

2. School Operation Rules

Elementary School

General Student Conduct

One of the primary goals of education is to ensure that each child derives the maximum benefit from his or her educational experience in school. To achieve this, KIS Elementary understands that it is necessary to establish and maintain certain standards of student conduct.

These standards are designed to ensure that responsible and respectful attitudes are demonstrated towards:

- 1. the education process;*
- 2. all members of the school staff;*
- 3. other students;*
- 4. visitors to the school;*
- 5. their own, and other people's property;*
- 6. school rules and regulations;*
- 7. acceptance and responsibility;*
- 8. extra curricular activities and field trips sponsored by the school.*

1. The Educational Process

Students wishing to maximize the educational opportunities provided for them must:

- a. attend classes regularly;
- b. complete and hand in all assignments on time;
- c. be prepared for the start of every class by being on time for lessons, having all materials ready by being seated, ready for instruction to begin;
- d. observe all rules and regulations pertaining to the operation of that class; and
- e. be cooperative with class members and teachers.

2. All Members of the School Staff

All members of the school staff should be treated with the same degree of courtesy and respect. Students are therefore expected to address all school personnel in a respectful manner.

3. Other Students

Students should treat their fellow students with courtesy and respect. No student, through his or her conduct, should deny any other student the right to obtain full benefit from the educational experience.

- a. Keep hands and feet to yourself.

- b. Treat others as you would wish to be treated.
- c. Be considerate to class members who are learning and teachers who are teaching.

4. Visitors to the School

While they are on school property, visitors should be considered as extensions to the school personnel. Visitors frequently form an impression of the school from the treatment they receive there.

5. Their Own, and Other People's Property

The respect for property, whether one's own or that of another, is second only to respect for people. The willful damage or wanton disregard of property will not be tolerated.

6. School Rules and Regulations

The school is expected to develop standards of student behavior. Standards are necessary for the well-being and safety of students and school personnel. Standards are also necessary for the smooth operation of the school.

KIS Elementary understands that the basic purpose of discipline is to develop, as far as possible, in every pupil the capacity for intelligent self-control. A second, but no less important purpose is to provide classroom conditions which will make effective learning possible.

Rules and regulations must be:

- a. obviously necessary;
- b. clearly enforceable;
- c. understood by all school personnel; and
- d. consistently enforced.

Any student violating rules and regulations established by KIS Elementary can be disciplined by any member of the teaching staff witnessing the violation. Exhibiting expected behaviors in the presence of teachers and administrators but not elsewhere does not rise to an acceptable level of student behavior.

7. Acceptance of Responsibility for Their Own Actions

Students are expected to accept increasing responsibility for their own actions, as they proceed through school, and will be disciplined for breaches of the code of conduct accordingly.

KIS Elementary Rules, Regulations and Policies

KIS Elementary Student Discipline Policy

KIS Elementary understands that the school should develop standards of conduct and that each member of the school staff is responsible for supervision of the conduct of students in the school. Elementary Administration will support its students and teachers in the maintenance of proper order and discipline. All members of the school community must be made aware of what is expected of them in this regard, and of the possible consequences of breaches of school community policy and school regulations. In administering discipline, staff are to treat pupils with dignity and respect which is considerate of their circumstances.

Regulations:

1. Students shall be responsible and accountable for their behavior and conduct:
 - a) while involved in school-sponsored or related activities;
 - b) while on school property;
 - c) during any recess or lunch periods on or off school property; and
 - d) while traveling to and from school.

2. KIS Elementary requires that all students:
 - a) be diligent in pursuing their studies;
 - b) attend school regularly and punctually;
 - c) cooperate fully with everyone authorized by KIS Administration to provide education programs and other services;
 - d) comply with the rules of the school;
 - e) account to their teachers for their conduct; and
 - f) respect the rights of others.

3. KIS Elementary Policy on Student Conduct establishes standards for appropriate behavior and the context for school rules and codes of conduct that students are to observe.

4. Within the classroom the teacher is expected to establish and maintain disciplinary procedures within the classroom. Such measures must at all times be:
 - a) Reasonable, bearing in mind the nature of the breach of conduct, and the nature of the child;
 - b) Capable of being enforced; and
 - c) Administered impartially and consistently.

A sincere effort shall be made by all teachers to control and/or eliminate behavior by any student that is detrimental to the students' welfare or tone of the school.

5. Within the School

The Principal and Dean of Students are responsible for formulating and operating the school discipline policy, with the cooperation of staff. Repeated breaches of reasonable standards of conduct shall be referred to the Principal or Dean of Students. Each case will be fully investigated and the Principal and/or Dean of Students, in consultation with the referring teacher, shall take such action as is deemed necessary. Parents will be consulted when their child poses a serious discipline problem or when KIS Administration deems it necessary.

6. Suspension and/or Expulsion of Students

KIS Elementary Administration takes the view that suspension of students should only be used after other avenues to resolve the difficulty have been explored.

Student Disciplinary Procedures:

1. Classroom discipline strategies and techniques vary from room to room. Teachers may operate their classroom with a 'points system', they may use names on the board and a 'three strike' system, they may have a 'timeout' policy. It depends on the classroom. It all begins, though, with a reminder to a student that his or her behavior is inappropriate and that reminder may be followed up on with a warning at some point. A teacher may, then, opt to give the student a detention at lunch or recess, depending on the infraction or move to the next level. The point to remember is that after a teacher feels that he/she has exhausted all avenues of disciplining a child within the classroom the teacher may move to the next level in as far as discipline is concerned.

When a teacher gives a student a detention (with the exception of homework detentions), he/she shall report such action to the Principal, stating reasons for the detention. This is done through a Discipline Form that is given to the Principal. The Discipline Form states the reason for the detention, the actions that led to the detention and what strategies were taken prior to the giving of the detention.

It is important at all times for the communication lines to be kept open between teacher and home. When a student becomes a problem, whether it be for behavioral reasons or academic indifference, parents must be informed.

2. The teacher may remove the student from class or refer the matter to the Principal or Dean of Students. (A student may not be removed for more than one period) When a teacher removes a student from class, he/she shall report such action to the Principal, stating reasons for the removal. This is done through a Discipline Form that is given to the Principal. The Discipline Form states the reason for the sending out, the actions that led to the sending out and what strategies were taken prior to the sending out.

3. The Principal and/or Dean of Students will then look into, as fully as possible the reasons for removal, consulting as they deem appropriate:

- a. the student;
- b. the teacher (aid, if at appropriate grade level); and/or

c. witnesses to any incident leading to the removal.

4. The Principal and/or Dean of Students, in consultation with any or all of the parties mentioned above, shall decide on a course of action or reinstate the student and discuss the matter with the teacher.

5. Further action by the Principal or Dean of Student. The Principal and/or Dean of Students have the option to suspend a student from class. Possible reasons for suspension may include; an act of student violence, open defiance of authority, refusal to follow the rules of the class as laid-out by the teacher (including disregard for homework assignments), bullying or threatening or manipulative behavior on the part of a student, among others.

6. If a student is suspended from class or from school, the principal shall immediately report in writing, all the circumstances of the suspension to the pupil's parents, regardless of any oral communications that may have taken place.

Step One: An in-school suspension of no longer than one day. A second in-school suspension will lead to an out-of-school suspension.

Step Two: An out-of-school suspension may be from one to three days.

Expulsion – Students not deemed fit for continued enrolment by reason of extraordinary misbehavior, including a single misbehavior episode, may be expelled at the sole discretion of KIS Principal/Administration. Depending on individual circumstances, consequence for offensive behavior range from warning to expulsion. Expelled students will not be eligible for readmission.

Student Harassment and Bullying

KIS Elementary is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. It is the intention of the Elementary to prevent and discourage harassment among students. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting and teasing.

Regulations:

1. Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- a) verbal abuse or threats;
- b) derogatory remarks, jokes, innuendoes, or taunts about a person's body, age, gender, ethnic or national origin, socio-economic status, religion;

- c) displaying of offensive or derogatory pictures;
- d) inappropriate jokes which cause awkwardness or embarrassment;
- e) inappropriate gestures;
- f) intimidation to participate in unethical activity or to participate in activities which contravene school policy;
- g) unwelcome physical contact; and/or
- h) coercing or influencing third parties to harass others.

2. KIS Elementary shall have the following measures in place to prevent harassment, which shall include:

- a) policy and regulation on harassment and bullying to be regularly communicated to students, parents, and staff; and
- b) access to counseling support where available.

