honors or Honors for each semester of the school year.

Requirements to receive High Honors or Honors

Honor levels are divided into two levels:

- **High Honors:**
Grades 6-12: "A"s in all subjects
- **Honors:**
Grades 6-12: No more than two grades of "B" and all other grades are "A"

Language of Instruction and Inclusion

In order to support our mission of helping all students become contributing members of a global society, DIS encourages multilingualism as a critical component of success in a globalized community. DIS appreciates and respects the interdependence of culture, language, and identity and aspires to educate global citizens who are effective communicators.

Many DIS students speak English as an additional language and we value the diverse linguistic backgrounds that enrich our school community. At DIS, our primary language of instruction and inclusion on campus is English. Therefore, all classes with the exception of Spanish class, Chinese class, and Korean Studies are conducted in English.

NWEA MAP Testing

Students in Grades K - 9 will take tests called Measures of Academic Progress (MAP) by the Northwest Evaluation Association (NWEA, <http://nwea.org>). DIS administers MAP assessments to determine the instructional level of students and to measure academic growth in the areas of Reading, Mathematics, and English Language Usage. Teachers use this academic information to help plan and adjust curriculum and instruction.

NWEA MAP assessments are given twice a year, in the fall and winter to students in grades 2 - 9. Following each testing period, parents will receive a detailed report showing each student's achievement level and growth since last assessed, if applicable. NWEA does not share any information about students with anyone except authorized DIS personnel.

Parent-Teacher Conferences

Formal parent-teacher conferences will be held in October and March. Teachers are always available to meet with parents to discuss student progress throughout the year. However, parents must contact the teacher or main office in advance to set up a meeting and request a translator, if necessary.

Progress reports

Progress reports are issued twice a semester to students in K-12 who have behavioral or academic difficulties in one or more subjects. Progress reports will be sent to the parents' email address(es) listed in PowerSchool and students will receive paper copies from their teachers. Students in grades 6-12 will receive a progress report if he/she has a grade below a 70% in an academic course or if he/she has difficulties with behaviors or work habits.

PowerSchool

PowerSchool is an easy to use, web-based student information system. It is intended to provide parents, students and teachers with a tool to communicate student performance. Students and parents should check PowerSchool regularly to stay informed as to how the students are performing in classes throughout the school year. PowerSchool logins are provided to new students and parents at the beginning of every school year.

Communication and Learning Platform (CLP)

Elementary school teachers will utilize Seesaw as a communication and learning tool between students, teachers and parents. Middle school and high school teachers will utilize Google Classroom as a communication and learning tool between students, teachers and parents.

All of this information will be shared during the open house session or you can contact your child's teacher(s).

Chain of Communication

At DIS, everyone is encouraged to speak freely with each other. It is best to speak to the faculty member directly responsible when a question or concern arises. For example, a question about homework or something that has occurred in class would best be discussed with the teacher directly. If further support is needed after speaking with the teacher, then please contact the divisional principal. If necessary after communicating with the teacher and divisional principal, please contact the head of school.

Report Cards

Report cards are issued twice per academic school year, after the completion of each semester.

Transcripts / Records / Teacher Recommendation Requests

Students and families may need to request materials from school and/or staff at various times. DIS has a specific process that all students and families need to follow when requesting transcripts, records, and/ or teacher recommendations. All information and forms regarding requests can be found on the DIS website. Our procedures are in place so school staff can put in the proper amount of time to provide the best recommendation possible. Students and families must give staff at least 15 school days when asking for recommendations for college, university, or high school. Students must complete all the proper forms prior to asking for recommendations, transcripts, or records. Providing transcripts (in progress or official) is at the discretion of the Academic Counselor and administration.

Section 4 - Student Rules, Regulations, and Policies

Air Quality / Particulate Matter Policy

DIS developed the following air quality/particulate matter policy for our students after gathering information from the Daegu Office of Education, the World Health Organization, other international schools in Korea, and reviewing trends of the air quality around DIS over the years:

Concentration Level	Outdoor Activity Level/Restrictions
Good	Regular outdoor activities
Normal	Regular outdoor activities
PM ₁₀ : 100 – 124 PM _{2.5} : 50 – 64	Students limited to 20 minutes of outdoor activities.
PM ₁₀ : 125+ PM _{2.5} : 65+	No outdoor activities.

Attendance Policy

DIS is committed to providing a quality education to all students. Regular class attendance enables students to benefit from classroom discussions, presentations, and interactive learning activities. These shared academic experiences are integral to the

learning process and cannot be re-created or replicated for students who are absent. Daily attendance is a mandatory expectation for all students. There is a direct correlation between academic achievement and regular school attendance.

If a student is absent, his/her parent or guardian must call the DIS office at (980-2100) on the day of the absence prior to the start of the school day. For safety reasons, the main office will begin contacting parents beginning at 8:10 a.m. to determine why a student is absent. If the main office is unable to reach a parent/guardian, the absence is unexcused until proven otherwise (phone call, note, email, etc.). Parents who notify classroom teachers of their child's absence will be reminded that they must notify the DIS Main Office about the absence for proper record keeping.

Examples of excused absences include:

1. Personal illness,
2. Health professional appointment that cannot be made outside of school hours,
3. Observance of a recognized religious holiday when required during school hours,
4. Emergency family situation (Ex: illness or death)
5. Other events (per parent phone call).

*If a student is out for three or more consecutive days due to an illness, parents/guardians are required to provide a doctor's note. An administrator or school nurse may request a doctor's note at any time.

