

SCHOOL WIDE LEARNING EXPECTATIONS

The students at Seoul International School will be:

STUDENT ACTIVITIES

1. *T*rustworthy individuals
2. *I*ndependent, critical thinkers
3. *G*lobal citizens
4. *E*ffective communicators
5. *R*eflective learners
6. *S*ocially responsible individuals

Seoul International School provides many co-curricular activities under the leadership of the Director of Activities.

Parents should encourage their students to participate in some of the activities available to them after school and on Saturdays. The Director of Activities is responsible for developing a full spectrum of activities for all grades throughout the year.

Limited busing services after school will be available to students at 5:10 p.m. who have a bus pass. This service is extended to the major residential areas of Seoul. Parents may be required to assist in transportation following after school activities. There is no bus service for Saturday boosters so parents are encouraged to car pool.

ATTENDANCE, WITHDRAWAL, SCHOOL DISMISSALS

ABSENCE POLICY

Seoul International School puts a high priority on student attendance. It is important for students to be in school in a consistent routine of study and participation in school activities. This is the best way to build a strong academic record and to establish the reputation of involvement and responsibility.

When a student is absent or tardy, the parent or guardian is required to phone the respective school office at 031-750-1200. Parents may also send a note to verify the cause of absence or tardy.

An absence of three days or more for an illness requires a note from a doctor. A doctor's statement is necessary if a student misses a formal test or examination.

Students who do not bring in excuses within 2 school days following an absence will automatically receive a zero for classwork missed.

If a student is absent more than two consecutive days, an explanation call from a parent is expected. Homework assignments may be obtained and forwarded home. Teachers are not required to provide homework for excused extended absences beyond one week in duration.

Parents will be contacted and disciplinary action may be taken when students are repeatedly tardy or absent for school or classes.

ILLNESS

If your child is ill and unable to attend school, please telephone the nurse's office between 9-10 A.M. on the first day of the illness. It is helpful if the nature of the illness is described, so the nurse can watch for general trends.

ATTENDANCE CONTRACTS AND POLICY

Students who have had several questionable absences or tardies during a quarter may be placed on an "Attendance Contract". More than three days per quarter for unexpected absences may result in loss of credit.

EXCUSED AND UNEXCUSED ABSENCES

Absences for reasons of illness, family emergencies, visa requirements, school sponsored trips or an activity

approved in advance by the school are excused. Students **MUST RETURN WITH A SIGNED NOTE** for all parent-initiated absences. For excused absences it is the student's responsibility to contact teachers to obtain make up work. For unexcused absences make up work is not allowed for credit.

A doctor's note may be required for absences of more than three consecutive days of illness. Students absent for all or part of a day are required to bring a note of explanation, written by a parent, to the level administrator's office.

STUDENT TARDY POLICY

After three excused tardies during the quarter, a parent conference may be required in order to prevent future problems.

Students who are late to school (after 8:00 am) must have a note from parents for the tardy to be counted as excused.

CLOSED CAMPUS AND EARLY DEPARTURE

Students may not leave the campus during regular school hours (including lunch). Students may obtain permission from the principal's office. Although other personnel, such as the nurse and counselor, are authorized to issue passes, students must still sign out with the secretary.

EARLY WITHDRAWAL FROM SCHOOL

Notice of early withdrawal from school should be made at least two weeks prior to departure. All books must be turned in, and financial clearance must be made at the admission office before records can be released.

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

TUITION REFUNDS

Report cards are issued on a quarterly basis for MS and HS, and on a trimester basis for ES. However, the refund policy for all students is on a quarterly basis.

**INCLEMENT WEATHER-EARLY DISMISSAL
FROM SCHOOL AND CANCELLATION
OF CLASSES**

From November to March, Seoul experiences occasional snow or other inclement weather conditions which might necessitate the closing of school due to dangerous road conditions. S.I.S. will contact Radio AFN-AM (1530) or AFN-FM (102.7) in the event that classes are to be delayed or canceled. Please tune in to these stations for information. Changes in weather conditions can affect the buses as they are enroute to pick up or deliver students. Usually, when "RED" road conditions are called in the Yongsan area, school will be canceled.

When it is determined that school is to be closed, every attempt will be made to contact AFN no later than 5:30 A.M. to broadcast the message. AFN, however, is in control of the number and times of the airings.

If your child has already been picked up and school is subsequently canceled, the school bus will return all of the students to their destinations as soon as is feasible.

If school is in session and inclement weather necessitates dismissing classes early, we will attempt to contact the parents of students in kindergarten through fifth grade by telephone.

RECORDS FOR WITHDRAWING STUDENTS

All records for students withdrawing from SIS will be ready one week after the last day of school. Students who are leaving the country must leave a mailing address since they cannot have their records on the last day of school. No report cards will be released ahead of the last day for students.

Students withdrawing before May 15 may have their records on the day of withdrawal provided adequate notice

PURPOSE	# OF TRANSCRIPTS	FEE
Boarding School Applications	2	None
Summer School Applications	2	None
Miscellaneous Requests	2 per year	None
Additional Transcripts	Each	15,000 won
Post Graduate and Former SIS Students	Each	15,000 won

(2 weeks) has been given and all requirements met.

TRANSCRIPTS

The Admissions Office normally sends transcripts only to the receiving school. In exceptional cases for departing students, transcripts can be given directly to the student's family.

The following chart indicates how transcripts may be requested from the Admissions Office:

**HS/MS SUMMER SCHOOL
APPLICATION POLICY**

Every student has different interests and therefore recommendations from the Counseling Department for individual schools are very difficult. We recommend that parents and students visit the website www.petersons.com in order to research options available. This website has an extensive range of schools and gives details of courses, facilities and includes the area in which the school is situated. Once the choice has been made, each school has an e-mail which enables parents to obtain application forms. These forms can then be brought to the counselor for High School students to be completed. They should not be sent to individual teachers as this may cause a delay in completion. Parents must allow 2 weeks for this process.

Once completed, the forms will be sent to the summer school institution.

**HS/MS STUDENTS APPLYING
TO OTHER INSTITUTIONS**

Students wishing to attend a school other than SIS, requiring an application and recommendation process, must bring appropriately completed applications to the counselor for distribution to appropriate teachers. There is a 100,000 Won charge per school for this process. Those wishing express delivery will be charged an additional 30,000 Won per school. There is a maximum of 5 applications per student per year. Allow at least two weeks for the completion of the process.

GENERAL SCHOOL AFFAIRS, FACILITIES, AND SCHOOL PROCEDURES

STUDENT ATTIRE POLICY

SIS staff and students take pride in our school. This pride is shown in our actions and how we present ourselves. SIS believes that how students dress contributes to demonstrating school pride, as well as a positive self-image.

SIS has established the following dress code to provide student guidelines in determining what clothing is permissible on campus and at school related activities, (i.e., off-campus sporting events, travel days, field trips, etc.)

FIELD TRIPS

Field trips are an integral part of SIS's educational program, and all students are expected to participate. Information and permission forms for specific field trips are sent home well in advance so that parents are fully informed. Even though a student may have visited the destination previously, she/he is expected to go on the field trip because there will be follow-up classroom discussions and projects. In addition, it is important for students and teachers to share together in experiences outside the classroom. Unless a medical excuse is presented or there is a family emergency, an absence on a field trip day will be considered unexcused.

BUS CONDUCT RULES

All school rules and appropriate attitudes and behavior apply to riding the SIS School Buses and at bus stop.

Students are expected to take the assigned seat, sit facing forward and remain seated while the bus is in motion. SEAT BELTS MUST BE WORN AT ALL TIMES.