3. The behavior need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or as appropriate for age and grade ought to reasonably know, that the behavior is offensive and unwelcome.

4. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

Consequences of Bullying

Bullying is not tolerated in any form at Korea International School. If students are caught bullying, the following consequences apply:

- a. First Offense: Student reviews bullying policy with classroom teacher. Teacher completes a Discipline Referral Form and adds to student file in the Principal's office. Principal may take disciplinary action as well as notifying parent.
- b. Second Offense: Student reviews bullying policy with the Elementary Principal. Student calls parents at home to explain their poor choices/behavior. The Principal completes a Discipline Referral Form and will take disciplinary action as well as putting in student's file. Parents notified by phone.
- c. Third Offense: The Principal calls parents at home to explain student's poor choices/behavior. Principal will take disciplinary action and completes a Discipline Referral Form to add to student's file. A meeting may be scheduled with the teacher, parents, student, and principal where the next level of consequence may be discussed.

As always, the Principal has the option to suspend a violating student with in-school or out-of-school suspension. *See discipline policy*

School Bus Rules

All students need to adhere strictly to the following bus rules:

- a. All students, unless otherwise instructed by bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
- b. Students may not engage in any activity or behavior disruptive to bus monitor, driver, or other passengers, and must respect and obey bus monitor and driver at all times.
- c. Food, beverages, and chewing gum are not allowed on the bus.
- d. Students need to follow additional rules determined necessary by bus monitor or driver for safety.
- e. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
- f. Students are expected to clean up after themselves and are responsible for any damage he/she causes to the bus.

Consequences for failure to respect bus rules

A student will be dismissed from the bus service for any major infraction of the rules or when he/she is exhibiting unsafe behaviors on the bus.

For minor infractions of the rules:

- a. First Offense: Warning is issued.
- b. Second Offense: Additional warning or two-day suspension of bus privileges.
- c. Third Offense: Up to two-week suspension of bus privileges.
- d. Fourth Offense: Up to two-month suspension of bus privileges.

Homework Policy

Homework is assigned to help students develop study skills and achieve academic competency. Parents have a responsibility to monitor and no more than reasonably assist their student. All assignments submitted must be student's own work. The Cardinal Rule for helping students with homework is "*Never work harder than your child!*"

Teacher Responsibilities:

- Design homework assignments that prepare students for new content (e.g. collect leaves for an upcoming unit on the four seasons) or practice skills they have learned in class.
- Explain homework assignments so that students understand what is expected of them.
- Post or record homework assignments so that the students know the expectations.
- Monitor the completion of homework assignments.
- Provide feedback on homework, when appropriate.
- Communicate with parents when homework is not completed on a regular basis.

Student Responsibilities:

- Ask questions if the homework assignment is not clear.
- Write down homework assignments in a homework diary or notebook, as necessary.
- Complete all homework assignments independently to the best of his or her ability, with minimal assistance from parents or tutors.
- Do not copy assignments from friends or allow others to copy from you.
- Complete homework assignments according to the same neatness standards as expected in class.
- Complete and return homework in a timely manner as requested by the teacher.
- Work with the teacher in advance if known circumstances prevent the student from completing the homework on time.

Parent Responsibilities:

- Create a study area at home for the student to do homework and provide the necessary supplies.
- Establish specific times and routines for homework.
- Assist the student only if he or she wants help or has specific questions.
- If assistance is needed, help the student arrive at the answer on his or her own rather than provide the answer.
- Communicate with the teacher if the student is consistently unable to complete his or her homework assignments.

Homework Guidelines

The following chart provides **guidelines** for the average amount of homework students can expect throughout the week. The amounts indicated apply to a “typical” grade level student; in other words, some students may require more time to complete the assignments, while others may require less.

[Students in grades K-5 attend Korean language classes.]

Grade Level	Average Number of Minutes Per Day
Grade K	10-15 minutes, including Korean assignments **
Grade 1	15-20 minutes, including Korean assignments **
Grade 2	20-30 minutes, including Korean assignments **
Grade 3	30-40 minutes, including Korean assignments **
Grade 4	40-50 minutes, including Korean assignments **
Grade 5	50-60 minutes, including Korean assignments **

** This does not include the outside reading that should be done every night

Tutors: Occasionally parents may use the services of tutors to help support their child with homework and/or classroom assignments. We recommend that tutors follow the Korea International School curriculum rather than overwhelming the students with content and curriculum from other countries and/or sources. Tutoring will be the most helpful when it is focused and helps the students achieve the standards and benchmarks set by the school. Please contact the Principal or Dean of Students for further details.

Our Beliefs: Homework is an important part of the educational process; however, we believe that homework is not necessarily the most important thing students should be doing after school. Just as teachers need a break from teaching and parents need a break from parenting, students also need a break from learning. Our hope is that students are encouraged to pursue other interests and are allowed to play, socialize with their friends, and just be kids!

Study Skills

Study skills are techniques used to help us learn. Although each of us learns in different ways, it's important for students to establish some good habits at the start of a year if they are to do well in all of your subjects.

Here are some tips students might follow:

- Keep a log of assignments given.
- Use the Student Agenda.
- If a teacher asks for something to be done, do it and then hand it in.
- Keep all of the notes for each subject together, and in a binder or duo tang rather than in a folder.
- Keep cubbies/lockers tidy.
- Take all required materials to classes.
- Students remember important ideas from what they heard or read; sometimes diagrams help as well.
- Try to spend some time every day reviewing or reading.
- Learn how to write tests: practice reading instructions carefully, go on to easier question first, show all of the steps or rough work to get part marks.
- Ask questions about homework before leaving the school.
- Try to understand work rather than memorize it.
- Always try your best.

See Homeroom Teacher if more information is required about study skills.

Academic Honesty Policy

When student engage in academic work in the company of others, there are acceptable and unacceptable behaviors.

Acceptable behaviors

- Students working together to complete a common task (e.g. group project)
- Receiving help from a parent, friend, or tutor as long as product is the student's own work.
- Use of sources that are properly cited

Unacceptable behaviors

- Copying someone's work and presenting it as one's own
- Copying published materials without citation and proper acknowledgment of the original author
- Permitting others to copy one's own work
- Use of unauthorized notes, guides or electronic devices during a test or quiz

Consequences for Unacceptable Behaviors

First Offense:

1. Both the student who is copying and the student permitting work to be copied will receive a zero for the assignment, test, quiz, or project.
2. Student using unauthorized notes, guides or materials during an evaluative exercise will receive a grade of zero for that exercise.
3. Teacher will formally inform parents of student's academic dishonesty.

Second Offense:

1. Both the student who is copying and the student permitting work to be copied will receive a zero for the assignment, test, quiz, or project.
2. Student using unauthorized notes, guides or materials during an evaluative exercise will receive a grade of zero for that exercise.
3. Offenders will be reported to the Principal.
4. Principal and Dean of Students will review academic honesty policy with student and notify parent.

Third Offense:

1. Both the student who is copying and the student permitting work to be copied will receive a zero for the assignment, test, quiz, or project.
2. Student using unauthorized notes, guides or materials during an evaluative exercise will receive a grade of zero for that exercise.
3. Conference with student, reporting teacher, parent, and principal will be held.
4. Student will become ineligible for academic awards/honors in that subject at the end of the school year.
5. Student will receive a grade of “F” in subject area where 3rd offense has occurred and may receive disciplinary action.

English-Only Policy

KIS’ pledge to parents is to fully prepare KIS students for fluency in English and ultimately successful study in colleges/universities wherein English is the medium of instruction. Further, and no less significant, in a school where English is the common language spoken by all, KIS deems it inconsiderate and disrespectful to speak a language not understood by others. All students in grades K-5 are expected to use English during the school day. Of course, exceptions are made for students in grades K-2 whose English-speaking abilities are limited and struggle with even basic modes of communication. Students in grades 3-5 are expected to use English at all times.

Consequences for repeated offences

In rare instances where students consistently disregard the English-only policy when they are clearly able to communicate in English, the following consequences may be applied.