For **planned, extended absences**** of three or more school days, parents must notify the DIS Main Office.

DIS offers the SAT on all available testing dates. If a student **must travel outside of Korea to take the SAT, his/her absence will be excused.

**DIS offers all AP tests on site for courses currently taught at DIS. A student must get approval from the DIS Academic Counselor prior to AP test registration outside of DIS. If approved to test at another site in Korea, the student's absence will be excused only for the day of the AP exam.

Make-up Work Due to Absences

For **elementary school**, students will have two days to make up work for every day missed.

For **middle/high school**, students who miss at least one class period of school must do the following:

1. First day back to class, student talks to teacher to receive make-up work;
2. Second day back to class, student turns in make-up work

For example, if a student misses Monday (blue day), Wednesday would be the first day back to class when the student talks to the teacher, and Friday would be the second day back to class when the work is due.

For absences where students miss more than two consecutive class periods (two blue days or two green days in a row), arrangements will be made with the student's teacher(s). It is the student's responsibility to seek missed assignments and/or assessments from each teacher. For extended absences, teachers may need up to 2 days to compile missing work or assignments, based on the amount of work being requested.

Tardiness

Students must be in their first period class by 7:55 a.m. every school day. Habitual tardiness has a direct impact on student performance and will result in disciplinary consequences. Students who arrive after 8:00 a.m. must get a tardy pass from the office. Students who miss more than half a class period will be marked absent for that period.

If a student returns to school after feeling sick, the student must visit the nurse's office. The nurse will contact parents if there are any concerns. If not, the nurse will send the student directly to the main office to check-in.

The third and all subsequent unexcused tardies to school or class in a quarter may result in an after-school detention for middle and high school students. A school administrator will meet with a chronically tardy student and his/her parent to create a plan of corrective action. Students who continue to have difficulty arriving to school or class on time will be brought to the Administrative Disciplinary Committee (ADC).

At the elementary level, student tardiness and attendance will be addressed by the classroom teacher. Administration will become involved if a student's tardiness and/or attendance does not improve after communication between the teacher and parents.

Early Dismissal

Early dismissal should be rare and only for emergency situations. Parents should utilize vacation periods, whenever possible, for planned absences. Parental consent is required

for all early dismissals. Early dismissal requests from school and/or an ASA must be made to the main office by 1:30 p.m. that day.

Behavioral Expectations

Behavior Philosophy

Daegu International School works to establish a positive and supportive learning environment in which our students feel safe and have maximum opportunities to learn. Our desire is to empower students to learn about their responsibilities in building and maintaining a respectful environment. An important component of our approach to behavior management is providing students with opportunities to reflect and apply strategies to correct their mistakes and repair harm through restorative practices.

Behavior in All Areas of the School

The expectations for appropriate behavior in common areas of the school are the same as for those in individual classrooms. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school and for all DIS activities on or off campus.

Acceptable Use Policy

Daegu International School's Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, tablets, cell phones, video and audio equipment, copy machines, and information storage devices. Daegu International School students are expected to use school resources in a considerate, ethical, moral and legal manner.

All Daegu International School's technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school owned computers, personal computers, external drives, or any other electronic device brought on campus by students. Daegu International School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on any electronic devices brought onto campus, or stored on its systems to law enforcement officials or others without prior notice. Any student who violates this policy or any applicable local or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

Acceptable Use of School Internet

Students agree to the following terms as a condition of having network access:

1. Appropriate Use: Student use of the school internet must be consistent with the philosophy of Daegu International School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of Daegu International School and/or impacts the student learning environment including messages sent, posted or received that suggest harassment, racism, sexism, and inappropriate language or symbols.
2. Vandalism/Hacking: Students will not use their Daegu International School access or other Internet access to interfere with or disrupt network users, services, Daegu International School data or data of another student, or equipment, either locally or off campus.
3. Unauthorized Entry: Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. Inappropriate Photos/Messages: Students will not use their Daegu International School access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos/photos without consent, or broadcast messages via our network or email system.
5. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Daegu International School access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
6. School Personnel: Students will not post to websites or any social media any images, emails, photos, video, etc. of employees of Daegu International School, unless given permission to do so. This includes the creation of groups on social networking sites using any DIS staff information or creating false social media profiles pretending to be other DIS staff, teachers, or administrators.
7. DIS Students: Students will not post to websites or any social media any images, emails, photos, video, etc. of students of Daegu International School, unless given permission to do so. This includes the creation of groups on social networking sites using any DIS student information or creating false social media profiles pretending to be other DIS students.
8. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
9. Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted.

10. Downloading: Students will not download any materials without consent from a teacher or administrator.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Such action can include suspension and/or expulsion from Daegu International School.

Deactivation of DIS Google Account

All DIS students are provided with a DIS Google account (@dis.sc.kr). When a student withdraws from or graduates from DIS, their DIS Google account will be deactivated/deleted from the DIS server within one month of withdrawal or graduation.

Discipline Procedures

Below are general guidelines for Daegu International School disciplinary procedures. Potential consequences may vary based on the severity of a situation at the discretion of teachers and administrators. These consequences will only be shared with the student, his/her parents or guardians, and necessary DIS faculty and staff members. Consequences may be given for behaviors that occur on DIS' campus or at any DIS event/activity. Behaviors that occur outside of DIS and that could have a negative impact on the safety or well-being of a DIS student, will be communicated to parents.