The bus driver, bus monitor or an adult who is on the bus are in charge and will handle any misconduct.

All bus riders and their parents must be familiar with the specific bus regulations that are given to each student at the beginning of the year. Failure to abide by the bus safety rules may result in suspension from SIS buses.

FIRE DRILLS

The safety of students at SIS is always a major concern.

DRESS CODE

Footwear and a shirt must be worn at all times. Clothing which is too tight, revealing, oversized and/or with profane or vulgar slogans or pictures, and clothing featuring connotations related to alcohol, drugs, sex or violence are not acceptable. Hair coloring which is extreme (not a natural color for hair), and more than one set of earrings are also not acceptable. Hats are not permitted during the school day.

These guidelines will be waived for special circumstances. (e.g. religious consideration, safety or medical condition and for special school sponsored days) If there are other reasons for a person to be out of dress code please discuss these with the principal before classes begin.

Co-operation is expected and persons initially not complying with this expectation will be asked to do so. Non-compliance will be considered defiance and may result in suspension.

These dress attire standards are in effect any time students are on the SIS campus (after school, evenings, weekends) also while on any school sponsored trip or activity and during exam writing time. School staff will monitor for compliance. The only exception to these rules can take place on dress-up or dress-down days.

If a student is out of dress code during first period, they will be sent to the office. Should non-compliance with the dress code become an issue requiring further Administrative intervention, the student may be sent home to change their clothing and return with a parent/guardian.

The intent of the dress standard is to limit distractions and enhance the image of our students here at SIS. We appreciate student and parent support and cooperation on this important matter.

The building meets current codes of safety which include smoke detectors and a sprinkler system in the event of fire. Fire drills are conducted annually for students and staff. When smoke detectors are activated automatic alarms are immediately sounded in the central Fire Station of Seongnam.

Tampering with fire extinguishers and smoke alarms or causing false fire alarms are very serious offenses in Korea.

INSURANCE

A group accident insurance policy is provided for each student. This insurance covers the student during regular school hours and after school activities. All school buses carry maximum insurance. Contact the School Nurse or the General Affairs Office for more information.

Students will be required to carry insurance on all school-sponsored trips outside Korea. If students have their own insurance, they will be asked to sign a waiver exempting SIS from liability. If they do not have their own insurance they will be required to purchase insurance through the school.

GUESTS

No guests are allowed on the SIS campus without the approval of the principal.

HS/MS LOCKERS

Grade 6-12 school students are provided lockers for books and personal items. All items not being carried to class (books, bookbags, clothing, athletic gear, etc.) should be stored in the locker. Items left around the building will be removed.

Combination locks are issued to each student and are the only ones permitted at SIS. The school secretary maintains a master key to be used when students are ill or when there is sufficient reason to enter a locker. Students who damage lockers must pay for repair or replacement and may have to give up use of the locker.

A student found entering another student's locker for any reason may face suspension from SIS.

LOST AND FOUND

Students should contact their school secretary to locate lost items. Found items should be brought to the school secretary.

LOST BOOKS

When a student loses a book, he/she must pay for the replacement of the original textbook, DHL costs from the U.S. and an additional 50% of the cost to cover ordering procedures. The student will be issued a new textbook (if extras are available in our supply room) once the lost book payment has been cleared through the Administrative Assistants' office. Should any student lose two books in a year, the book deposit fee will be forfeited, and a new book deposit will have to be paid. Those without textbooks at the end of the year will be charged the cost of a new book, handling charges plus shipping charges.

SCHOOL LUNCH PROGRAM

SIS lunch service is provided by J. J. Catering in the cafeteria. All students are required to eat in the cafeteria or designated area during the appointed lunch times and may choose to purchase a lunch card or bring their own lunch. Frequent inspections of the facilities insure that cleanliness and food preparation are in accordance with standards set by the school and JJ Catering.

HEALTH PROCEDURES

The school Health Policy is designed to provide the greatest safety and protection for SIS students and all others at Seoul International School. A certified school nurse is on duty during the entire school day.

EMERGENCIES

If an accident or sudden serious illness occurs at school, every effort will be made to contact parents, but immediate treatment of the injured student is our first concern.

First aid will be administered by the school's Registered Nurse. If the situation is serious enough to require other treatment, 119 will be contacted immediately and an ambulance will transport the student to the hospital. The school will request that students be taken to Asan Hospital where SIS has a contracted agreement with the International Clinic. In the event that the ambulance will not comply with our request, then the student will be taken to a hospital in Seongnam City, as determined by the ambulance. SIS personnel will accompany the student. Parents will be notified of the hospital location and should immediately go to the hospital, where the SIS staff member will be waiting to meet them.

If medical treatment is a result of an accidental injury, parents will pay the hospital/ambulance expenses and the money will be reimbursed when parents submit the hospital receipts and medical certificates to SIS. The school is not liable for payment of medical expenses incurred as a result of a pre-existing medical condition of a student.

IMMUNIZATIONS

Check your child's health records to be sure all immunizations are up to date (e.g. polio, diphtheria, tetanus, pertussis, measles, rubella, mumps, and TB skin test). Documentation of these immunizations is required by SIS. It will be recorded on the student's school medical history form and kept in the nurse's office.

MEDICATION

Medication can be brought to school if it is essential to the health of the student. The medicine with accompanying written statement must be clearly marked with the student's name, correct dosage, and parent's signature. Medicine will be kept in the nurse's office during school hours.

COMPLIMENTARY MATERIALS AND SERVICES

All school bulletins, brochures, textbook loans, library utilization, science labs, computer labs, art, studio, swimming pool and Saturday sports activities are included within the basic tuition fees.

Other complimentary materials and services include:

- Group accident insurance
- The school newspapers
- Student-Parent Handbook
- SIS Highlights (published two times a year)
- Pictorial SIS yearly calendar
- Special materials for AP Courses
- Initial Transcript Services for HS Students
- Student Locker Utilization

STUDENTS ID CARDS

1. Distribution: ID cards are handled by the school's computer technicians. Students can obtain their ID card from the appropriate level principal's office.
2. Loss and Replacement: When a student loses an ID card, the following procedure is required.
 - a. A student should report to the accounting office and bring W10,000 for the replacement.
 - b. A student will pay at the school accounting office and get a receipt.
 - c. A student will take a receipt to the computer technician's office.
 - d. The computer technician's office checks the receipt to re-issue a new ID card.
 - e. The computer staff handles reprinting and gives
3. For new students enrolled during the year
 - a. After the admissions office/library/transportation office finish their computer input work they must inform the computer technicians who will make the ID photo-take schedule for a new student.
 - b. The computer technician needs to inform the students regarding the schedule. Photos will be taken during the noon hour whenever possible.
4. Other
 - a. If any incorrect information is printed on the ID card by the school office, a new ID card will be issued free of charge. In this case the related school office must check and correct the error and then inform the computer technicians to re-issue the corrected ID card.
 - b. The computer technicians will be in charge of re-make, re-print and re-take picture every year.
 - c. The Principals will handle any disciplinary problems regarding ID cards.
 - d. The computer technicians will handle any inquiries from students or parents about the ID.
5. The new ID card to the Principals' office.
- f. The Principal's office will distribute the new ID to the student.

SCHOOL STORE

A school store, independent of SIS, is open from 7:30 a.m. until 1:00 p.m. daily. Notebooks, pencils, pens, erasers, rulers, regular school supplies, and a few gift items are available.

TELEPHONES

The school has limited telephone services which are to be used for official calls only. Students may call home in the event of illness or special problems. Social phone calls are not permitted on the office phones. Several pay phones are located at the school.