- a. **Level 1:** Student reviews English-only policy with classroom teacher. Teacher documents meeting and encourages student to speak English at all times.
- b. **Level 2:** Student reviews English-only policy with Elementary Principal or Dean of Students. Principal or Dean of Students documents meeting and encourages student to speak English at all times. Detention will be issued.
- c. **Level 3:** Student reviews English-only policy with teacher and Elementary Principal or Dean of Students. Principal or Dean of Students documents meeting and the student write a letter to the parents informing them of the infraction. There will be additional disciplinary as well.
- d. **Level 4:** A meeting is called with the teacher, principal, student, and parents to review the English-only policy and come up with strategies to help the student remember to consistently use English at school. There may be additional consequences as well.

Computer Acceptable Use Policy

Computer use and internet access is available on a limited basis to students. Computers on campus may be used only for legitimate, school-related teaching and learning purposes. KIS reserves the right to monitor computer use on campus, whether the computers are KIS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy, students in violation of the policy will become subject to disciplinary consequences and may be subject to legal consequences.

The following policy applies to every KIS student using a computer on campus:

1. Computers and related technology must be used only for school and education-related purposes.
2. Student must not use a login and password other than his/her own.
3. Personal computers used on campus must be registered at the KIS IT office.
4. Student must work only at the computer to which he/she has been assigned by school staff.
5. Gum, candy, food and drink are not allowed when using a computer anywhere in school.
6. Student must not alter desktop settings of school computers.
7. Student must not access any file or folder not belonging to him/her.
8. All documents must be stored only in user's assigned folder.
9. Student must not post anonymous, threatening, or offensive messages.
10. Email messages must not be forged.
11. Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
12. Student must not load any program onto a school computer without first receiving formal permission from school staff.
13. Computer software copyrights and licensing agreements must be honored.
14. Computers and computer-related technology must not be used for commercial gain or fraud.
15. Student must not make any change in any school computer's interface or operating system.
16. Student must not degrade performance capacity of any school computer or computer-related technology.
17. Student is obliged to respect any additional computer and computer-related use regulation set forth by school staff.

Cell Phone And MP3 Guidelines

No cell phones or MP3's may be used in the school building unless a teacher gives special permission.

Students must turn off and lock their phones before the start of the school day at 8:00 a.m. and may not take out their phones until they exit the school building at 2:45 p.m.

Consequences:

- **First offense:** The cell phone is taken away. The classroom teacher keeps the phone for the day. The student may pick the phone up after school.
- **Second offense:** The classroom teacher will keep the phone for one night. The student will receive the phone at the end of the following school day. The parents are called.
- **Third offense:** The classroom teacher will give the phone to Principal or Dean of Students and he will keep the phone for one week. The parents are called.

Excused from P.E.

Students in our K-5 Physical Education and Health program will participate in a variety of activities that will improve their basic sports skills and enhance their knowledge of fitness, sports, and healthy lifestyles. The goal in these classes is to develop team skills, sportsmanship, leadership skills, as well as increasing their level of fitness and motor skills.

We expect students who attend school to participate in the day's physical education activity. If, however, students are too ill to participate they must present to the teacher a signed note from the parents or from a physician.

Although K-5 students do not have a P.E. uniform, please ensure that your child wears proper comfortable clothing and rubber-soled running shoes on P.E. days. [Please note that black-soled shoes leave marks on the gym floor and therefore are not an acceptable option.]

Elevator Use

Elevators are not to be used by students. In the case of an injury, a student can request an elevator pass from the Principal for a limited period.

KIS Information and Routines

A Typical Classroom

Teaching styles and delivery of instruction of course will vary depending upon the preferences of the teacher and the needs of the students. There is, however, a distinctive attribute of all classrooms, and that is a strong emphasis on establishing an atmosphere that reflects freedom and responsibility. The following statements are designed to create an overview of what you might see in a typical classroom:

- Small groups of children working together.
- Various activities proceeding simultaneously.
- A student working individually, assuming responsibility for task completion, and evaluating his/her own progress.
- Teacher being used as a resource for ideas and feedback.
- Students making decisions regarding the use of time.
- Children expressing their feelings, as well as ideas.
- Students collaborating and working together.
- Children sitting on the floor.
- Students discussing mutual concerns and group projects.
- Same-grade and cross-grade students working together.
- Students writing/authoring their own books.
- Parents working with students individually and in small groups.

The Elementary Library

Students in kindergarten through 5th grade visit the library once a week. While in the library, students hear stories, engage in lessons, and have the opportunity to checkout materials. Teachers are also able to sign up for additional library time so that students can utilize the variety of available resources in completing classroom projects.

In addition to class instruction, the library is open for students before school, during lunch, and after school. Library hours are 7:30 a.m. - 5:00 p.m., Monday through Friday. Library materials are checked out for one week. Students can check out the following number of books: Kindergarten through Grade Three--3, Grade Four--4, and Grade Five--5.

Students are expected to be good patrons of the library and turn their books in on time. If a student desires to keep a book longer than one week he can bring the material to the library to be renewed. There is no limit to how many times a student can renew a book unless there is a hold on the book; in

this case the student can renew the book only once. Students who lose or damage library materials will be responsible for the replacement cost plus 30% for shipping and processing.

Students using the computers in the library must follow the guidelines in the KIS Acceptable Use Policy. Parents who purchase ID cards from the Business Office can check out 5 books and have access to both the elementary and secondary libraries. Parents will not be able to check out books under their children's names.

Fire Drill Procedures

Directions for fire evacuation are posted in each classroom. Teachers will guide students quickly and quietly to assigned exits. Several fire drills will be conducted throughout the school year.

Student Identification Card

Within the first three weeks of school, the Business office will issue all new students a picture identification card. The card is required to check out library materials and to purchase their lunches. The student shall immediately report loss or theft of the card to the Principal's office. The card can be replaced at a cost of 10,000 KRW from the business department.

Textbooks, Library, and School-Owned Materials/Property

Throughout the year, students will be given school owned textbooks and other classroom materials from the Instructional Resource Center for them to use. Students are responsible for the safe care and handling of these materials while they are in the student's possession. If a student loses a textbook or other classroom material, he or she will be charged for the lost item. The charge for the lost item will be based on the current replacement cost of the item plus an additional cost to cover shipping fees. Students must return or pay for the lost item before report cards are released.

Lockers (Cubbies)

Students must use the locker (cubby) assigned to them. Parents can help us reduce problems at school by discouraging students from bringing valuables to school.

Student Attire and Personal Appearance

KIS fully expects students to exercise common sense in making grooming choices and in deciding what to wear to school. Examples of irresponsible choices include, but are not limited to:

- see-through clothes;
- spaghetti-strap dresses (less than 3 fingers wide);
- cut-away or revealing shirts or blouses;
- exaggerated hair styles or coloring;
- exaggerated body piercing or ornamentation;
- short skirts or dresses;
- hip hop-style clothing;
- shirts or blouses with writing and/or graphics deemed in poor taste; and
- items that present a safety hazard to self and others (e.g. roller shoes).

Students whose clothing and/or personal grooming choices are determined by administration to be in poor taste may be summarily and immediately sent home.

KIS Elementary Academic Programs, Enrichments and Activities

House Team System

The House system, most prominently seen recently in Harry Potter novels with, the Gryffindor, Ravenclaw, Hufflepuff and Slytherin Houses, is a positive behavior, team-building, spirit-building concept, bringing out the best in students athletically, behaviorally and academically.

- How do Houses work?

When students arrive at KIS, they are placed on one of four House teams, and they stay with that House team until they leave the school. House teams are organized with equality in mind in regards to gender, ability and academic standing. When new students come, they are placed in an appropriate House and that, as mentioned, becomes their permanent House. As students leave KIS, the new intakes take their House places, with an emphasis on trying to keep a balance (evening up inequalities), and this might include input from Admissions, the PE Department, Teachers or what have you.

Houses are made up of students from all grades, KG-5, and when events take place (Sports Day, House Quiz, Swim Day, Spelling Bee, Poetry Contest....what have you) the students break into Houses, not into grades or classes.

Houses have names. Houses have colors. Houses have matching shirts.

Teachers are members of Houses. Teachers take active roles in the House events.

KIS Phoenix Points Program

Purpose: To encourage positive feedback to all deserving students

Students will be rewarded for good behavior and helpfulness. All teachers can give Phoenix Points to all students. Phoenix Points promote good citizenship, respect and draw attention to the doing of good deeds.

Students may be given a point for:

- keeping a tidy/workspace/ locker/room;
- for helping a student or a teacher;
- for leading/planning dorm events;
- for kindness and respect to the school property, the environment, or to school staff;and
- consistent good behavior, academic success, noticeable improvement, etc.

