

# School Regulations

## Chapter I General Provisions

**Article 1(Purpose of the Regulations)** This Regulations is to stipulate matters concerning school management, including admission, lesson, and graduation, etc.

**Article 2(Purpose of School Establishment)** The Purpose of establishment of the school is to provide American curriculum to children of foreigners living in Korea and Korean nationality students who have returned to Korea from foreign countries.

**Article 3(Education Philosophy)** SIS is an academic institute whose purpose is to provide a challenging American curriculum to meet the primary and secondary educational needs for international students living in Korea. SIS focus on developing students' intellectual, creative, moral, physical and emotional abilities to their fullest, in cooperation with parents and global community.

## Chapter II Name and Location of the School

**Article 4(Name)** The School is called "Seoul International School" (hereinafter called "the School" or "SIS").

**Article 5(Location)** The School is located at 388-14, Bokjeong-dong, Soojeong-ku, Seongnam City, Gyeonggi-do.

### Chapter III Organization of the School and School Years

**Article 6(Organization of the School)** The school consists of Elementary, Middle School and High School but all the curriculums are integrated from Junior Kindergarten to 12th.

**Article 7(Semester and School Days)** ① Middle and High School has two semester in a school year and each semester has two quarters. Elementary has trimester in a school year.

② School days for one school year is 180 days in principle. If necessary, the headmaster can make adjustment within one 30th of the total school days.

**Article 8(Number of Students/Class)** ① Maximum number of students for Junior Kindergarten and Senior Kindergarten is 57 respectively. Maximum number per classroom in JK and SK is 19.

② Maximum number from grade 1st~5th is 92 per grade. Maximum number in each classroom is 23.

③ Maximum number from grade 6th~8th is 92 per grade. Maximum number in each classroom is 23.

④ Maximum number of students from grade 9-12 is 92 per grade.

### Chapter IV Curriculum

**Article 9(Curriculum of the School)** The students of the School are educated in accordance with the regular American curriculum accredited by WASC (Western Association of Schools and Colleges). Details of the curriculum may be referred to School web-site.

**Article 10(Examinations)** ① Middle and high school have four regular exams at the end of each quarter and elementary has irregular exams whenever it needed.

② PSAT, SAT, AP, etc. tests are also given at the School.

## Chapter V School Calendar

**Article 11(School Year and Semester)**① School year starts from middle of August to the beginning of June of the following year in principle.

② The first semester starts from middle of August to the last day of winter vacation, and the second semester starts from the following day of the end of winter vacation to the beginning of June.

③ Other School schedule will be decided at the School Management Committee (hereinafter called "SMC").

**Article 12(No-School Days)**① No school days are follows:

1. School-designated days from Korean National Celebration days
2. School-designated days from American National Celebration days
3. Spring vacation (Easter Week)
4. Summer vacation
5. Winter vacation (Christmas Holidays)
6. Saturdays and Sundays

② The headmaster can cancel the school in case of the inclement weather or any other emergency such as natural disaster, epidemic disease, etc. in addition to the above no-school days.

**Article 13 (Graduation)** ① The senior can graduate when he/she has completed all the following courses and accumulated a minimum of 23 credits for a general diploma or a minimum of 26 credits for a diploma with honors.

1. English	4 credits	4 credits
2. Math	2 "	3 "
3. Social Science	3 "	3 "
4. Science	2 "	3 "
5. Foreign Language **	" 2 "	
6. Athletics	2 "	2 "
7. Option	10 "	9 "

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Total	23 credits	26 credits
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② To graduate, the senior should have fulfilled the following conditions:

1. Obtaining credits as required
2. School-attending days as required

③ The Headmaster will confer diploma to the senior who has fulfilled all the courses of the School.

④ The Headmaster may suggest additional education course to the senior who has failed to obtain credits as required in the Article 13(1). After fulfilling the required credits, Headmaster will confer diploma.

Article 14(Early Graduation) ①The headmaster may permit early graduation in the following cases, despite of the Article 13②-2:

1. When the senior or the family is going to leave Korea in the middle of the 1st or 2nd semester.
2. When the senior has applied to universities in countries where the school year starts in Feb. or in March.
3. When the senior has a discipline/behavior issue and SMC decides he/she cannot complete the school year.
4. When the senior has to leave Korea due to illness in the middle of the semester.

② The above cases of early graduation is possible only when the senior has obtained credits as required.

Article 15(Grading System) Grade system for the students of 6th through 12th grade is as follows;

1. Grade A : 94-100
2. Grade B : 84-93
3. Grade C : 74-83
4. Grade D : 66-73
5. Grade F : below 65
6. Grade NG : No credits

## Chapter VI Admission and Transfer

**Article 16(Admission Period)** Admission is made before the new semester begins, in August, in principle. Details for the admission schedule will be in accordance with the School Year Calendar.

**Article 17(Admission)**① The following students only may apply to SIS.

1. A child of a parent in possession of a valid foreign passport
2. A student with foreign passport who has lived abroad for more than three years in total.
3. A student with Korean passport who has lived overseas, consecutively or non-consecutively, for at least 3 years.

② A student may apply for admission through out the year if there is vacancy.

③ All applicants must take a series of entrance examinations before being admitted to SIS. There are 4 exams focused on the following subjects: English proficiency in oral comprehension and oral expression; English proficiency in vocabulary and reading comprehension; Writing; and an examination in Mathematics.