CELL PHONES

Students are not permitted to use cell phones on school property during normal school hours. Phones are available in the offices if necessary.

Main office numbers are:

Tel: (82-31) 750-1200
Fax: (82-31) 759-5133
E-mail: siskorea@siskorea.or.kr
Website: www.siskorea.or.kr

SCHOOL AND COMMUNITY RELATIONSHIPS

BOOSTER CLUB

Extra curricular activities take place after school and on Saturdays. The Saturday booster program for elementary school caters specifically for sports. The Activities Coordinator and ES Vice-Principal coordinate all programs, while SIS staff serve as coaches and advisors. The Saturday sports are organized by age level, and other mid-week activities are planned depending upon student interest and available adult talent.

BULLETINS

During the school year, communication regarding official school matters and school-sponsored activities will be maintained through the following

- a. SIS Bulletin: As needed for all students
- b. Parents' Bulletin: Periodicals through the year
- c. Highlights: For students and the international community (twice a year)
- d. EDLINE: May be accessed by students and parents through school website

COMMUNITY COMMUNICATION

SIS is a friendly and close-knit community school that is intent on serving its families. If parents have questions, ideas, suggestions, or criticism regarding their child's progress or program, they should feel free to come to the school to meet with the student's teachers and/or the administrators. Parents should call for an appointment to ensure that the appropriate teacher or administrator is available.

PUBLICATIONS

Tiger Times is the high school newspaper published by the Journalism Class.

The Tiger's Eye, the school yearbook, includes sections on all grades and all students from kindergarten to high school seniors as well as school activities.

Paw Prints is the elementary newspaper published periodically during the year.

Student-Parent Handbooks are published yearly by the administration for each level that include all facets of

academics and school activities, rules, policies and procedures.

S.I.S. Highlights is published and distributed to the school and foreign communities. Articles featuring school programs, activities, and special events are contributed by the administration, teaching staff, and students.

Curriculum Course Description: Complete course descriptions are found in the Curriculum Course Description Section that appear on the SIS website.

A Pictorial Yearly Calendar is given out to all parents and the international community in December.

S.I.S. College Guide is distributed to juniors and seniors.

SIS Introductory Package: This information introduces SIS to new parents and interested visitors to the school. It contains brochures on admissions, tuition and transportation, an application form.

Tuition Brochure: This brochure gives full information on tuition payments and other fees as well as school policy relating to tuition.

COUNSELING OFFICES AND TESTING

SIS has a Guidance and Counseling Department. Counselors and administrators are available to assist students with personal, academic or career issues and to give general advice.

PARENT INVOLVEMENT

There are many activities throughout the year when parent attendance and participation are invited and encouraged. These activities include Open House, Field Trips, Science Fairs, Book Fairs, Music Festivals, Field Days, Drama Productions and Special Seminars. Parent attendance at sports and athletic activities is always appreciated.

If a parent has a special skill or interest, he or she may be asked to complete the field trip application for volunteers on the student application form. This may include assisting with special lectures, field trips, inservices, career presentations, etc.

Parents are encouraged to support class and school activities and volunteer involvement is very much

appreciated. Parents assist as chaperones on field trips, helpers at sports and booster activities, and as classroom helpers. Parents from each class choose a Room Mother who communicates regularly with both class teacher and the class parents. The Room Mother assists with class activities and meets with the other room mothers on a monthly basis.

PARENT-STUDENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held over two days twice a year. Parents are allocated a time to meet with teachers and are expected to keep to the scheduled appointment. Parents may request a conference with their child's teacher at any time during the year providing they contact the school to make an appointment at least 24 hours in advance. From time to time teachers may request additional conferences with parents.

ACADEMIC SUPPORT POLICY GUIDELINES FOR HS/MS

Academic support for SIS students will be considered upon written request from a parent or teacher, if a student meets the established guidelines. Contact the student's counselor for additional information.

1. Academic support should not be considered until the middle of the first quarter.
2. The grade in the subject should be below a C.
3. Academic support requests should be supported by the classroom teacher with written documentation verifying that the student has made an effort to get extra help.
4. Students can not be given academic support in AP subjects.
5. Students in courses beyond those required for graduation should not apply for tutoring.
6. A student's involvement in after school activities will

be evaluated before academic support is approved.

7. Tutoring will not be continued automatically after the initial eight sessions.
8. The fee for academic support is 30,000 Won/session

ELEMENTARY ACADEMIC SUPPORT

SIS believes it is important for students to have the opportunity to receive after school academic support from teachers. After school academic support is available to some students and is organized through the counseling department. Students and support teachers generally meet for one hour, twice a week for four weeks (8 lessons = 1 session). The cost for each session is W240,000 (W30,000 per lesson). Teachers or parents are able to make a written request to the Counseling office if the student meets the established guidelines outlined below:

- A student will only be accepted for assistance after evaluation and approval of the Elementary Academic Support Coordinator.
- After school academic assistance will not be considered until after the middle of the first trimester
- A student will only be considered if a substantial lack of progress is evident
- Requests need to be supported by the classroom teacher with written documentation that the student has sought help
- Sessions will not be continued automatically after the initial session is complete
- Students cannot have more than three consecutive support sessions, they must have a break after the third
- The support teacher will be selected by Elementary Academic Support Coordinator on the basis of the student's individual needs

SECONDARY ACADEMIC POLICIES

(Grade 6-12)

MS GRADING SYSTEMS

Each teacher issues a grade and percentage for each student. Letters are assigned according to the code on the report card

A 94-100 **B** 84-93 **C** 74-83 **D** 66-73

F 65 or below **NG** No grade

Incomplete **MAKE UP WORK MUST BE COMPLETED WITHIN TWO WEEKS OF ASSIGNMENT**

Grades and percentages are given at the end of each quarter according to the school calendar, and semester grades (for every two quarters) are given in December and June. **ONLY** the semester average grades are made a part of the official transcript that is sent to other schools and colleges. The semester grade is usually, but not necessarily, an exact average of the two quarter grades. It may include a percentage of a comprehensive semester exam.

HS GRADING SYSTEM

High School teachers report course achievement and standing by issuing percentage grades. A failure is considered a mark below 65%. Marks are reported at the end of each of the four quarters comprising the school year as defined by the school calendar.

Semester grades are the only grades reported on official transcripts that are sent to other schools and colleges. Honor roll standing are calculated and reported based on Semester grades only.

MID-QUARTER REPORTS

Reports may be sent out between reporting periods (This is usually done at Mid Quarter) in order to indicate to parents any problem areas that might need special attention and help. They are also used to indicate changes in study patterns. This can be either a negative or positive report. These reports are not sent to all parents. They are used only in cases in which the teacher feels that a particular problem area or improvement trend should be brought to the attention of the parents. In the middle school these reports are distributed via email. Parents must ensure that SIS has their current email address

HOMework

Basic Philosophy: At all grade levels, homework for

students is an integral part of the basic curriculum and planned by the teacher to closely correlate with classroom course development. Parents should be fully aware of the home study programs initiated and planned by teachers. One basic goal for any homework program is to develop, from an early age, study habits so that assignments can be accomplished independently and not directly under teacher or adult guidance. Encouragement of student responsibility, initiative, and motivation are additional objectives in a well designed home/school study program. Teachers should not assign homework during short holiday periods such as Chusok, Thanksgiving and Lunar. Reading Assignments may be appropriate for Advanced Placement students. Only one night's worth of homework should be assigned over weekend.

Guiding Principles: The time spent on homework is important. Too little is not challenging, and too much may be detrimental to the health and general welfare of the student.