Points will not be given:

- * As bribes for good behavior
- * To students who ask for a point

Reward:

The student and class with the most Phoenix Points will be commended during a monthly assembly or in the monthly newsletter. Phoenix Points will be collected for the entire semester, with prizes at the end of the semester.

Enrichment Portfolio Program

The Enrichment Portfolio Project (EPP) is a project-based activity program aimed at enriching the students' educational experiences at KIS.

EPP's are a series of enrichments, in set rotations. They last 50 - 55 minutes per week and are scheduled in the actual school day. They are aimed at broadening the learning experiences of students. EPP's have specific aims and students have defined targets or goals in which to achieve. All taking part in EPP's

are selected from House Teams at Grade Level. EPP's get students and staff interacting in new and exciting ways.

It's a lot of fun and kids really enjoy the activities.

Extra-Curricular Activities

KIS offers a variety of extra-curricular activities to students in grades K-5 throughout the school year, in addition to the enrichment students receive in their scheduled Enrichment Portfolio Programs. Extra-curricular activities vary depending on teacher strengths, interests, availability and other factors. This is voluntary on the part of the staff. Sign-up forms are generally distributed at the beginning of each semester for those grade levels that may be eligible. After school bussing is not provided for elementary students; parents are requested to pick up their child on time. Class fees vary by class and are indicated on the sign-up sheet. The fees are not used to pay the teachers but to pay for any incidental materials necessary for the class.

All elementary students who are not enrolled in after-school activities are expected to leave campus, when school is dismissed at 2:45 p.m. They are not permitted to remain on campus unsupervised, while waiting for the dismissal of older siblings.

Intramural Programs

The philosophy of the intramural program is to foster a positive attitude toward fitness and sportsmanship and to encourage students to have fun with their peers. The intramural program will run at lunch times and at special events. Activities will be organized and directed by staff for students in all grades and will involve KIS Elementary House Teams.

KIS Elementary Parents, Parent Groups and Organizations

Parent-Teacher Organization

KIS boasts an active Parent-Teacher Organization that serves to encourage interaction between teachers and parents, sponsor school events, and support the school in its commitment to achieve the school mission. All parents and teachers are encouraged to become active PTO members. PTO meetings are generally held monthly, and meeting agendas are sent home prior to each meeting.

Parent Advisory Council

This organization meets once a month with the building Principal and/or Dean of Students and discusses issues that are pertinent to curriculum, disciplinary issues and all things academic. One or two parents from each grade level (room representative) acts as a liaison between the classroom parents and the Principal communicating information to all parents. More information on the PAC can be obtained by contacting the Elementary Principal or the Elementary PAC lead.

Withdrawal from KIS Policy

Parents are expected to make a good faith effort to contact KIS within two weeks of intention to withdraw their student. This lead time allows reasonable time to prepare student's records.

Student is required to submit a completed check out form as a condition of withdrawal. All obligations including, but not necessarily limited to, full payment of outstanding tuition and library fees and textbook return must be met before school records will be released.

Official student documents will be mailed directly by KIS to student's receiving school. Official transcripts cannot be transmitted to any receiving school by a parent or any other third party.

KIS Elementary Grades, Report Cards and Student Matters

Conferences and Student-led Conferences

Student conferences are conducted each semester, and at least one parent's participation is required at every conference. All conferences are conducted in English. The second conference each year is student-led. Students must be present at that conference to discuss with the parent and teacher what he/she has learned during that semester. The student addresses her/his academic strengths and needs and all discuss strategies for improvement.

Kindergarten Curriculum and Grading

Subjects

- Literacy
- Communication
- Science
- Social Studies
- Motor Skills

- Math
- Enrichments
 - Art
 - Physical Education
 - Computer
 - Music
 - Korean

Elementary Curriculum and Grading (Grades 1 - 4)

Subjects

- Literacy
- Math
- Communication
- Science
- Social Studies

Enrichments

- Art
- Physical Education
- Computer
- Music
- Korean

Student Attributes

- Citizenship
- Study Skills

Elementary Curriculum and Grading (Grade 5)

Subjects

- Literacy
- Math
- Science
- Social Studies

Enrichments

- Art
- Physical Education
- Computer
- Korean

- Music/Band

Student Attributes

- Citizenship
- Study Skills

Factors that Determine Grades

A student's grade in each class is determined according to attendance, tardiness, participation, homework, examinations, projects, and other activities assigned by the teacher. Grades for the above are assigned according to the KIS Elementary Scoring Criteria and Grades assigned are based on a continuum which is available from KIS Elementary.

Academic Probation

In the event that a student performs poorly for two quarters, a student's parents will be asked to attend a conference with the Principal and/or Dean of Students and the Homeroom Teacher. Specialist teachers (music, art, computer technology, etc.) may also be requested to attend the meeting. The Principal, Dean and Teacher will present the parents with their child's progress report or report card and apprise them of the concerns and conditions of Academic Probation.

The Academic Probation policy is available upon request from the Elementary Principal.

Classroom Placement

We take classroom placement very seriously and spend considerable time at the beginning of each year making sure that classrooms are balanced based on several criteria, including gender, language proficiency, classroom behavior, academic strengths and needs, quality of work, and so on. Final class lists are posted during Orientation Day in early August.

Middle School

STUDENT CONDUCT RULES

The following conduct rules apply to students while they are in school, on school grounds, at school-sponsored events, or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the school. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, suspension, or expulsion. Students are also subject to expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Unless otherwise specified, violations of these rules are cumulative throughout the student's secondary school years. In addition, the school reserves the right to not continue a student's enrollment based on student disciplinary history, either individual occurrence or multiple infractions.

Offenses marked with an asterisk (*) are exceptional misconduct offenses, defined in Section II, that allow a suspension or expulsion to be imposed regardless of a student's past disciplinary record.

B1: ACADEMIC HONESTY POLICY

Korea International School expects and requires that students will uphold the highest standards of ethics and academic excellence. The Academic Honesty Policy represents our effort to guarantee that students are committed to building and maintaining a learning community of the highest integrity by carrying out academic tasks with honesty in all situations.

Definition of Academic Honesty: "Academic dishonesty" includes, but is not limited to, the following:

- Plagiarism (i.e., using someone else's ideas or words without giving credit to that person, including direct quotes, paraphrasing, or summarizing);
- Copying by any means other students' homework (students who are observed in common areas looking at their own and another student's lab notebook, worksheet, or any other homework assignment would be assumed to be in violation of this rule regardless of the exact wording of their work; equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy);
- Allowing one's homework to be copied. In this regard, all homework is considered individual work unless otherwise stated by the teacher. As such, no student should physically give his/her homework to another student. If copying occurs, it will be presumed that the student who gave his/her homework to the copying student allowed the homework to be copied. This presumption may be reconsidered upon submission of evidence to the contrary;
- Using written formulas, hidden reference sheets, notes, codes, or key words on one's person or objects for use on any test, quiz, presentation, or assignment without prior permission from the teacher; also, carrying such materials with the intention of using them on a test or exam;

- Using programmed material in watches, calculators, phones, MP3 players, or computer programs without permission from the teacher;
- Looking at another student's test or quiz during its administration;
- Giving answers or questions to another student during or after a test or quiz; receiving answers or questions from a student who is or has already taken a test or quiz (students engaged in any form of unauthorized communication while in the possession of a test or quiz may be presumed to be in violation of this rule);
- Using the Internet, laptop computers, text messaging, phone cameras, MP3 players, or other modern technology to plagiarize, copy, or share work with another student (including but not limited to copying and pasting in whole or in part material from the Internet, purchasing material from the Internet to be submitted as one's own work, using a translation program for a world language class, presenting lab data found on the Internet as one's original work, using e-mail to share individual homework assignments);
- Taking credit for work done by someone else (e.g., family members or tutors) including submitting rough drafts or similar created by another person;
- Presenting invented data (e.g., lab results for lab activities that have not actually been conducted), information, or cited sources (in a bibliography) as authentic;
- Any deceitful means used on a test, quiz, or assignment, including but not limited to stealing electronic or paper copies of tests from teachers' classrooms or computers; receiving copies of tests, quizzes, or assignments from students who took the class in previous years; possessing unauthorized teachers' materials; taking credit for work not completed (as in group assignments); submitting the same assignment for credit in multiple classes without teachers' permission; and
- Any other behavior that could be reasonably construed as academic dishonesty, including class-specific expectations explained in teachers' syllabi.