Minor Issues

Minor issues may be handled in any of the following ways:

- The teacher talks to the student. The teacher informs the student of the inappropriate behavior and the consequence for the student's behavior.
- The teacher informs the parent of any relevant issues concerning the student and actions taken.
- The teacher and an administrator may confer to decide what course of action to take. Potential consequences may include parent meetings, reduced recess time, or after school detention.

Major Issues

The Administrative Disciplinary Committee (ADC) consists of all administrators, Academic Social Emotional Counselors, and Student Support Team members.

The ADC meets as soon as possible (minimum of three members) to review major student discipline issues. The content and the scope of the ADC review will be decided by the ADC. The results of the ADC require confirmation by the Head of School. The

results will be communicated to the parents and the student as soon as possible. There is no appeal process for decisions made by the ADC.

In emergency situations, an individual administrator is empowered to make immediate decisions that will be reviewed by the ADC at the earliest appropriate time.

Progressive Discipline Matrix:

Minor Offenses (Level 1)	Range of Consequences
<ol style="list-style-type: none"> 1. Classroom disruption or distraction 2. Failure to follow school dress code. 3. Leaving class without permission 4. Use of inappropriate language (cursing, obscenities, or swearing in any language) 5. Inappropriate use of electronic devices (phones, tablets, ipads, computers, etc.) 6. Lying or deceitful behavior 7. Inappropriate displays of affection 8. Minor damage to school property or belongings of others. 9. Taking pictures or images of others without their consent. 10. Disrespect toward others. <p>Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of the teacher and/or School Administration, was minor.</p>	<p>Teachers will respond to and assign appropriate consequences for most minor offenses. Teacher observation or physical evidence constitutes proof.</p> <p>Consequences may include:</p> <ul style="list-style-type: none"> ● Student reflection ● Opportunity for repair of a mistake ● Apology letter ● Student/teacher conference ● Documentation in PowerSchool ● Counseling referral ● Parent contact ● In-class break, lunch detention ● Restrictions from attending school events, field trips, etc. ● Student Support Team conference with counselors to create plan to address student needs <p>Administrators may also assign:</p> <ul style="list-style-type: none"> ● Detention (lunch/recess or after-school). ● Probation from ASAs or sports ● Removal from ASAs or sports ● Probation from Honor Societies, Student Councils, etc.
Major Offenses (Level 2)	Range of Consequences
<ol style="list-style-type: none"> 1. Repetition of minor offenses may become major offenses if they do not stop after receiving documented intervention and support. 2. Bullying behaviors (harassment, intimidation, threats, exclusion). 3. Expressing intolerance related to race, 	<p>All major offenses will involve an Administrator (Head of School or Principal). In addition, the Academic or Social Emotional Counselors may be involved.</p> <p>Consequences may include:</p> <ul style="list-style-type: none"> ● Student reflection

<p>ethnicity, religion, disability, sex, gender, or personal orientation. This includes use of slurs.</p> <ol style="list-style-type: none"> 4. Acts of insubordination, defiance or disrespect toward a teacher or staff member. 5. Physically aggressive behavior, including fighting, when a person could be injured. 6. Acts of petty theft 7. Missing class or school without prior notice. 8. Academic dishonesty. This is defined by cheating, plagiarism, or misrepresenting another's work as one's own. This includes use of Artificial Intelligence (A.I.). 9. Possession and use of cigarettes, vaping, or other non-approved substances on campus or during school-sponsored activities. 10. Sexual harassment (written, verbal, physical) <p>Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of School Administration, was major and serious in nature.</p>	<ul style="list-style-type: none"> ● Opportunity for repair of a mistakes ● Documentation in PowerSchool ● Temporary removal from class ● Removal from class and/or school. ● Student/Teacher/Admin conference ● Documentation of Parent contact ● Restrictions from attending school events ● Anti-harassment contract ● Behavior contract ● Short-term suspension (1-5 days) ● Long-term suspension (6-10 days) ● Academic probation ● Behavior probation ● Recommendation for expulsion ● Detention (lunch/recess or after-school). ● Probation from ASAs or sports ● Removal from ASAs or sports ● Probation from Honor Societies, Student Councils, etc. ● Removal from Honor Societies, Student Councils, etc. <p>Administrators must be involved in all major offenses. Parents are required to conference with the Administration, if requested. According to the severity of the case, the Administration may judge the incident to be severe in nature.</p>
<p>Severe Offenses (Level 3)</p>	<p>Range of Consequences</p>
<ol style="list-style-type: none"> 1. Repetition of serious offenses may become severe offenses if they do not stop after receiving documented intervention and support. 2. Using, possessing, under the influence of, or disseminating alcohol and/or drugs or any type of unauthorized substance by the laws of Korea. 3. Bringing weapons or possessing any weapons to campus. 4. Assault or fighting that results in bodily injury. 5. Repeated bullying, that continues after intervention. 6. Sexual harassment (repeated) 7. Distribution of pornographic materials. 	<p>Severe offenses often result in student suspension as the minimum consequence. It may also consider a recommendation for expulsion, depending on the severity of the specific actions.</p> <p>Instances of severe offenses, either on or off campus, may be subject to immediate suspension or a recommendation for expulsion.</p> <p>Students who are suspended may not participate in ANY school-sponsored activities during the term of their suspension.</p> <p>A recommendation for expulsion must be</p>

<p>8. Committing a major act of theft.</p> <p>9. Retaliation, including threatening or disrespectful behavior toward anyone related to a prior report or disciplinary incident.</p> <p>10. Committing any criminal acts, whether on or off campus.</p> <p>Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of School Administration, was severe.</p>	<p>taken to the Administrative Discipline Committee (ADC). This committee consists of all administrators, the counselors, office manager, and business manager.</p> <p>The ADC reviews incidents that involve repeated offenses, or Level 2 or Level 3 offenses that require additional review to determine the most appropriate consequences and response.</p> <p>Note: When students apply to universities, severe disciplinary incidents will be shared only if requested or required.</p>
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Parameters for Application of Progressive Disciplinary Consequences	
Minor Offenses (Level 1)	Cumulative on a yearly basis.
Major Offenses (Level 2)	Cumulative for the duration of attendance at DIS.
Severe Offenses (Level 3)	Cumulative for the duration of attendance at DIS.