Message to Parents:

1. Show interest in your student's homework, but do not take responsibility for its completion.
2. Ensure that students have a comfortable place to complete homework.
3. Eliminate distractions.
4. Set an example by reading or studying something yourself.

DEADLINES FOR ASSIGNMENTS TESTS

Essays and Projects

The deadline for students handing in Essays or Projects will be 8:05 am on the day it is due. Teachers will be in their rooms no later than 7:45 am on that day to accept the assignment. The following consequences will apply for late turn-in (after 8:05 am). If a student is going to be absent on the due date it is their responsibility to get the work here via a parent, friend, fax (82-31) (759-5133) or the teacher's e-mail by 8:05 am.

- 10% deduction for late turn-in on the due day.
- 25% deduction for turn-in the next day.
- 50% deduction for turn in on the third day
- 0% no credit may be given after 3rd day

Tests and oral presentations

Students who are absent from a test (not including a school sponsored trip) will be allowed to take a make-up test under the following conditions:

- * Excused absence (all day) with a Dr.'s note upon return: May take the test on the first day of return to school with no deduction. It is the student's responsibility to contact the teacher and make the arrangement.
- * Excused Absence (partial day) with a Dr.'s note return: May take the test that same day with no deduction. It is the student's responsibility to contact the teacher and make the arrangement.
- * Excused Absence with a parent excused note (all day or partial day) may take the test within one day with a 10% reduction in grade.
- * 0% No credit after one day of return

Number of Tests in One Day

Two tests (not quizzes) on one day is reasonable. If a student is scheduled for more than 2 tests (not including make-ups) on one day they should try to work it out with the teachers and if unable then the principal will make the decision. These steps must be taken as soon as the student is made aware that he/she has more than 2 tests scheduled for the same day.

ACADEMIC INTEGRITY

Seoul International School is an academic institution whose purpose is not only to provide a program that meets the primary and secondary needs of our students but to also develop honest, creative, and free thinking individuals. To this end the school has developed the Academic Integrity policy to give guidance to students in terms of what is and what is not acceptable behavior.

Cheating/plagiarism is defined as the deliberate misuse of material, information, answer, solutions, and other student's work with the intent to represent the work as one's own individual efforts. Examples of this include plagiarizing, cheating on a test/exam, claiming the work of tutor, parent, sibling or another student as one's own, and altering grades. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are also in violation of academic integrity. Electronic checks such as Turn It In.com will be used to monitor student work.

All high school students will be required to read and sign and Academic Integrity declaration at the beginning of the school year.

First offense: students who are found in violation of the Academic Integrity Policy may be assigned a mark of 0% on that assignment/test/exam, and their parent(s) and principal will be notified. Students in violation of this policy who are involved in activities i.e. student council, honor societies, athletics, and MUN will be reported to their advisor or coach and may be removed from the activity, organization, or team depending on the rules of each (any

changes to these must be approved by the level principal). A record of violations of the Academic Integrity Policy will be maintained in the student's discipline record. This record will be reviewed should the student seek to participate in school activities; i.e. student council, honor societies, athletics, and MUN. It will be reviewed when students seek recommendations for A.P. courses and applications for colleges and universities.

Students found cheating in AP courses may be removed from the AP course and restricted from future AP course participation.

At the time of application to colleges and universities this record will be available to teachers and the D.P.P.S. Evidence of cheating, plagiarizing or any other breach of the academic integrity policy will jeopardize acceptance to college and may be reported to colleges to which the violator has applied, at any time of year.

Second offense: the student will receive a mark of 0% on the assignment/test exam and may be suspended from school for one day.

English and Social Studies teachers will review the Turnitin.com policy and procedures with all their classes.

Additional offenses may result in further disciplinary action or the student's enrollment being terminated.

POLICY FOR GRADE PERCENTAGE AVERAGE (GPA) CALCULATIONS

GPA's are calculated using semester grades. It is calculated by taking the average of all current academic classes only including physical Education classes. (**Excluding** grades assigned for "Study Hall" and "Work Study").

Example Calculation:

7 Classes: US History **95**, Pre Calc **92**, Chemistry **97**, Statistics **96**, Life Sports **99**, Drama **85**, Spanish III **96**

$$95 + 92 + 97 + 96 + 99 + 85 + 96 = 660/7 \text{ classes} = 94.3$$

GPA is 94.3

SECONDARY SCHOOL HONOR ROLL

Honor rolls are computed at the end of each semester. A certificate is awarded at the end of the school year reflecting all semesters in which the student qualified.

General Honors: minimum 90% (with no marks less than 75%)

High Honors: minimum 95% (with no marks less than 80%)

PROMOTION/RETENTION AND PROBATION

Seoul International School requires that students make

academic progress commensurate with their abilities. In recognizing that students enter SIS with varying abilities and skill levels, several individualized programs have been designed to help ensure continued academic growth. Students will be promoted to the next grade level using the following criteria:

1. Maintaining a Grade Percentage Average of at least 75% for all academic subjects and no marks less than 65% and no more than 2 marks less than 75%.
2. A student who is placed on two quarters of Academic Probation during an academic year may be asked to withdraw from SIS at the end of the respective semester.
3. A student who is placed on Academic probation at the end of one Academic Year may be admitted conditionally in the next Academic Year. If the student is then placed on Academic Probation in the 1st Quarter of the new Academic Year, they may be asked to withdraw from SIS at the end of the respective semester.
4. Consistent behavioral problems, or multiple disciplinary or academic referrals will be taken into consideration when reviewing the student's probationary status at SIS.

If a student is withdrawn due to academic and/or disciplinary reasons there is no tuition refund.

Admission to SIS is not automatic. Parents of students on probation will receive written communication twice quarterly on their student's progress. Students experiencing academic problems will receive help from the professional staff at SIS, and their parents will be contacted.

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Students may graduate from SIS after they have accumulated a minimum of 26 credits (or Carnegie Units) in grades 9 through 12 for a DIPLOMA with honors or a minimum of 23 credits for a GENERAL DIPLOMA.

Units (One year is one credit unless otherwise specified)

For a Diploma with honors:

4 English (1 Communication 9th, 1 Writing 11th)

3 Mathematics (Alg. 1 & 2 Others)

3 Social Studies

3 Science

2 *Foreign Languages (2 yrs. in one language, if English is the native language.)

9 Electives (5 must be in core areas)

2 Physical Education

Total 26

Note: *Foreign Language requirements omitted for STUDENTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH; other academic electives must be taken.

For a General Diploma

4 English (1 Communication 9th, 1 Writing 11th)

2 Mathematics

3 Social Studies

2 Science

10 Electives (5 must be in core areas)

2 Physical Education

Total 23

The Headmaster of Seoul International School reserves the right to make the final decision on all graduates irrespective of academic accomplishments.

REQUIREMENTS FOR COLLEGE ENTRANCE

Since most colleges differ in their individual requirements for admission, it is recommended that students who have an inclination toward a particular college or major carefully research entrance requirements.

Most colleges require a minimum of 15 Carnegie Units (in addition to academic electives) with a 85% average or better as follows:

4 in English

2 or more in each Foreign Language (if English is the native language)

3 or more in Social Studies

3 or more in Science

3 or more in Mathematics

Naturally, those interested in math or science fields may have a higher requirement (usually 4 years) in math. Some of the most competitive universities in the U.S. have rigidly prescribed high school subject prerequisites for admission. Following a challenging academic program through high school is to a student's advantage.

Note: Highly competitive colleges do not base acceptances solely on academic achievement. Most of the highly competitive colleges and universities selected candidates not only on the basis of academic record, SAT and AP courses, but also on co-curricular activities such as athletics, art, music and school publications.