Note on cooperative work: all written work is individual work unless otherwise stated by the classroom teacher. Although it is acceptable to talk with classmates, friends, and family members about what you are studying and thinking, do not compose written work collaboratively, and make sure that written work you submit for credit is presented entirely in your own words when quotation marks are not used.

Consequences for Acts of Academic Dishonesty

All academic honesty violations will be reported to the principal, assistant principal and counseling office, and a record of the violation will be put in the student's permanent file.

First offense at KIS

1. Student will receive a zero for the assignment, test, quiz, project, or exam.

2. Student will be required to meet with school counselor and Dean of Students to discuss the importance of academic integrity.
3. Student's parents will be informed of the violation.
4. Student will receive an after-school detention.

Second offense at KIS

1. Student will receive a zero for the assignment, test, quiz, project, or exam.
2. Student's parents will be informed of the violation.
3. Student will be required to meet with school counselor and the Dean of Students to discuss the importance of academic integrity.
4. Student will be suspended from all sports and extra-curricular activities for the duration of the season or quarter.
5. Student will receive in-school detention or a suspension from school.

Third offense at KIS

1. Student will receive a zero for the assignment, test, quiz, project, or exam.
2. Student's parents will be informed of the violation.
3. Student will be required to meet with the principal and their parents to discuss the importance of academic integrity.
4. Student will be suspended from all sports and extra-curricular activities for the duration of the season or quarter.
5. Student will receive in-school detention or a suspension from school.

Additional offenses at KIS

Additional offenses may result in expulsion from Korea International School.

Note: If a student facing suspension or expulsion for an academic honesty violation has had no reported acts of academic dishonesty for at least one full calendar year, the school may choose, at the principal's discretion, to regard the new violation as a first reported occurrence.

B2: AGGRESSIVE OR DANGEROUS BEHAVIORS

These rules prohibit behavior that causes or threatens physical harm to others.

1. (*) **AGGRESSIVE OR RECKLESS BEHAVIOR:** Behavior, including horseplay, that disregards a risk of harm to others or property.
2. (*) **ASSAULT:** Intentionally injuring another or attempting to or threatening to do so. An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm. An assault may be considered more serious misconduct than fighting and normally warrants a long-term suspension or more serious consequences for a first offense.
3. (*) **FIGHTING:** Any physical altercation with another, or promoting or encouraging an assault or altercation between others.

First offense: Suspension (1-3 days)

Second offense: Suspension or Expulsion (4 or more days)

Third offense: Expulsion

4. (*) **THREATS:** Communicating to another with an intent to cause them harm.

First offense: Suspension (1-3 days)

Second offense: Suspension or Expulsion (4 or more days)

Third offense: Expulsion

B3: ALCOHOLIC BEVERAGES AND DRUGS

Student use of alcohol and other illegal, prohibited, or harmful drugs is prohibited.

Out of concern for student health, no pills or other medication are allowed at school unless under the direction of the school nurse. The use and/or possession of alcoholic beverages or dangerous drugs by students is prohibited and will be subject to suspension or expulsion.

B4: ATTENDANCE

All students are expected to be regular in attendance. Absenteeism may affect the final grade a student receives in any class.

A pattern of absenteeism is cause for disciplinary action and/or suspension. A parent/guardian should contact the Middle School office before 8:30 am if a student is late or absent. Also, students must check in at the Middle School office on arrival.

i. EXCUSED ABSENCES:

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities.

Absences will be excused if they are for:

- Illness, medical/dental appointments/services, bereavement, religious observance, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the time and reason for the absence. Failure to clear this absence may result in the appropriate level of discipline. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate. A student must arrange for all make-up work following an excused absence. After a student has been absent for three (3) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office.

Please allow 24 hours for teachers to prepare materials.

ii. UNEXCUSED ABSENCES:

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed. Unexcused absences will result in disciplinary action. Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

iii. LEAVING THE SCHOOL GROUNDS:

Permission in writing from the office must be obtained to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods without parent permission and office approval. Students who fail to check out through the office will be disciplined and will be considered unexcused.

iv. CONSEQUENCES FOR UNEXCUSED ABSENCES:

For unexcused absences of one period or more students' educational program day, the following consequences shall occur:

- **First violation:**
The student will receive an after school detention.
- **Second violation:**
The parent/guardian will be notified and the student will receive a ½ day in school detention.
- **Third violation:**
The parent/guardian will be notified and the student will receive a full day in school detention.
- **Additional violation:**
The parent/guardian will be notified and the student will receive out of school suspension. If a student receives more than 3 unexcused absences in a single class they may lose credit for that course.

v. TARDY:

Any student who misses ten (10) minutes or more of a class period without legitimate reason as determined by the principal/designee is considered to have an unexcused tardy. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (over-sleeping, missing the bus, or car problems do not constitute an unusual circumstance) and the school has been notified by the parent/guardian.

- **Third Tardy:**
The student will receive an after school detention.
- **Sixth Tardy:**
The parent/guardian will be notified and the student will receive a ½ day in school detention.
- **Ninth Tardy:**
The parent/guardian will be notified and the student will receive a full day in school detention.
- **Additional Tardies:**
The parent/guardian will be notified and the student will receive out of school suspension. If a student receives more than 9 unexcused tardies in a single class they may lose credit for that course.

vi. ACTIVITIES, ATHLETICS AND ATTENDANCE:

Any student participating in an extra curricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the following day shall also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday shall be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate in the next scheduled activity. On any school day a student

must be in attendance at least one-half (1/2) day to be eligible to participate in a practice. Exceptions to these rules may be made by the building principal/designee.

vii. EARLY DISMISSAL:

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments/services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. Verification by a licensed prescriber may be required. Parent/guardian is asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out. Students will be expected to make up all class work missed.

viii. PLANNED ABSENCE:

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or at parent/guardian request are asked to complete an *Extended Absence Form*, which is available in the buildings office. This should be completed by the end of the school day, prior to the student's absence, or the absence may be considered unexcused. Parent/guardian should give the Middle School office at least a three-day prior notice. This will allow students and teachers to discuss about the work they will be missing. Any student excused for an extended absence must make up all work missed as determined by his/her teacher.

B5: CELL PHONE USE POLICY

- No cell phones may be used in the school building unless a teacher gives permission.
- Students must **turn off** and put their phones away before the start of the school day (8:00 am) and may not take out their cell phones until they exit the school building at 2:45 pm.

Consequences

First offense (warning): The cell phone is taken away. The Dean of Students will keep the phone for the day. You may pick up the phone after school.

Second offense: The Dean of Students keeps the phone for one night. You will receive the phone at the end of the following school day. Parents are called.

Third offense: The Dean of Students keeps the phone for one calendar week. For example: Monday to Monday. Parents are called.

B6: COMPUTER ACCEPTABLE USE POLICY

Computers on campus may be used only for legitimate, school-related teaching and learning purposes. KIS reserves the right to monitor computer use on campus, whether the computers are KIS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy, students in violation of the policy will become subject to disciplinary consequences.

The following policy applies to every KIS student using a computer on campus:

- Computers and related technology must be used only for school and education-related purposes.
- Student must not use a login and password other than his/her own.
- Student must work only on the computer to which he/she has been assigned by school staff.
- Gum, candy, food and drink are not allowed when using a computer anywhere in school.
- Student must not alter desktop or laptop settings of school computers.
- Student must not access any file or folder not belonging to him/her.
- All documents must be stored only in user's assigned folder.
- Student must not post anonymous, threatening, or offensive messages.
- Email messages must not be forged.
- Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
- Student must not load any program onto a school computer without first receiving formal permission from school staff.
- Computer software copyrights and licensing agreements must be honored.
- Computers and computer-related technology must not be used for commercial gain or fraud.
- Student must not make any change in any school computer's interface or operating system.
- Student must not degrade performance capacity of any school computer or computer-related technology.
- Student is obliged to respect any additional computer and computer-related use regulation set forth school staff.
- Student will not access inappropriate sites that violate normal decency standards and are expected to report any sites they discover to school officials.

B7: (*) DISRUPTION OF THE EDUCATIONAL PROCESS

Students must comply with the reasonable instructions of the school personnel. Conduct of any type that interferes with or threatens to interfere with the educational process is prohibited and may result in disciplinary action. Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense.