Steps for the Investigation of Any Major (Level 2) or Severe (Level 3) Offense	
Step 1	Student provides a verbal and/or written statement related to the incident or event in question.
Step 2	The Administration investigates allegations by talking with other students, teachers, coaches, or involved parties.
Step 3	The Administration makes a decision regarding appropriate consequences. The consequences are ONLY shared with the specific student who receives the consequence and their family.
Administrative Discipline Committee (ADC)	ADC meets at the discretion of the Head of School. When required, the ADC will meet to review an incident and determine the most appropriate consequences. The ADC meets with a minimum of three members to review major discipline issues. The results of the ADC require confirmation by the Head of School. There is no appeal process for decisions made by the ADC.

	In emergency situations, an individual administrator is empowered to make immediate decisions that will be reviewed by the ADC at the earliest appropriate time.
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Behavior on the Playground

Courtesy, good manners and common sense should dictate student behavior on the playground. Below are some examples of rules that must be observed during recess:

1. Fighting or play fighting is not permitted. Hands, feet, and objects should be kept to oneself.
2. A student is not permitted inside the school building during recess without permission. If there is an emergency, a student will be given permission to see the nurse.
3. English is the primary language of instruction and inclusion at DIS and is expected to be spoken on the playground in most circumstances.
4. All school equipment (playground, classroom, and p.e.) must only be used for the intended purpose.

Suspension

Suspension is a disciplinary action given by the school administration. When a suspension is imposed, it will be done following due process. The length of the suspension may vary from one to ten days. A suspension is an unexcused absence and the make-up work policy applies to suspended students. During the time that a student is suspended, he/she may not be present at school or attend any school activities. If a student is suspended on a Friday, he/she cannot attend or participate in any school-sponsored weekend activity or event. A student who violates the prohibition from being at school or at school activities will face further disciplinary actions.

Expulsion

When a serious act of misconduct occurs, expulsion may become necessary to protect the rights and safety of other students. When the ADC determines that an expulsion is necessary, the parents will be immediately contacted by the Head of School.

Behavior Policy

The following items are examples of violations of school policy. Any administrator or the Administrative Disciplinary Committee (as needed) will determine the consequence for any violation. Student disciplinary records will be maintained in DIS' internal PowerSchool system. In accordance with the law, suspension records must be shared with schools to which students transfer and/or to colleges and universities. When a

student is on campus or at a school-sponsored event, the administrative team has the right to search all personal belongings. The administrative team has the right to search student dorm rooms and lockers with probable cause. Consequences may be given for behaviors that occur on DIS' campus or at any DIS event/activity.

Academic Honesty

Academic honesty is important to student learning and fundamental to the schoolwide learner outcomes (SLO) at DIS. Unacceptable behavior includes, but is not limited to cheating and plagiarism as outlined below:

Cheating - is any act of fraud, deception, or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating may include, but is not limited to the following:

- Partially or completely copying another person's work and turning it in as one's own.
- The use of unauthorized sources of information during a test.
- Looking at another student's test or allowing another person to do so.
- Completing an assignment for another person, or allowing another person to complete any part of an assignment for one's self.
- Asking and/or giving questions/answers to other DIS students before, during or after an assessment.
- Copying teacher resources (teacher-made tests, tests from prior years, etc.) and answers (before, during, or after an assignment or assessment)

Plagiarism - is the inclusion in total or part of another's words, ideas, work, material or data as one's own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing material without citing the source and submitting those materials as one's own work.
- Submitting as one's own work, work prepared by others or prepared in collaboration with others.

If a circumstance arises where academic dishonesty is suspected, the teacher will have an initial conversation with the student, and then contact either the Elementary or Secondary Principal. Once academic dishonesty has been verified in coordination with the Elementary or Secondary Principal, then an email should be sent to the student's family by the teacher.

If a student is found guilty of academic dishonesty, the student's parents will be notified and a grade of zero will be entered for the assignment, test or project. The student will

be provided an opportunity for remediation and allowed to complete the assignment again. Students involved in honor societies, student councils or other DIS organizations may be removed and/or banned from their respective club(s) if found guilty of academic dishonesty. If a student is found guilty of repeated academic dishonesty the administrative team will review the incident and determine what further actions, if any, are needed.

Students found to be guilty of any of the following offense(s) may have their case reviewed by the ADC.

Use of Artificial Intelligence (AI) - *As AI is new and emerging, it is important that students understand the use and limitations of AI in an academic setting.*

- If students are unsure of appropriate use of AI in their classes they should reach out to the teacher and ask for guidance.
- If a student submits work that is AI generated as their own, it is in violation of our Academic Honesty Policy.
- Teachers will give clear expectations to students regarding the proper use of AI in each teacher's classes.
- Given this is still an emerging technology, it is important that both teachers and students continue to have dialogue about how, when, why, it can be used.