Seniors may apply to seven colleges or universities with no additional S.I.S. fees. Transcripts, recommendations and any additional correspondence related to the applications are included in the senior graduation fee. A fee of 20,000 won per school is charged to seniors who wish to apply to more than seven schools.

SUMMER SCHOOL

Although many students attend U.S. summer schools, it is usually for enrichment. The only courses permitted to be taken for credit are those which replace courses failed in high school. Summer School courses are not prerequisites for SIS courses.

EARLY GRADUATION

There are basically three reasons for considering a request for early graduation.

1. A senior (and or family) departs Korea at the end of first semester or during second semester.
2. A senior has applied to universities in countries other than Korea where the school year begins in February or March.
3. A senior has sufficient credits and in the opinion of school administration the student will not be allowed to complete the school year, because of a discipline / behavior issue. In this situation the student is not permitted to attend school events or activities for the balance of the year. With special permission of the Headmaster the student may be allowed to attend the graduation ceremony and senior prom dance.

A STUDENT WILL NOT BE PERMITTED TO GRADUATE EARLY IN ORDER TO ENTER A KOREAN UNIVERSITY.

A senior must have sufficient credits to graduate and a GPA of at least 75%. Parents must make the request in writing to the DPPS, for submission to the Headmaster for approval. **WHEN EARLY GRADUATION IS PERMITTED, A FULL YEAR'S TUITION IS CHARGED.**

VALEDICTORIAN AND SALUTATORIAN

The graduating senior who receives the highest grade percentage average computed over a 4 year period (9th grade through 12th grade) will be appropriately recognized at the graduation ceremony as Valedictorian. The graduating senior with the second highest grade percentage average will be recognized as the Salutatorian. These two awardees must also have attended SIS for at least three semesters of high school prior to graduation. The tentative selection is made at the end of the third quarter, the senior year, but the final selection is not made until 4th quarter and averages have been compiled.

THE ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program is a High School program, sponsored by The College Board, which allows students to study courses designed for freshman college level students. All AP students at SIS sit an external exam in May. Students who complete several AP courses and score grades of 4 or 5 are often eligible to apply for advanced standing when they leave SIS and go on to university. Students must meet specific course requirements to gain a recommendation to participate in an AP class. Many courses have PSAT score related criteria. This is due to the high volume and academic level of the

required reading. A 3-week grace period at the beginning of the course allows students to make sure that the AP class is suitable for them. If a student chooses to drop, or is dropped from an AP class after this time, they carry 'F's' on their transcript for the school year. The cost for an AP exam is Won 200,000. This fee must be paid before the end of the grace period.

NATIONAL HONOR SOCIETY

The NHS is an organization whose members are recognized as scholars as well as positive contributors to the life of the school. Members of the S.I.S. chapter are inducted as seniors. Members must have been at S.I.S. at least one school year and have a minimum G.P.A. of 95%. A five-member faculty committee offers membership to those students who have met eligibility requirements. The S.I.S. chapter of the National Honor Society was started in 1984.

NATIONAL ART HONOR SOCIETY

Sophomores, Juniors, and Seniors who have had at least one year of high school Art and earned a "85%" average are eligible for membership. Projects include the design and sale of greeting cards, beads, and necklaces. Members painted a mural outside the Art Room depicting all the Fine Arts. The National Art Honor Society is frequently asked to assist such school projects as decorating for the Prom, designing a logo for a school activity, some of the money raised is used for Art Room equipment and supplies, etc. Proceeds from projects are contributed to charities.

SPECIAL NEEDS

Unlike public schools in the USA, SIS does not offer special programs. Parents will be informed that SIS is not a suitable school for their child as soon as we realize that our program cannot adequately provide services to the student with special needs.

CO-CURRICULAR

- * **Knowledge Master:** SIS participates in the Knowledge Master Open based in Durango, Colorado. This is a "Brain Bowl" type of competition accomplished through the use of computers. Our teams score consistently among the top schools in the International High School division.
- * **Academic Weeks:** Throughout the school year the Math, Science, Social and English Departments each sponsor a special week of competitions and fun activities to promote learning and subject applications outside of the classroom. The "Math Bowl", Science Jeopardy and the English department's "Fortnight" are examples of events and activities that highlight these special weeks.
- * **Model United Nations:** MUN is a Noon activity for selected HS students who wish to participate in this exciting event. Students are trained throughout the year, and then a group is chosen to represent SIS at each of three Model United Nations Conferences held throughout the year. Representatives come from many schools throughout the world. SIS usually has 8-10 HS students representing 4-5 countries.
- * **College Admission Officers:** Whenever possible, meetings with juniors and seniors are scheduled during activities period after school. Large college fairs, usually not held at S.I.S. are announced to the school community.
- * Elementary, middle school, and high school field days are held periodically throughout the school year.
- * There are a variety of activities a student may be involved in i.e. Art Club, Literary magazine, Science Club, Quiz Champion

INSTRUMENTAL MUSIC

In addition to the curricular instrumental music classes, enhanced and enlarged music groups meet after school. These include a full orchestra and a jazz ensemble. All groups and ensembles perform frequently at SIS and in other locations. Annually groups participate in the KAIAC Instrumental Music Festival with SAHS, SFS, and TCIS. Music students are encouraged to perform solos and to play in small ensembles for school assemblies, atrium concerts at lunch time, and for outside organizations.

STUDENT COUNCIL

The Student Council is a leadership organization at Seoul International School. Each year the student body of

both high and middle school elects a group of students whom they feel would best represent them. The role of the Student Council is 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. These activities consist of dances, pep rallies, class competitions, talent shows, etc. Also, charities and service projects are sponsored. The goals of the Student Councils are to increase school spirit, provide a more friendly and exciting atmosphere, and offer an opportunity to express student opinions on school matters.

- * **Junior-Senior Prom:** The Junior Class sponsored Prom is usually held in May. The Prom consists of a dinner that can be attended by all junior and senior students, their guest and teachers. After dinner there is a program that honors the seniors. A king, queen and court are chosen to reign over the formal dance.
- * **Commencement Ceremony and Reception:** Commencement Exercises are held at SIS for family and friends. Following the ceremony a reception is held.
- * **Snow Ball:** The Sophomore Class sponsors a semi formal dinner and dance which is open to all interested high school students and teachers. A king, queen from each level are chosen to reign over the dance.

HIGH SCHOOL ATHLETICS

In line with the SIS school wide learning expectation emphasizing well rounded individuals, considerable emphasis is placed on the SIS Sports Program. Building sound and healthy bodies is a natural supplement to building sound minds. SIS strives for Tiger PRIDE, Power, Respect, Integrity, Determination and Enthusiasm.

Seoul International sponsors teams for athletes from sixth to twelfth grade, although, seniors are not eligible to compete at junior varsity level. The seasons in which we participate are: Fall Tennis, Cross-Country and Volleyball. Winter: Basketball and Cheerleading. Spring: Soccer and Swimming.

SIS belongs to the KAIAC (Korean-American Interscholastic Activities Conference) which includes three American Department of Defense Schools in Seoul, Taegu, and Pusan as well as eleven international schools. A school bus provides return transportation to general residential areas. Varsity and junior varsity teams in various sports are offered to both boys and girls for 7th to 12th grade, and teams travel to the other schools for some games and tournaments.

As SIS fully supports participation in the KAIAC

league, students are not academically penalized for classes missed due to sports. These classes are regarded as an "excused absence," but students are expected to make teachers aware of their absence ahead of time and arrange for times to complete work that will be missed. All athletes are required to have a medical exam each year.