B8: DRIVING TO SCHOOL

Middle school students are not permitted to drive motorized vehicles on or adjacent to school at any time.

B9: ELEVATOR USE

Elevators are not to be used by students. In the case of an injury, a student can request an elevator pass from the Principal for a limited period.

B10: EMERGENCY PROCEDURES

A plan has been developed which will insure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. In the event of an actual emergency or drill, students must comply with all administrative directives.

B11: ENGLISH ONLY POLICY

In an effort to promote and enhance students English speaking skills, all students at KIS are expected to speak in English at all times while on the KIS campus. We believe strongly that student use of the English language throughout the day will enhance their ability to speak effectively in a variety of settings and prepare them appropriately for their future. In addition, as English based, US curricular school, we must all communicate in a common language and that language by choice of attendance is English.

English Only Infractions (per quarter): Checks given for infractions that happen in or out of class will impact a student's participation in student activities, including **removal from extra school events, such as, Socials, Dances, After school activities, Field Trips, Student Council Events, etc....** In addition school discipline will be administered.

- **Step 1 (1Check) = Warning (out of class only)(in class – Step 2)**
- **Step 2 (2nd Check) = School Detention (one hour after school)**
- **Step 3 (3rd Check) = Parent Phone Call (One week suspension of all school activities)**
- **Step 4 (4th Checks)= Parent Phone Call (One quarter suspension of all school activities)**
- **Step 5 (5+ Checks)= Students will be sent home for each additional check.**

B12: (*) EXPLOSIVE DEVICES

Students who possess or detonate any explosive device or incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items – generally referred to as a bomb or look-alike explosive device), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device will be subject to suspension or expulsion.

B13: (*) FALSE ALARMS

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is prohibited.

B14: FALSE ALLEGATIONS

Knowingly reporting or causing the reporting of false facts regarding misconduct or other information to school officials which are likely to cause an official response, or corroborating of such information, is prohibited.

B15: (*) FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES

School policy prohibits any person to carry the following on to school premises, school-provided transportation, or other facilities being used for school activities:

- Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk, Nunchaku sticks, throwing stars ;
- Any air gun or firearm, including any air pistol or air rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

B16: (*) FIRE/ARSON

Setting a fire on school premises or while under the authority of the school is prohibited. Police and/or fire department may be notified for which the student is responsible.

B17: FORGERY

Falsely representing or forging a parent's/guardian's, staff member's, or another student's signature on any letter to the school or on any school document or in any other way will result in discipline and/or suspension. Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

B18: FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) under circumstances where a substantial disruption of the educational process is likely to result, or does result from such activity is prohibited.

Substantial disruption from speech activities includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities;
- Breakdown of student order, including riots or destruction of property;
- Widespread shouting or boisterous conduct;
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities;
- Physical violence, fighting, or harassment of any kind among students;
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators) creating a hostile educational environment;
- Defamation or untrue statements;
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
- Speech likely to result in or encourage disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the school.

Students who violate the standards for verbal and written expression shall be subject to corrective action, up to and including suspension or expulsion.

Although the school has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. But speech activity by students is solely their own expression of views and the school does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications (such as a newspaper or yearbook), and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions), are not private speech of students.

B19: GAMBLING

Gambling on school grounds is prohibited.

B20: (*) HARASSMENT, INTIMIDATION, HAZING OR BULLYING

Students shall not engage in racial harassment, sexual harassment, or other forms of harassment, intimidation, or bullying of students or others, or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive, or abusive work or learning environment.

The policy of the school is to provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, gender (sex), national origin, religion, age, marital status, disability or any other protected class. Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and, inappropriate physical contact, bullying, and intimidation.

“Racial harassment” is behavior based on race or color and has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities, or privileges. Racially motivated behavior is discriminatory and violates school policy.

“Sexual harassment” is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, indecent exposure and other verbal, nonverbal, or physical conduct of a sexual nature. For students, quid pro quo harassment is the submission to unwelcome sexual behavior as a condition for participating in or receiving the benefits of educational opportunities, such as decisions regarding grades and participation in school program or activities. Sexual harassment can be student-to-student, student to teacher, teacher to student, male to female, female to male, male to male and female to female.

“Harassment, intimidation or bullying” also includes any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by an individual’s race, marital status, creed, age or disability, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with the student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment,
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socio-economic status, gender identity, marital status and familial status.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying are prohibited and shall be grounds for disciplinary action.

Such harassment by a student, adult, or staff member or inaction by a staff member observing such activity, shall constitute grounds for disciplinary action.

False reports or retaliation for any form of harassment, intimidation or bullying, or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section.

The school does not tolerate any behavior or activity that violates this section. Discipline or other consequences for violating this section may include suspension or expulsion. It is the goal of the school to apply discipline or other corrective action that ensures harassment ends and does not reoccur. The disciplinary action will be appropriate and responsive.

Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on the other students and/or staff, mitigating circumstances, the relationship of the harasser to the victim, and the student's disciplinary history. Based on these factors a more or less severe punishment may be imposed, from school discipline to expulsion. A course on the adverse impact on others of harassment and/or diversity may be required as part of the disciplinary procedures for students. Access to school property and activities may be restricted.

Violent acts violating this section shall result in expulsion or expulsion. Violent acts include, but are not limited to behaviors or actions that are interpreted by a reasonable person to carry the potential of:

- Violence, threats of violence;
- Harming or endangering the safety of others;
- Resulting in an act of aggression; or
- Destroying or damaging property.

Hazing is defined as subjecting newcomers to unpleasant, abusive, or ridiculous treatment. Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way.

Hazing may result in suspension or expulsion.

B21: INAPPROPRIATE LANGUAGE

Inappropriate Language applies to public messages, private messages, material posted on Web pages and verbal messages.

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

B22: (*) INSUBORDINATION

Students are required to obey the reasonable requests of all staff members. Willful disobedience is prohibited. Students are required to identify themselves to all staff members of the school.

Failure to do so shall be construed as insubordinate and a threat to school security.

B23: (*) INSULTS OR ABUSE

Incidents of insults or abuse between students are prohibited. Students are required to show respect for authority and any form of abuse of staff is also prohibited.

B24: LITTERING

Students may eat lunch in the cafeteria and other designated areas outdoors in approved areas on nice days provided they do not disrupt classes in session and areas remain litter-free. No eating is allowed in hallways and stairways, and students are expected to pick up litter following lunch and leave their lunch table areas clean. Garbage cans should be used to dispose of litter.

B25: LOCKERS

Students may be assigned to lockers for specific classes. The locker is to be kept clean and secure at all times. Students are responsible for the care of lockers. Lockers are school property and may be inspected or searched without suspicion periodically as a general inspection of school property.

Lockers may also be searched if the principal/designee or assistant principal has reasonable grounds to suspect that the search will yield evidence of the student's violation of school rules. Lockers can also be searched when there is reasonable suspicion of inappropriate contents.

If a locker does not operate correctly, please notify the teacher. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year. Money, purses, or other valuable items are the responsibility of the student but may be locked in lockers during class time only.

The school accepts no responsibility for lost or stolen items. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. The privilege of using a locker may be revoked for sufficient cause.

B26: MATCHES (ETC.)

Using or possessing matches, lighters, or other fire-producing devices is prohibited and shall result in disciplinary action or suspension.

B27: MISCONDUCT / GENERAL BEHAVIOR

Students are expected to behave in a manner that is conducive to a learning environment. Behavior detrimental to obtaining a positive learning environment is prohibited.

Students involved in misconduct while under school jurisdiction or involving school property may be denied participation in school activities such as dances, assemblies, etc.

B28: PERSONAL GROOMING AND ATTIRE

KIS teachers and principal fully expect students in a college/university preparatory academy to exercise common sense in making grooming choices and in deciding what to wear to school. Examples of irresponsible choices include, but are **not limited to**:

- clothing with holes
- see-through clothes
- spaghetti-strap dresses
- cut-away or revealing shirts or blouses
- exaggerated hair styles or coloring
- exaggerated body piercing or ornamentation
- short skirts or dresses
- hip-hop style clothing

- shirts or blouses with writing and/or graphics deemed in poor taste
- items that present a safety hazard to self and others (e.g., roller shoes).
- hats or hoods inside the school buildings

Students whose clothing and/or personal grooming choices are determined by administration to be in poor taste will be summarily and immediately asked to change. If this problem continues parents will be contacted and the student will be sent home.