Alcohol/Controlled Substances

The possession, use, or being under the influence of alcohol or any controlled substance is strictly prohibited.

Bullying

Bullying is a repetitive form of negative control and use of superior strength or influence to intimidate someone. Bullying is typically used to force others to do something, to exclude others, or to cause harm.

Cyber Bullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. ([Stopbullying.gov](https://www.stopbullying.gov))

Fighting

Fighting and/or physical violence of any sort will not be tolerated.

Language

It is expected that students use the primary language of instruction and inclusion during class time (English, Spanish, Chinese, or Korean for Korean Studies). Students may, at times, translate words or use dictionaries to assist in their understanding of academic content.

At times, oral or written forms of communication are used in ways that are completely inappropriate and unwelcome in any language: bullying, swearing, cyber-bullying, and name-calling. Engaging in such negative behavior will have an intervention which relates to the behavior itself.

Public Display of Affection

Any public display of affection, such as kissing, embracing, etc., is against school policy.

Harassment

Harassment or discrimination based on one's gender, religion, race, color, national origin, disability, age, sexual orientation, or any individual identifying characteristic will not be tolerated at DIS.

Smoking

Students are not allowed to smoke or be in possession of tobacco, tobacco products, e-cigarettes, or vaping products.

Theft

Theft of any kind will not be tolerated. To protect themselves from being the victims of theft, students should

- not bring valuables or large amounts of money to school; the school is not responsible for losses.
- not leave purses or book bags unattended.
- keep lockers locked at all times and not share personal passwords.

Threat

The safety and security of our students and staff is necessary to ensure the proper educational environment and to maximize teaching and learning. Threatening a staff member, another student, bus driver or bus safety supervisor will not be tolerated.

Weapons

Student possession or use of any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This policy applies to all

students regardless of age. A weapon is defined as a club, knife, gun, BB gun, or any object that may be used to cause injury to another person. Students are not permitted to bring their own exacto knives or razor blades to school. Some DIS teachers have cutting tools for students to use. All DIS teachers will supervise students while they use cutting tools in the classroom.

Classroom Behavior

Students are expected to follow classroom rules and behavior expectations in order to ensure a safe, academic environment that allows all students the opportunity to learn. Students who violate these rules will be subject to disciplinary measures from teachers, administrators, or the ADC.

Cell Phone Usage

Students can use their cell phones in the classroom with teacher permission. Students who use cell phones without permission may face disciplinary action or be asked to turn their cell phone in to the faculty/staff member.

Closed Campus

Daegu International School has a closed campus policy. Any student leaving the campus during the school day must have permission from the office. In the case of illness, the school nurse may authorize a student to leave campus after communicating with the parent via phone or email. Any student who violates this rule is subject to disciplinary action and parent notification. Also, students are not permitted to enter any part of the dormitory during the school day without faculty/staff permission.

Once students leave campus at 2:45 p.m., they must go home because DIS staff is no longer able to supervise them. If a sibling must wait to ride the 4:30 p.m. bus because his/her sibling has an after school activity, s/he must wait in the upper library until 4:20 p.m. There is a DIS staff member in the upper library every day (except Wednesdays). On Wednesdays, all students must go home on the first bus unless they are in middle/high school Korean Studies. Students who do not follow this expectation will not be allowed to ride the late bus and may face further consequences for non-compliance.

Students cannot leave campus after school to get snacks, drinks, etc. and then return for Korean Studies/ASAs.

Students must be under the supervision of a faculty member when working or practicing indoors after school hours. Students may also use all outdoor areas after school hours if supervised by a faculty member or parent/guardian.

Dress Code

Daegu International School students are expected to be neat, clean, and dress in uniform at all times, unless given permission by the administration to be out of uniform. All uniform items must be purchased from [LandsEnd.com](https://www.landsend.com) using our preferred school number: 900143272. Only colors and patterns specified by DIS are allowed to be worn.

Students are expected to wear the DIS uniform daily Monday through Friday. On Friday, students may wear any DIS created spirit shirt or jacket with khaki pants, shorts, or skirt. Students who choose not to wear the DIS specialty shirts or jackets must be in regular DIS uniform.

The DIS uniform consists of the following items:

Standard Dress Uniform

Boys:

- Khaki pants or shorts (These must be the same color that is provided by Lands' End)
- White button-down long sleeve or short sleeve shirt with DIS embroidery and classic navy/evergreen plaid tie or long sleeve or short sleeve navy or evergreen polo shirt with DIS embroidery
- Evergreen or classic navy cardigan sweater with DIS embroidery
- Classic navy blazer with DIS embroidery
- Black, blue, and green DIS hoodies or blue crewneck sweatshirt

Girls:

- Classic navy/evergreen plaid skirt, skort, or jumper (hemlines must be at least fingertip length)
- Khaki pants, shorts, skirt or skort (hemlines must be at least fingertip length). (These must be the same color that is provided by Lands' End)
- White button-down long sleeve or short sleeve shirt with DIS embroidery and classic navy/evergreen plaid tie or long sleeve or short sleeve classic navy or evergreen polo shirt with DIS embroidery
- Evergreen or classic navy cardigan sweater with DIS embroidery
- Classic navy blue blazer with DIS embroidery

- Solid black or white tights/leggings under skirts
- Black, blue, and green DIS hoodies or blue crewneck sweatshirt

The optional Lands' End athletic clothing (sweatpants, mesh shorts, essential or active tees) can only be worn in PE class, not as a regular school uniform.