TEAM COMMITMENT

Seoul International offers a diverse range of extra curricular and activities. Sport is only one of these offerings. However, at any time during the year a student's commitment to a particular activity may prevent them from being involved in another activity. In order to help students manage their commitments, a student activity application form is distributed at the beginning of each sports' season. This form outlines possible calendar clashes involving the sport in question, and other important events, such as MUN trips, orchestral concerts, theater performances, etc.

It is important that students are honest on these forms. Although many students can handle two or three extra curricular commitments, some cannot. A realistic assessment of each students' needs early on helps prevent academic trouble and broken commitments. Hence, sponsors will meet regularly to assess who is applying for each activity, and they will make a final decision on the load each student can handle at any given point in time.

In order to involve parents as much as possible in this process, their signature is required on the form. This indicates they understand the total commitment, and support their child's application. Should a student break their commitment to a sports' team (or any other activity), the term "withdrawn commitment" will appear on their activity transcript. The activity transcript will form part of the SIS school transcript, and consequently be sent to colleges at application time.

ATHLETIC TRANSPORTATION

Due to the constraints of time and cost, SIS has adopted an athletic transportation policy in coordination with other international schools in EARCOS. It is imperative that students and parents of potential athletes review the following busing policy:

For practices and games in Seoul a set bus route going near most major foreigners' complexes will be distributed to all potential athletes before the season. Parents and students may have to plan necessary supplemental transportation with that route in mind.

At games outside of Seoul the bus will return to Seoul and stop at 2 or 3 major stops, and all remaining students will be bused to SIS for transportation by parents.

When returning from away games at least one coach stays with the bus until all students have alighted at the designated stops.

HIGH SCHOOL ACADEMIC PROBATION AND KAIAC PARTICIPATION

1. Any student on SIS academic probation or school suspension is not eligible to participate in a KAIAC sport for the season:
 - * Academic Probation for KAIAC Activities: - Student may not try out or be considered for the team during the season.
2. Students' previous quarter grades determine whether or not they may try out and participate in a KAIAC sport for the season.
3. Students who are on academic probation may not try out or be part of the team until academic probation is cleared.

SIS GRADE CHECK PROCEDURES

Grades will be monitored by subject teachers for students who are involved in an extra-curricular activity (i.e. Sports, MUN, Student Council, etc.).

Students who are failing in one or more classes will be in-eligible to participate, practice, play, or travel the following week (including the weekend games/activities) even if they come out of failing status during the week. They are ineligible for one entire week (7 days). These ineligible students will be checked on the following week by the coaches and if they are still in failing status they will remain ineligible for a second week (7 days). If the student remains in failing status on the next grade check they will be dropped from the team or activity.

RULES DURING SPORTS SEASONS

Athletes are expected to be role models for other students. The following rules are standard policy at SIS and most other KAIAC schools

1. Tobacco: Use or possession during a sports season will result in permanent suspension from the team.
2. Alcohol, Drugs: If it is found that a player is under the influence of alcohol or drugs during an athletic season he/she will be permanently dropped from the team, and further punitive action will be taken by the school administration.
3. School Attendance: Students must be in school and attend all classes on the day of a contest in order to participate/or practice that day, (unless they have approval from the Principal). In order to participate or attend a Saturday contest you must attend all classes on Friday.

All athletic team members who arrive home from an away athletic contest before midnight are expected to be in school on time the following day. If expected arrival time is after midnight, the student must get to school as soon as is

reasonably possible, and definitely before the third period, in order to be eligible for an excused absence and in order to play in the next scheduled game or practice.

An athlete who is prohibited from playing (due to breaking any of the above criteria) may not attend an away match as a spectator.

finite list of activities (including MUN, fine arts, sports, etc.) participants before anything relating to the activity is published. School publications must accurately represent the school.

7. High school newspaper publications belong to the high school journalism class.

CRITERIA FOR EARNING AN ATHLETIC/ ACTIVITY LETTER

1. Is a member of the junior varsity or varsity team.
2. Attends all practices unless excused by the coach for illness or other school function. eg. Fine Arts on Mondays and Thursdays or other reasons beyond the student's control.
3. Meets all eligibility criteria as determined by SIS and KAIAC
4. Must complete the entire athletic/debate season, considered to run from day I of practices until the end of the designated KAIAC tournament. Far East, held after the KAIAC tournament, is an extension of the season.
5. Must participate (not just be on the roster) in at least one half of scheduled games/matches/meets.
6. Must meet established coach/advisor criteria, as communicated before the season begins.
7. Must have returned all school provided warm ups and/or uniforms to be eligible for an award.

Athletic awards are given in recognition of outstanding athletic achievements and service to the school, not merely as compensation for participation on a team. (Team managers are considered in the above criteria and may earn a JV or Varsity Letter.)

PUBLICATIONS

SIS encourages the publication of student writing in our yearbook, newspapers and literary magazine. These publications enable students to gain practical experience in producing publications while learning journalistic skills. At the same time, students study the role of mass media in today's society and aspects associated with responsible journalism. As an integral part of journalism, students and advisors need to read and follow these publication guidelines.

1. Standard language must be used (no obscenities).
2. If satire is one form of writing used, no real names or situations can be run without written permission from the person involved.
3. Themes promoting and/or condoning violence, drug or alcohol abuse and sexual promiscuity are not appropriate.
4. Publications must be cleared for content through a committee of faculty and administrators.
5. Articles must be culturally and ethnically sensitive to all members of SIS.
6. The activity director must be consulted for a final,

BEHAVIOR POLICY

INTRODUCTION TO BEHAVIORAL POLICIES

At Seoul International School, 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. Should a student act without responsibility or regard for others, the school policies, which are clearly stated in this Handbook, will be fairly applied.

STUDENTS AND PARENTS ARE REQUESTED TO BE THOROUGHLY FAMILIAR WITH SIS POLICIES ON STUDENT BEHAVIOR AND CONSEQUENCES

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the RIGHT to a meaningful education with high standards that adequately meet the needs of all students.
2. Students have the RESPONSIBILITY to punctually attend every class and be appropriately prepared.
3. Students have the RIGHT to voice their opinions and views in matters that directly affect the quality and content of their learning environment.
4. Students have the RESPONSIBILITY to demonstrate respect for the professional staff, support staff, their peers and the learning environment.
5. Students have the RIGHT to timely notice of all rules, regulations, policies and penalties to which they are subject.
6. Students have the RESPONSIBILITY to demonstrate sincere consideration for others by refraining from boisterous behavior, use of obscene language and a language other than English.
7. Students have the RIGHT to physical safety and protection of their personal property within a safe and clean facility.
8. Students have the RESPONSIBILITY to maintain good health and safety by refraining from smoking, use of alcohol, drugs and other substance abuse.
9. Students have the RIGHT to adequate consultations with teachers, counselors, administrators and other school personnel.
10. Students have the RESPONSIBILITY to wear appropriate attire, look neat and practice personal hygiene which is acceptable within the Host Country community.
11. Students have the RIGHT to free election of their peers in student organizations.
12. Students have the RESPONSIBILITY for showing respect for school property and the personal property of others.
13. Students have the RIGHT to present grievances to the administration and receive prompt replies regarding the resolutions.
14. Students have the RESPONSIBILITY to maintain good judgment in student conflicts, public display of affection or acting in such a manner as to expose others to injury or intimidation.

TEACHER/CLASSROOM MANAGEMENT

Students are expected to follow teacher rules on academics and behavior posted in individual classrooms. COMMON SENSE AND GOOD JUDGMENT will prevent most infractions. Each teacher has the authority and responsibility to respond to inappropriate conduct, according to SIS policies, and to contact parents if necessary. Repeated infractions are referred to the principal for appropriate discipline which may include detention or suspension.