B29: PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing and inappropriate displays of affection are not allowed.

B30: SCHOOL BUS USE POLICY

Morning Pick-Up Procedures

Students need to be on time at designated bus stop. Drivers are not permitted to wait for late arrivals. The Bus Coordinator will notify parents before the start of the school year regarding the time the student must be at the pick-up site. Should student miss the bus, parent will need to arrange transportation to school that day.

When student exits bus upon arrival at school, student must proceed directly to in front of the school. Students will remain outside the building until 7:50 a.m. In event of inclement weather, teachers will direct students to a dry location.

Afternoon Drop-Off Procedures

School Busses will leave school promptly at 3:00 p.m. On days when students participate in after-school activities, busses will leave promptly at 5:15 p.m. Should student miss bus departure, parent will need to arrange student's transportation from school.

School Bus Rules

All students need to adhere strictly to the following bus rules:

1. Students, unless otherwise instructed by bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
2. Students may not engage in any activity or behavior disruptive to bus monitor, driver, or other passengers, and must respect and obey bus monitor and driver at all times.
3. Food, beverages, and chewing gum are NOT allowed on the bus.
4. Students need to follow additional rules determined necessary by bus monitor or driver for safety.
5. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
6. Students are expected to clean up after themselves and are responsible for any damage he/she causes to the bus.

Consequences for failure to respect bus rules.

A student will be dismissed from the bus service for any major infraction of the rules or when he/she is exhibiting unsafe behaviors on the bus.

For minor infractions of the rules:

First Offense: Warning is issued.

Second Offense: Two-day suspension of bus privileges.

Third Offense: Two-week suspension of bus privileges.

Fourth Offense: Two-month suspension of bus privileges

B31: SCHOOL PROPERTY

Students may not damage school property or other property while under school jurisdiction and will be subject to suspension or expulsion. The student, parent/guardian shall be liable for damages. All students are expected to respect and care for all property of the school, including building facilities, technology equipment, desks, chalkboards/white boards, books, lavatories, lockers, etc. Any student found damaging, losing or defacing school property will be required to pay for the damage or loss. Student grades, transcripts, and diplomas will be withheld until all costs from damages have been paid.

B32: SKATES/SKATEBOARDS, IN-LINE SKATES, SCOOTERS, WHEELED SHOES, ETC.

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards, scooters, wheeled shoes etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated.

B33: (*) STUDENT LEADERSHIP

Given that student leaders serve as “role models” for other students and as representatives of their schools, those students participating in leadership classes (and other classes that require participation in extra-curricular activities) must comply with the requirements of the School Leadership Code at all times. Violation of that Code will result in removal from not only the leadership position or other extra-curricular activity, but also from the leadership class or related class and may result in a failing grade.

B34: (*) THEFT OR POSSESSION OF STOLEN PROPERTY

Theft or possession of stolen property may result in suspension. The student will be required to replace or pay for the stolen item(s).

B35: TOBACCO USE AND POSSESSION

Students of any age may not smoke, consume, use or possess tobacco products at any time while on or around school property or during the school day or at any school sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or within visual distance of any school grounds.

Violations of this rule are cumulative on a one-year basis.

School discipline or up to a three (3) day suspension from school.

B36: VALUABLES AT SCHOOL

Large sums of money and other valuable items should be left at home.

Articles of value for class display should be locked in a teacher's cabinet or checked in at the office. Audio devices, tape recorders, cameras, and other distracting items are not to be brought to school. The school assumes no responsibility for loss to student's personal property.

B37: (*) VANDALISM

All students are expected to respect and care for all property of the school, including building facilities, desks, chalkboards/white boards, books, lavatories, lockers, etc. Any student damaging, losing or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of School property, student, or staff property at any time is cause for suspension or expulsion.

Student transcripts may be withheld until all costs from damages have been paid.

Student Rights and Responsibilities

This section explains the rights and responsibilities of middle school students regarding student conduct and student discipline actions.

STUDENT DISCIPLINE TERMS AND PROCEDURES

A. Definitions

Discipline/Detention means all forms of corrective action or punishment other than suspension and expulsion. It includes exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be under the supervision of a school employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline also includes the exclusion of a student from any other activity conducted by or on behalf of the school, such as athletics or other non-credit programs.

Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school. Students will have the opportunity to complete work missed while suspended. Students who are suspended may be required to sign a behavior contract in order to return to school.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school.

Exceptional Misconduct means misconduct other than absenteeism that is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to a suspension or expulsion (for example, misconduct judged by the school to be the same or the same nature as a violation of Korean/International law). In this handbook, any student conduct rule marked with an asterisk (*) has been determined to be an exceptional misconduct offense.

B. Discipline Procedures

Students have the responsibility to follow the applicable laws and the conduct rules of Korea International School. Students at school, at school-sponsored events (on or off-campus) and while on or about school property are subject to the discipline authority of the school officials. Students and parent/guardian have certain due process and other rights to have student discipline and other corrective action reviewed.

1. Disciplinary authority shall be exercised with fairness; and
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school resources in cooperation with the student and his/her parent/guardian.

STUDENT CONDUCT EXPECTATIONS AND RULES

A. GENERAL EXPECTATIONS FOR STUDENT CONDUCT

1. The school's student conduct rules and discipline procedures must be interpreted to insure an optimum learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Students must comply with rules established for the governing of schools.
3. Students must pursue their course of study and make reasonable progress.
4. Students must respect the authority of teachers and the school's authority to impose disciplinary action.
5. Teachers must hold students strictly accountable for disorderly or antisocial conduct while under the teacher's supervision, and make recommendations for the suspension of a student for cause.
6. Students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent/ guardian shall be liable for damages.
7. Teachers may temporarily exclude students from the classroom instructional or activity area for disrupting the educational process in violation of the school's disciplinary standards.
8. Students shall be disciplined for bullying, intimidation or harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation, disability or other traits.

Student Rights and Responsibilities

This section explains the rights and responsibilities of middle school students regarding student conduct and student discipline actions.

STUDENT DISCIPLINE TERMS AND PROCEDURES

A. Definitions

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Exceptional Misconduct means misconduct other than absenteeism that is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to a suspension or expulsion (for example, misconduct judged by the school to be the same or the same nature as a violation of Korean/International law). In this handbook, any student conduct rule marked with an asterisk (*) has been determined to be an exceptional misconduct offense.

B. Discipline Procedures

Students have the responsibility to follow the applicable laws and the conduct rules of Korea International School. Students at school, at school-sponsored events (on or off-campus) and while on or about school property are subject to the discipline authority of the school officials. Students and parent/guardian have certain due process and other rights to have student discipline and other corrective action reviewed

1. Disciplinary authority shall be exercised with fairness; and
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school resources in cooperation with the student and his/her parent/guardian.

STUDENT CONDUCT EXPECTATIONS AND RULES

A. GENERAL EXPECTATIONS FOR STUDENT CONDUCT

9. The school's student conduct rules and discipline procedures must be interpreted to insure an optimum learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
10. Students must comply with rules established for the governing of schools.
11. Students must pursue their course of study and make reasonable progress.
12. Students must respect the authority of teachers and the school's authority to impose disciplinary action.
13. Teachers must hold students strictly accountable for disorderly or antisocial conduct while under the teacher's supervision, and make recommendations for the suspension of a student for cause.
14. Students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent/ guardian shall be liable for damages.
15. Teachers may temporarily exclude students from the classroom instructional or activity area for disrupting the educational process in violation of the school's disciplinary standards.
16. Students shall be disciplined for bullying, intimidation or harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation, disability or other traits.

B. STUDENT CONDUCT RULES

The following conduct rules apply to students while they are in school, on school grounds, at school-sponsored events, or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the school. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, suspension, or expulsion. Students are also subject to expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Unless otherwise specified, violations of these rules are cumulative throughout the student's secondary school years. In addition, the school reserves the right to not continue a student's enrollment based on student disciplinary history, either individual occurrence or multiple infractions.

Offenses marked with an asterisk (*) are exceptional misconduct offenses, defined in Section II, that allow a suspension or expulsion to be imposed regardless of a student's past disciplinary record.

B1: ACADEMIC HONESTY POLICY

Korea International School expects and requires that students will uphold the highest standards of ethics and academic excellence. The Academic Honesty Policy represents our effort to guarantee that students are committed to building and maintaining a learning community of the highest integrity by carrying out academic tasks with

honesty in all situations.