Physical Education Uniform

- Kindergarten – 5th grade students will not change for physical education. Students will wear their DIS uniform with appropriate athletic shoes.
- 6th – 12th grade students must change for PE classes. There is no official uniform; however, optional Lands' End athletic clothing (crew sweatshirt, sweatpants, mesh shorts, essential or active tees) is available on the DIS Lands' End website. If students choose to wear their own PE clothing, the options are as follows:
 - Short or long sleeve plain T-shirt
 - Shorts at fingertip length or longer
 - In colder weather, sweatpants or running pants
 - In colder weather, windbreakers or sweatshirts
 - Athletic shoes
 - Socks must be worn at all times

Students who participate in athletic or sports clubs (after school activities) must change into athletic clothing. Students who do not wear athletic clothing will not be allowed to participate in their ASA/athletic practice.

General Attire Rules

- Hair styles must be worn in a manner that does not create a distraction.
- Clothing must be clean and in good condition - no tears or holes
- Shirts must be buttoned except for the collar button and the first button down.
- Undershirts must be plain white when wearing white DIS shirts.
- Body piercings/tongue piercing or tattoos that create a distraction are prohibited.
- Clothing must be sized appropriate to the student. No tight or overly baggy clothing is permitted.
- Footwear must be clean, neat and worn at all times (No flip flops/slippers/Crocs)
 - Shoes that slide on with no backing are considered to be in the same category as flip flops/slippers and therefore not permitted because they are a potential safety concern in case of an emergency.

Outerwear

DIS outerwear items (down vest, fleece jacket, fleece lined rain jacket, fleece vest, packable rain jacket, jacket and parka) are available from Lands' End. Other than the DIS hoodie mentioned in the dress code, all other hooded sweatshirts (zippered or pull-over) and blankets are not DIS approved outerwear items.

Winter Coats

A student may wear any **DIS Lands' End** or **solid black or navy winter coat** to campus and in the classroom. A small logo or patch is acceptable. However, winter coats cannot have stripes, multiple logos, or large logos. Other than the DIS hoodie mentioned in the dress code, hooded sweatshirts (zippered or pull-over) and light-weight jackets are not considered winter coats and are not permitted.

Hats

Hats are considered outerwear and must be removed upon entering the school building.

Non-Uniform Days

Students must follow the dress code expectations and general attire rules. Middle/high students must change into their PE clothes for PE class.

Adherence to Uniform Policy

All students must remain in uniform while on campus, in Korean Studies, and on field trips, unless otherwise specified. Students must follow the dress code expectations and general attire rules.

Any student who violates the dress code will be subject to disciplinary action. Disciplinary actions for violations of the uniform policy will be at the discretion of a teacher or administrator.

Elementary School Birthdays

Small birthday celebrations at school can be supported. This is not an expectation and is only if parents wish to make all necessary arrangements. These celebrations typically occur in the classroom for students in Kindergarten and Grade 1, and in the cafeteria during the lunch period for students in Grades 2-5. We have these expectations:

- All details are arranged by the parent/guardian with the homeroom teacher in advance.
- Any provided food or drink is inclusive and takes into account any food allergies or other restrictions for students in the class. The homeroom teacher has this information available.

- All needed supplies are provided by the parent/guardian. In addition to any food items, this would include any needed plates, glasses, utensils, and similar.
- The provided supplies require little or no set up or clean up by the teacher. Individually packaged items that can be easily distributed to students are strongly encouraged.

The homeroom teacher is able to share invitations (digital or physical) for birthday parties scheduled to take place outside of school only if the invitations will go to one of these groups:

- All students in the class
- All students in both sections of the grade level
- All students of one gender in the class
- All students of one gender in both sections of the grade level

Elevator Use

Students are only permitted to use the elevator for medical reasons. Students who need to use the elevator must see the school nurse or administrator for approval.

Environmental Protection and Sustainability

Daegu International School (DIS) is steadfast in its commitment to environmental protection and sustainability, aiming to minimize its ecological footprint while educating students on the importance of sustainable practices. Students must actively engage in resource conservation and participate in recycling initiatives, learning to apply sustainable practices within the school environment and beyond. Additionally, they are encouraged to contribute to campus sustainability efforts, such as energy conservation projects and eco-friendly material usage, fostering a practical understanding of environmental stewardship.

School Bus Rules and Regulations

Students who are riding school buses must follow the bus rules for student safety. These are the rules and regulations:

- Students are not allowed to consume food or beverages on the bus.
- Students are only allowed to ride their respective bus and route once the bus fee is paid to the company.
- All students must sit in their seats with their seat belts securely fastened at all times.
- Students must behave appropriately on the bus. Students must respect and obey the bus driver as well as the bus safety supervisor during the entire bus route.

- Students must follow additional rules determined necessary by the bus driver and/or the bus safety supervisor.
- No dangerous materials are allowed on the bus.
- Students are responsible for any damage that they cause to the bus.
- Students may only ride a different bus if there is an available seat and the parent has notified **both** the DIS Main Office **and** the bus company.

Parents must notify the DIS Main Office (980-2100) if their child changes their after school schedule (i.e. not attending their regularly scheduled ASA and taking the 2:45 p.m. bus; staying at school for the 4:30 p.m. bus when s/he would typically leave on the 2:45 p.m. bus).

Students whose behavior is deemed unacceptable or who do not adhere to safety requirements will be reported to the school office/an administrator and the parents will be contacted. Students may be suspended from riding the bus for a certain period of time under the school administrative team's decision in cooperation with the outsourced bus company.