HS/MS AFTER SCHOOL DETENTION

Students referred to the principal for AFTER SCHOOL DETENTION report from 3:05 p.m. until 4:45 p.m. THEY MUST COME PREPARED TO WORK DURING DETENTION AND CANNOT PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES ON THAT DAY. During detention a student must write a letter of apology to those involved and state specific corrective action for the future. If inappropriate behavior is noted during detention, a student may be assigned additional discipline.

REPEATED OCCURRENCES OF OFFENSES OR INAPPROPRIATE BEHAVIOR

For serious infractions, or more than three days of detention during any quarter, a student may be suspended from school.

A first suspension may be one or two days, while the second suspension may be three to five days or a maximum of 10 days depending on the seriousness of the offense. The student is responsible for completing all assignments and making up work missed during the suspension period. If a student fails to complete assignments, a ZERO GRADE will be given.

SUSPENSION MAY REQUIRE A PARENTAL CONFERENCE PRIOR TO RE-ADMITTANCE TO SCHOOL. A student who exhausts all of the above

disciplinary actions and continues to misbehave with inappropriate conduct, will be referred to the Headmaster or his designee for further review and recommendation. This could result in permanent expulsion from SIS. If a student is expelled the TUITION REFUND IS FORFEITED.

MAJOR AREAS OF DISCIPLINARY CONCERN

Though occurring infrequently, some student offenses are serious and the student may be severely disciplined. An administrative decision for the following inappropriate behavior may call for immediate suspension from school rather than detention. In all cases, parental conferences will be required for re-admittance after suspension. In some cases in-school and/or out of school counseling may be required.

WEAPONS: SIS has a zero tolerance policy in regard to the possession of weapons on campus. Firearms, knives, clubs or any other object perceived by administration as a weapon will be confiscated.

Using a weapon in any altercation will result in an immediate indefinite suspension for students and there will be an expulsion review by school administration.

BULLYING, HARASSMENT AND/OR ABUSE OF FELLOW STUDENTS: Bullying and harassment of students is often prevalent in our host nation schools but is NOT CONDONED at SIS. Upper classmen do not have the privilege to require demeaning activities of lower classmen. Older students are school leaders and are expected to set an example. Any activity designed to initiate, haze, embarrass or isolate other students is strictly prohibited.

CUTTING CLASSES AND TRUANCY FROM SCHOOL: Truancy is defined as student absence unauthorized by parent, legal guardian or the school. (This includes forged notes.) An unauthorized absence from class is one without teacher permission. A student without a pass in the halls or on school premises during class hours may be assigned a detention. A student assigned to Study Hall or Library who does not attend will be considered cutting a class. A student who leaves a class with permission and does not return as required is in violation. Attendance is taken daily by teachers and reported to the office.

DRUGS AND ALCOHOLIC BEVERAGES: Any student found to be in the possession of, taking or using, buying or selling, giving or accepting any non-prescription narcotics, barbiturates, hallucinogenic drugs, marijuana or alcoholic beverages in school, on the school campus, on the school bus, at school bus stops, at any school activities including off-campus activities or in the school neighborhood will be suspended or expelled from SIS.

In any situation when it is felt that a student is under the influence of drugs, parents will be called to come to school. ABSOLUTE PROOF IS NOT REQUIRED. As a part of

the school's detection procedure, urinalysis may be conducted at a facility of SIS's choice. Lack of cooperation on the part of the parent or student may result in the student's immediate expulsion from SIS.

FIGHTING AND USE OF VERBAL PROFANITY: Fighting, the use of profanity, insulting and profane gestures are unacceptable during school hours, on school buses, at bus stops or during school functions on or off the SIS campus.

INSOLENCE: Insolence is talking back to teachers and staff, rude behavior, ugly facial and body expressions, making threats, use of derogatory language and excessive sarcasm. Insolence can also include raising of voice and refusing to follow directions.

A student is referred to administration only after a teacher has taken disciplinary action on the spot and the insolence persists.

USE OR POSSESSION OF TOBACCO: SIS cannot condone a practice that has been proven to be detrimental to one's health and the cause of serious diseases. This behavior is prohibited at all times during school hours, at school sponsored activities or on trips, on the school bus, at bus stops or in the school neighborhood. IF STUDENTS ARE FOUND TO BE IN A SMOKE FILLED AREA, THEY WILL BE CONSIDERED TO BE SMOKING. Use or possession tobacco products will result in suspension from school. Smoking cessation classes: Use of any tobacco products may result: 1. One day suspension from school or 2. Assessment and completion of smoking cessation classes at students expense. Proof of assessment must be in writing to the Principal. The Republic of Korea's law do not permit students under college age to smoke in public.

THEFT: Acts of theft consist of the actual taking, assisting in taking or in any way participating in receiving materials belonging to someone else without that person's consent. SIS has the right to search students and their personal possessions. School assigned lockers can be searched at any time. A student charged with theft will be suspended and may be recommended for expulsion. Counseling may be required before re-admittance to SIS.

VANDALISM AND GRAFFITI: Many displays of antique chests, pottery and art can be seen in the building and on the SIS campus. Most students appreciate and respect the efforts of our personnel in keeping the school functional, clean and beautiful. Vandalism is considered a serious offense and can result in immediate suspension. Vandalism includes defacing, destroying and/or moving school property, and an offender may be placed on a work detail and/or pay for the damage. Bus vandalism is equally serious and can result in suspension from the bus and/or school. (See Bus Conduct Rules)

OTHER AREAS OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior can be disciplined by any member of the SIS staff and may include work projects and/or detention. Use of good judgment and reminders of possible consequences should deter inappropriate behavior. The administration will act according to school disciplinary policy if infractions persist.

ACCESS TO CAMPUS (CLOSED CAMPUS): Students have access to campus from 7:30 a.m. until 4:00 p.m. Unless students are participating in extra curricular, sports or booster activities, they should leave the school campus by 4:00 p.m. Students are not to remain in the neighborhood after school. Students who remain for supervised activities (including detention) will depart the campus at 5:15 p.m. Guards will usually turn away a student who tries to use his/her locker after this time. If a student enters the building after hours he/she will be asked to sign an entry logbook and show identification. Further security measures if necessary may be set up during the year.

FOOD AND DRINK: Food and drinks can not be taken out of the cafeteria without prior permission. For the morning snack program and special events such as classroom parties, food and drinks can be allowed with prior permission for a certain designated area. It is appreciated when students dispose of their own litter and pick up trash on campus. Drink cans and wrappers should be thrown into trash containers.

GUM IN SCHOOL: Gum chewing is not permitted on school grounds. Students are requested to throw their gum into the trash containers before entering the school building.

P.E. LOCKER ROOMS: Although P.E. locker/changing rooms are locked during the P.E. classes, it is inadvisable to leave valuables and money in lockers. The P.E. teachers maintain security boxes for valuables, and students are encouraged to use them.

PUBLIC DISPLAY OF AFFECTION: Because many cultures co-exist at SIS, it is important for students to demonstrate a correct attitude and behavior regarding interpersonal relationships acceptable to people of various ethnic backgrounds and religious beliefs. Public displays of affection are not acceptable at school or at school sponsored events.

WALKMAN-TYPE STEREOS/RADIOS, BEEPERS, MP3 PLAYERS, CELLULAR PHONES OR DISK CD PLAYERS: In an effort to provide a proper academic environment at SIS, electronic devices are not permitted during normal school hours. Often such items turn up missing, and the school can not be held responsible. If they are used in school during school hours without the

principal's permission, they will be retained by the principal. After the first offense, they will be returned upon request. A second offense will result in further disciplinary action.