④ A student who has passed the entrance examinations will be notified individually of the admission to SIS, timeline and additional required documents to submit.

**Article 18 (Admission Rate for Korean Nationality Student)** Admission rate of the Korean nationality student will be limited to the guidelines of the Gyeonggi Province Office of Education.

**Article 19(Documents for Admission)** Students notified of the admission to SIS should submit required documents from the list below;

1. Alien Registration Card
2. Copies of the title page of the passports for student and parents
3. Certificate of citizenship
4. Official transcript and health record of the previous school
5. Entry and Exit Certificate Issued by immigration office

6. Verification of non-Korean Citizen
7. Verification of emigration to the abroad

## Chapter VII Attendance

Article 20 (Absence) ① When a student is absent, the parents is required to inform the school in advance.

② When a student is absent due to illness or other reasons, the parents or guardian should submit doctor's note or the parents' explanatory letter.

③ When a student is unable to participate in the regular exams, the student should provide the following documents:

1. Doctor's statement
2. Evidences for the reason of absence
3. Explanation of the absence by the parents or guardian

Article 21(Tardiness)After three unexcused tardies within a quarter, a parent conference may be required in order to prevent future problem.

Article 22(Authorized Long Absence) The School may permit long absence to student when it seems reasonable.

Article 23(Withdrawal)① When a student is going to withdraw from the School in the middle of the semester, notice of early withdrawal should be made at least two weeks prior to departure.

② If withdrawal is expected a few days prior to the end of the semester, parents should notify the school in writing as soon as possible so that the official transcript can be prepared.

Article 24(Reward)The School may reward the following students through the deliberation of the SMC:

1. Student who is recommended by the Chairman of School foundation or Principal of each level for special contribution to the honor of the School.

2. Student who showed outstanding results in the fields of learning, arts, sports, culture, skills, etc.
3. Exemplary student in many aspects.

Article 25(Discipline) ① The School can discipline student in the following cases:

1. When a student violates school attendance policy excessively.
2. When a student behaves insolently to the teacher and staff and causes disturbance in the middle of instruction.
3. When a student is involved willingly in bullying, harassment or abuse of fellow students.
4. When a student commits a burglary or a great deal of vandalism of school properties
5. Other cases that are considered adequate to be reprimanded

② Type of reprimand are as follows;

1. Verbal warning
2. Written warning
3. Suspension
4. Expel

Article 26(Expel)The School can expel a student through decision of the SMC in the following cases:

1. When the behavior of a student in the class is so wicked that it seems meaningless for the student to continue the school
2. When a student who has disciplined repeatedly and continues to misbehave with inappropriate conduct against the School Policy.
3. When the school's educational program is considered not appropriate for the student.
4. When his/her inappropriate behavior affects other students' school life.

## Chapter VIII Admission and Registration Fee

Article 27(Tuition) Tuition amount is decided by the school Management Committee and is effective with approval of the Directors Meeting of the School Foundation.

Article 29(Scholarship) Matters concerning scholarship will be separately arranged.

## Chapter IX Student Council

Article 31 (Purpose) ① The School organizes Student Council (hereinafter called "SC") in the School not only to represent the thoughts and desires of the students but also to provide academic and social events in which all students can participate. SC helps students cultivate their abilities needed for leaders in the global societies in the future.

② SC is consisted and operated by the students body itself but it will be under the supervision of the SMC.

Article 32(Eligibility for SC) All of the SIS students are eligible for participating in the SC.

Article 33 (Organization) The General Student Council consists of Executive Student Council and Level Student Council. ① Executive Student council consists of President, Vice-President, Secretary, Historian and Treasure ② Level Student Council consists of Level-Representative (President), Level Vice-Representative (Vice President), Secretary and Treasure.

Article 34(Responsibilities of Students)

Students are expected to maintain a standard of behavior which allows them to secure a high quality education while, at the same time, respecting the rights and feelings of others.

## Chapter X Amendment of the Regulations

Article 35(Procedures for Amendment)① The Regulations may be amended through deliberation of SMC, and the amendment is to be reported to the Chairman of the School foundation.

② Detailed procedures for amendment will be separately decided.

## Chapter XI School Management Committee

Article 36(SMC) ① The School organizes School Management Committee (SMC) to deliberate and decide important matters of School management.

② The SMC is formed with the following personnel:

1. Headmaster
2. Deputy Headmaster
3. Level Principal
4. Director of Pupil Personal Services
5. Director of Admissions
6. Assistant to Headmaster
7. Chairman of the School Foundation

③ The regular meeting of the SMC is convened biweekly and the Headmaster can occasionally call the meeting.

## Chapter XII Qualification and Responsibility of the Principal and Faculty

Article 37(qualification)① Principal and teacher of SIS should be qualified for the guidelines of the Immigration Control Law of the Republic of

Korea. ② Principal and teacher of SIS should have a related certificate or degree with minimum 2 years experience in the field related.

Article 38(Responsibility) Detailed job description of each principal and teacher will be separately prepared.

### Supplementary Provisions

1. Detailed matters concerning these Regulations will be stipulated separately by Principal of each level.
2. These Regulations are effective from Jul.1, 2009.