Gift Policy for DIS Employees

Due to the provisions of the *Improper Solicitation and Graft Act*, DIS teachers, staff, and administration must not receive gifts of any monetary value (food, gift cards, coffee, etc.) from current DIS parents, students, or relatives of DIS students.

Student Housing

DIS administration does not support or condone students living independently in off-campus housing without adult supervision. DIS is neither responsible nor liable for the supervision of students living in off-campus housing. Foreign students enrolled at DIS and living independently in Korea are required to reside in the DIS dormitory on campus.

Section 5 - Athletics, Activities and Organizations

After School Activities and Lunch Groups

Offerings may vary, some examples include:

- Cooking clubs
- Cheer team
- Dance team
- Debate (MS & HS)
- Jet Stream
- Jets Flyover (Journalism)
- Korean Studies

- Model United Nations
- National Honor Society
- National Junior Honor Society
- Rock Bands
- Student Athletic Advisory Committee (SAAC)
- Student Councils

High School Participation in After School Activities/Clubs

An after school activity or club will appear on a high school student's transcript if the student attends 75% of his/her after school activities and/or lunch group meetings.

Failure to do so may result in the club being removed from his/her transcript.

Attendance will be reported per trimester or yearly based on the length of the ASA, lunch club, or student group. All clubs or ASAs must be approved by the Activities Director.

Athletics

- Basketball
- Badminton
- Cross Country
- Futsal
- Volleyball

Athletic Code of Conduct

Athletes and their parents will receive the athletic code of conduct and must agree to all expectations upon joining a DIS athletic team. Some highlights of the code of conduct include the following:

- Athletes are expected to have a grade of 70% in all classes in order to participate in any practices, games or tournaments. This excludes students who are currently completing work based on DIS' make-up work policy. Any grading/participation concerns will be handled by the Athletic & Activities Director.
- The Athletic Director will create a team list for each sport and will email the list to middle and high school teachers. The teacher will notify the Athletic Director regarding any academic concerns.
- Athletes are responsible for meeting their teachers BEFORE tournaments to discuss and collect all work for that missed day of school.
- If a student is suspended from school or receives other disciplinary consequences at DIS, the administration and/or ADC may decide to limit student participation in athletic events.

Events

Events will vary, some examples include:

- Back to School Night/Open House
- Spring/Winter Fine Arts Festivals
- Assemblies
- Model United Nations
- Field Day(s)
- Spirit Week
- National History Day
- DIS Community Festa
- STEM Fair
- Talent Show
- Family Fitness Night

Organizations

All policies in this handbook supersede the charter, bylaws, rules, regulations, etc. of all student groups and activities at DIS (on or off campus).

Student Council

The Student Council is a representative body elected by students at Daegu International School. Its purpose is to serve and assist actions based on student requests and ideas. The Student Council takes on the responsibility of regulating student activities and explaining any suggestions in order to improve school life.

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) promotes, assists, and advances the interests and welfare of the students, teachers, and parents of Daegu International School through social, extra-curricular, and fund-raising activities. This organization is made up of parents or guardians of students attending DIS and meets with the Head of School on a regular basis. The Parent Teacher Organization consists of elected officers such as President, Vice-President, Treasurer, and Secretary. These officers are elected annually and are parents or guardians of students of DIS.

Section 6 - Student Services

Cafeteria

Offering both Korean and International style menus, the DIS cafeteria operates daily to provide meals, snacks, drinks, and desserts to faculty, staff, and students. For students in Kindergarten, the cafeteria offers a daily set menu, while other grade students are allowed to select their meals.

Appropriate Behavior

A student is required to use table manners. A student is expected to eat his/her food quietly and leave the table clean. Students are requested to keep the talking and noise to a minimum during their meals.

Cafeteria Rules

- Walk to, from and in the cafeteria.
- Be courteous and observe good manners.
- Move along quickly in the breakfast/lunch/dinner line.
- Backpacks, laptops and other school materials must be placed at the table prior to lining up and getting food.
- Students may talk quietly with other students.
- Students will use English, as it is DIS' language of instruction and inclusion.
- Keep the tables clean and orderly. Clean up any food or drink.
- Place papers, trash, and beverage containers in the trash cans.
- All cafeteria food must be eaten in the cafeteria.

Times for Meals

- **Breakfast time for dormitory students (Monday - Friday)**

7:00 a.m. - 7:45 a.m.

- **Lunch/Recess Times**

11:00 a.m. - 12:20 p.m. Elementary school students

12:20 p.m. - 12:50 p.m. Middle school students

12:45 p.m. - 1:15 p.m. High school students

The cafeteria store is open at selected times (after school), ensuring students can purchase snacks and drinks after school.

- **Dinner time for dormitory students (Monday - Friday)**

5:00 p.m. - 6:00 p.m.

Field Trips

Field trips are an essential part of Daegu International School's academic program. A student must dress in his/her DIS uniform unless otherwise approved by an administrator. Students are expected to participate in all field trips. However, students with behavioral or academic concerns may not be able to attend all field trips.

Middle/high school students with any grade below a 70% will not attend athletic events, social events, and/or field trips, without consent from the class teacher and Athletic

Director. Parents must complete a field trip permission form in advance and provide information about how their child will go home after the trip (for example: picked up by parent, walking, city bus, taxi, or going home with another friend/parent).

Fire Drills and Emergency Procedures

Fire drills and emergency procedures will be reviewed and practiced by students and staff on a regular basis.