AUDITORIUM ETIQUETTE

Whether it is an SIS assembly or public function, the following rules of behavior are appropriate and expected.

1. Walk to the assigned seating area.
2. Remain seated and show consideration for others.
3. Do not put your feet up on seats in front of you or talk loudly to someone in another row.
4. Wait for intermission if you have to leave the Auditorium.
5. Food and drink are not permitted in the Auditorium.
6. Stand up and remain still while the national anthem is being played.
7. Do not interrupt the speakers by booing or calling out to people on the stage. Applaud only at the end of a presentation.
8. At the end of the program, remain seated and wait for dismissal directions. Check to see that you have left nothing behind.

BUS RULES

1. Students must sit in their assigned seats with their seat belts securely fastened at all times until the bus stops completely at the bus stop.
2. Proper behavior is required. Students must refrain from fighting, shouting, throwing things, or displaying any other loud behavior that would distract others and/or the bus driver.
3. No food, drinks, or chewing gum is allowed on the bus.
4. Students must not take knives or any other sharp items, lighters, or other dangerous or potentially harmful materials onto the bus.
5. Students must not create any damage to the bus, including seats.
6. Students must keep arms, legs and other body parts inside the bus, not throw any object out of a bus window, and refrain from making impolite comments or gestures to those on or off the bus.
7. Students are expected to promptly and courteously follow the bus driver's instructions without exception. Rudeness toward the bus driver is unacceptable.

CAFETERIA ETIQUETTE

Students should remember that good table manners are appropriate at all times. These are the same manners that students would use with guests who have been invited to

their homes.

1. Food, paper or other objects are never to be thrown around.
2. Conversation should be at a normal level with no shouting.
3. All paper and leftovers are to be cleared away and deposited in the trash containers before leaving the cafeteria.
4. Spilled items should be cleaned up by the person who spilled them.
5. Students are not to pick up lunches for other students.

DANCE POLICY

All SIS rules apply at dances held at SIS or at any interschool dance in another location, and the chaperones have the responsibility to act on any misconduct. Once students enter the dance they may not leave and come back again.

Absolutely no alcoholic beverages, drugs or smoking are permitted in the building, on the school grounds or in the neighborhood of the school or dance location. Any student who appears to be under substance influence must leave the dance immediately and be picked up by a parent. School consequences will apply.

SIS students may invite guests to attend SIS dances provided they get approval from the High School Principal at least twenty-four hours in advance. It is the host's responsibility to assure that the guest follows all SIS rules.

Note: Students who do not follow the Dance Policy may be excluded from attending future dances and risk further disciplinary action. Students who are absent on the day of a dance may not attend the dance.

ENGLISH POLICY

SIS is a U.S. College preparatory school. As a consequence, students who enroll at Seoul International plan to attend a college or university found in the United States. The last 3 years, 98% of our students were successful in reaching this goal. To achieve this success rate we have hired an excellent teaching staff and developed a very strong school curriculum based on an American model. This curriculum, except for our modern languages is taught in English.

For many of our students, Korean is the first or second language. In addition, we have students from other countries who do not speak English as a first language. This reality makes it critical that we do whatever we can to expose students to as much English as possible during the school day. To this end we have developed our English Only Policy. It requires that students, to increase their English language fluency, must take advantage of the opportunity to speak English at all times. If a student chooses to flagrantly violate this policy he/she must speak to the principal. Students choosing to break the policy a second time will be asked to meet with the principal and

also a counselor. A third infraction will result in a one-day suspension and a meeting with his/her parent(s). Additional violation of the English Only Policy will result in further suspensions. Any student who obviously demonstrates lack of motivation about improving English language skills may be asked to leave SIS at the end of the school year, so that he/she may seek an educational environment more benefiting his/her educational goal.

STUDENT DRIVERS

Students of SIS are NOT PERMITTED to drive a vehicle to and from school even though they might have a Foreign License, International License and/or Korean License.

SEOUL INTERNATIONAL SCHOOL STUDENT COMPUTER & MEDIA DEVICE ACCEPTABLE USE POLICY (AUP)

The following policy is for the use of any computer or media device by students throughout their educational experience here at SIS. These standards are set forth under the assumption that computer and media tools are available for the enrichment of the student's learning experience.

By attending Seoul International School, students and their parents enter a contractual agreement to comply with all of the rules in this Acceptable Use Policy (AUP).

As a parent or guardian of a student at Seoul International School, please read the following AUP concerning appropriate use of the computer and media equipment and Internet resources at SIS. Parents must recognize and accept the terms of this AUP and understand that computer access is designed for educational purposes. SIS has taken precautions to eliminate controversial sites. However, it is impossible for SIS to restrict access to all controversial materials. Parents are responsible for student computer supervision when not at school.

1. Acceptable Use

Access to the school's technology resources will be allowed only for students currently registered at this school.

Resources are available solely for educational objectives of this school.

When using the school's network or computing resources, students must follow the rules for that particular location, including displaying their SIS ID CARD face-up.

When in doubt, a student must ask his/her teacher before going ahead.

If students use their Internet access for anything other than acceptable use, they may lose their access to the school's technology resources.

2. Unacceptable Use

This includes but is not limited to:

Inappropriate material is strictly prohibited. This includes ANY content not pertaining to classroom instruction.

No food or drinks are allowed in computer areas

Creation or sending of threatening, harassing, or inflammatory material or messages

Violations of copyrighted material: Treat anything created by others (information, graphics, music, sounds, projects, etc.) as private property and respect copyrights.

Advertising items for sale (or any commercial use)

When in doubt, a student must ask his/her teacher before going ahead. Any student who demonstrates such "unacceptable use" may lose access to the school's technology resources.

3. Access to the Seoul International School Technology Resources is a privilege, not a right

The technology staff or classroom teacher may take away a student's access to the school's technology resources at any time.

4. Limits on Internet services

Because access to the Internet provides connections to other computer systems located all over the world, students and parents must understand that neither the Seoul International School administration, faculty nor staff controls the contents of the information on other systems' web sites. Students are to avoid purposely accessing these systems. Some of the information available is controversial and may be offensive to some individuals. Seoul International School does not condone the use of such materials.

5. Security Responsibilities

Security on the Network and Internet is a high priority.

Students must display their ID cards before using a computer and use only their own login.

All files not generated at school MUST be scanned for viruses before opening. This includes electronic E-mail files, floppy disks, CD ROMs, and Flash Drives.

If a student identifies a possible security problem, he/she must notify the classroom teacher at once.

The school reserves the right to look at all e-mail and files.

Students who violate security responsibilities may lose school access to the Internet, the school network and the school's computers.

6. Vandalism

If students vandalize school technology resources, they WILL face school disciplinary action.

7. Network Etiquette

When you use the Internet, the school network, and email, you must follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

Remember that you are a representative of Seoul International School. Always be polite. Never use inappropriate language. Never send, or encourage others, to send abusive messages.

Cite references for any facts you present. Using copyrighted information without proper references is illegal. Remember that files created by others are their private property.

E-mail is never private. The recipient of your message can easily send on. Do not send e-mail that you would not want the whole world to see.

Never access other people's network folders.

E-mail is allowed for educational purposes only. No instant messaging allowed at school.

Users will comply with school standards and the specific rules above. The user is personally responsible for his/her actions in accessing and utilizing the school's computer network, the Internet and in any communications related to SIS and its programs. Use of computer or media equipment outside of the above standards may result in restricted use or denied access.

A violation of the preceding regulations is unethical. Should a student commit any violation, his/her access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. SIS personnel monitor all student at school Internet and E-mail activities.