Counseling Services

Daegu International School provides counseling services for academic, social, and personal issues. The Social Emotional and Academic Counselors interact with students by way of individual and group counseling. Counselors pride themselves on the relationships developed with students and their families. This relationship entails guidance on an academic and social level.

The Social Emotional Counselor encourages students to discuss issues related to classroom, family, or peer issues. Confidentiality is strictly adhered to when working with the counselor unless there is a threat of harm to the student or others. Besides one-to-one meetings, group work is available to assist students to improve their life skills and deal with difficult peer issues.

The Academic Counselor assists students with scheduling classes and completing their academic plan for college. College guidance is given to students and families regarding the university admission process.

Child Protection Policy

DIS takes child protection at our school very seriously and has a policy that ensures proper legal and ethical guidelines for our students, faculty and staff, and our families. This policy will guide us all in matters related to the health, safety, and care of our students. All faculty and staff members (internal & external) will participate in a yearly child protection training.

The DIS Child Protection Policy (CPP) is based on the framework of international law, and is anchored in the United Nations Convention on the Rights of the Child, of which the Republic of Korea is a signatory.

The DIS Child Safeguarding Policy Can be found [on the DIS website](#).

Health Office

Accidents

Any student injured while on campus should report the injury immediately to the school nurse. In the event of serious illness or injury requiring immediate medical attention, a parent will be notified. In the event a parent can't be reached, emergency medical treatment may be sought. If it is necessary for the student to go home or to be referred to a medical facility, the school nurse will contact one of the parents or the person listed as the emergency contact.

Illness/Contagious Diseases

Children must not return to school until fever has been gone for 24 hours without medication. If your child is ill and unable to attend school, please call the main office or e-mail your child's teacher and the school nurse on the first day of the illness.

Students with contagious diseases must be kept at home during the following periods:

- **Pink Eye:** Students should obtain a written permission from a doctor to return to school.
- **Strep Throat/Bacterial Infection:** Students should return to school after taking prescribed antibiotic medication for 24 hours.
- **Chicken Pox:** 6 days from onset of rash.
- **German Measles (Rubella):** until symptoms disappear.
- **Mumps:** until swelling disappears.
- **Infectious Hepatitis:** 14 days from onset of clinical disease and at least 7 days from onset of symptoms.

All students with any contagious illness must bring the doctor's clearance note when returning to school.

Medications

Students shall not keep or take medicine at school without the knowledge of the school nurse or office. If a student must come to school with medicine, then at the start of the school day such medicine shall be placed in the health office. The medicine with accompanying written statement must be clearly marked with:

1. The student's name / grade
2. Correct dosage
3. When to take
4. Uses
5. Parent's signature

For safe administration of routine medications brought in from home, the Medication Authorization Form must be filled out by parents and sent along with the medication. You can find the form here: <https://www.dis.sc.kr/community/health>

School Nurse

Students who are injured or sick will be sent directly to the school nurse, who is on duty every day. The nurse takes care of all accidents and illnesses that happen at school. The nurse will provide first aid and decide whether to treat the student, send the student back to class, or dismiss the ill student to go home after obtaining parental permission.

Parents are asked to keep the student home or pick up their child from school as soon as possible if he or she:

1. Has a fever of 100°F (37.8°C) or higher
2. Has recurrent vomiting or diarrhea
3. Has symptoms that prevent him or her from participating in school, such as excessive tiredness or lack of appetite, productive coughing, headache, body aches, earache, and severe sore throat.

Upon parental request, accidents at school will be filed under DIS' accident insurance policy.

Elementary Recess and PE

Elementary students spend recess time outdoors every day, weather and air quality permitting. It is important that students come to school with proper outdoor shoes and clothing for daily outdoor recess. If a student is too sick to participate in daily activities such as outdoor recess and PE, then they should not attend school until able to participate. In the event of an injury with doctor recommendations to avoid certain types of activities, appropriate accommodations will be made for PE classes, with mirrored expectations for outdoor recess, after school activities, and athletics.

Library

The DIS Library has a wide variety of texts and other resources. It is available for DIS community use including students, teachers and parents to check-out books. It is open during regular school hours and is closed on non-school days and for the summer months.

The following are not permitted in the DIS library:

- Cell phone calls
- Playing non-educational online games

- Excessive noise
- Food and drinks

If a student is in violation of any of the above expectations, the student may be asked to leave the library.

Lost/Damaged Library Materials

Any DIS material checked out to a student or parent (library books, textbooks, musical instruments, cameras, media equipment, etc.) must be returned in the same condition that it was in when the student or parent received it. Books, musical instruments, cameras, media equipment, etc. that are damaged or lost will be paid in full by the student or parent. Final report cards and student transcripts will be withheld until all lost/damaged material fees are paid.

Lockers

Students from grade 2-12 will be provided with a locker. All lockers are the property of DIS and may be inspected at any time. Students are responsible for the maintenance of their assigned lockers. Any damage or tampering with lockers should be reported to the office immediately. Middle school and high school students must not share their locker combination with others.

Lost and Found

The lost and found is located next to the main staircase on the first floor. Valuable items (wallets, phones, electronics, etc.) that are misplaced will be held in the main office with the Student Services Coordinator.

DIS is not responsible for students' personal items that are lost, stolen or damaged on campus or on a DIS-sponsored trip or activity. Students are discouraged from bringing to school items of significant monetary or sentimental value.

Section 7 - Questions or Concerns

If you have any questions or concerns about this DIS Student/Parent Handbook, please contact the DIS Main Office.