Definition of Academic Honesty: “Academic dishonesty” includes, but is not limited to, the following:

- Plagiarism (i.e., using someone else’s ideas or words without giving credit to that person, including direct quotes, paraphrasing, or summarizing);
- Copying by any means other students’ homework (students who are observed in common areas looking at their own and another student’s lab notebook, worksheet, or any other homework assignment would be assumed to be in violation of this rule regardless of the exact wording of their work; equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy);
- Allowing one’s homework to be copied. In this regard, all homework is considered individual work unless otherwise stated by the teacher. As such, no student should physically give his/her homework to another student. If copying occurs, it will be presumed that the student who gave his/her homework to the copying student allowed the homework to be copied. This presumption may be reconsidered upon submission of evidence to the contrary;
- Using written formulas, hidden reference sheets, notes, codes, or key words on one’s person or objects for use on any test, quiz, presentation, or assignment without prior permission from the teacher; also, carrying such materials with the intention of using them on a test or exam;
- Using programmed material in watches, calculators, phones, MP3 players, or computer programs without permission from the teacher;
- Looking at another student’s test or quiz during its administration;
- Giving answers or questions to another student during or after a test or quiz; receiving answers or questions from a student who is or has already taken a test or quiz (students engaged in any form of unauthorized communication while in the possession of a test or quiz may be presumed to be in violation of this rule);
- Using the Internet, laptop computers, text messaging, phone cameras, MP3 players, or other modern technology to plagiarize, copy, or share work with another student (including but not limited to copying and pasting in whole or in part material from the Internet, purchasing material from the Internet to be submitted as one’s own work, using a translation program for a world language class, presenting lab data found on the Internet as one’s original work, using e-mail to share individual homework assignments);
- Taking credit for work done by someone else (e.g., family members or tutors) including submitting rough drafts or similar created by another person;
- Presenting invented data (e.g., lab results for lab activities that have not actually been conducted), information, or cited sources (in a bibliography) as authentic;

- Any deceitful means used on a test, quiz, or assignment, including but not limited to stealing electronic or paper copies of tests from teachers' classrooms or computers; receiving copies of tests, quizzes, or assignments from students who took the class in previous years; possessing unauthorized teachers' materials; taking credit for work not completed (as in group assignments); submitting the same assignment for credit in multiple classes without teachers' permission; and
- Any other behavior that could be reasonably construed as academic dishonesty, including class-specific expectations explained in teachers' syllabi.

Note on cooperative work: all written work is individual work unless otherwise stated by the classroom teacher. Although it is acceptable to talk with classmates, friends, and family members about what you are studying and thinking, do not compose written work collaboratively, and make sure that written work you submit for credit is presented entirely in your own words when quotation marks are not used.

Consequences for Acts of Academic Dishonesty

All academic honesty violations will be reported to the principal, assistant principal and counseling office, and a record of the violation will be put in the student's permanent file. In cases of significant or repeated offences, Korea International School will report all acts of Academic Dishonesty to colleges.

First offense at KIS

5. Student will receive a zero for the assignment, test, quiz, project, or exam.
6. Student will be required to meet with school counselor and/or Associate Principal to discuss the importance of academic integrity.
7. Student's parents will be informed of the violation.
8. Student will receive an after-school detention.

Second offense at KIS

6. Student will receive a zero for the assignment, test, quiz, project, or exam and may receive an F in the class that the violation occurred.
7. Student's parents will be informed of the violation.
8. Student will be required to meet with school counselor and/or Associate Principal to discuss the importance of academic integrity.
9. Student will be suspended from all sports and extra-curricular activities for the duration of the season or quarter.
10. Student will receive in-school detention or a suspension from school.

Third offense at KIS

6. Student will receive an F in the class that the violation occurred.
7. Student's parents will be informed of the violation.
8. Student will be required to meet with the Principal and their parents to discuss the importance of academic integrity.

9. Student will be suspended from all sports and extra-curricular activities for the duration of the season or quarter.
10. Student will receive in-school detention or a suspension from school.

Additional offenses at KIS

Additional offenses will result in expulsion from Korea International School.

Note: If a student facing suspension or expulsion for an academic honesty violation has had no reported acts of academic dishonesty for at least one full calendar year, the school may choose, at the principal's discretion, may allow the student to present information to support their ability to continue attending school.

B2: AGGRESSIVE OR DANGEROUS BEHAVIORS

These rules prohibit behavior that causes or threatens physical harm to others.

5. (*) AGGRESSIVE OR RECKLESS BEHAVIOR: Behavior, including horseplay, that disregards a risk of harm to others or property.
6. (*) ASSAULT: Intentionally injuring another or attempting to or threatening to do so. An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm. An assault may be considered more serious misconduct than fighting and normally warrants a long-term suspension or more serious consequences for a first offense.
7. (*) FIGHTING: Any physical altercation with another, or promoting or encouraging an assault or altercation between others.
First offense: Suspension (1-3 days)
Second offense: Suspension or Expulsion (4 or more days)
Third offense: Expulsion
8. (*) THREATS: Communicating to another with an intent to cause them harm.
First offense: Suspension (1-3 days)
Second offense: Suspension or Expulsion (4 or more days)
Third offense: Expulsion

B3: ALCOHOLIC BEVERAGES AND DRUGS

Student use of alcohol and other illegal, prohibited, or harmful drugs is prohibited.

Out of concern for student health, no pills or other medication are allowed at school unless under the direction of the school nurse. The use and/or possession of alcoholic beverages or dangerous drugs by students is prohibited and will be subject to suspension or expulsion.

B4: ATTENDANCE

All students are expected to be regular in attendance. Absenteeism may affect the final grade a student receives in any class. A pattern of absenteeism is cause for disciplinary action and/or suspension. Parents are expected to inform the high school office (031-724 -5801) before 8:30 for any absences or lateness. Students who are late should check in at the high school office on their arrival.

i. EXCUSED ABSENCES:

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities.

Absences will be excused if they are for:

- Illness, medical/dental appointments/services, bereavement, religious observance, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the time and reason for the absence. Failure to clear this absence may result in the appropriate level of discipline. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate. A student must arrange for all make-up work following an excused absence. After a student has been absent for three (3) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. **Please allow 24 hours for teachers to prepare materials.**

ii. UNEXCUSED ABSENCES:

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed. Unexcused absences will result in disciplinary action. Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, waking up late, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

- If a student is absent during an exam or when a project is being completed and they claim they are sick they must provide official doctor's verification that they have visited a doctor on that day. This documentation must be provided immediately upon their arrival to school.
- If a student arrives late with official doctor's notification, they will be required to take the exam when the teacher determines. If they do not take it at the required time, they will receive a "0."
- Students may not contact parents first from school when they are feeling sick. They must instead go the school nurse and the nurse will determine if they should not stay in school, they then will be excused and parents will be contacted by the school nurse.

iii. LEAVING THE SCHOOL GROUNDS:

Permission in writing from the office must be obtained to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods without parent permission and office approval. Students who fail to check out through the office will be disciplined and will be considered unexcused.

iv. CONSEQUENCES FOR UNEXCUSED ABSENCES:

For unexcused absences of one period or more students' educational program day, the following consequences shall occur:

- **First violation:**
The student will receive an after school detention.
- **Second violation:**
The parent/guardian will be notified and the student will receive a ½ day in school detention.
- **Third violation:**
The parent/guardian will be notified and the student will receive a full day in school detention.
- **Additional violation:**
The parent/guardian will be notified and the student will receive out of school suspension. If a student receives more than 3 unexcused absences in a single class they may lose credit for that course.

v. TARDY:

Any student who misses ten (10) minutes or more of a class period without legitimate reason as determined by the principal/designee is considered to have an unexcused tardy. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (over-sleeping, missing the bus, or car problems do not constitute an unusual circumstance) and the school has been notified by the parent/guardian.

- **Third Tardy:**
The student will receive an after school detention.
- **Sixth Tardy:**
The parent/guardian will be notified and the student will receive a ½ day in school detention.
- **Ninth Tardy:**
The parent/guardian will be notified and the student will receive a full day in school detention.
- **Additional Tardies:**
The parent/guardian will be notified and the student will receive out of school suspension. If a student receives more than 9 unexcused tardies in a single class they may lose credit for that course.

vi. ACTIVITIES, ATHLETICS AND ATTENDANCE:

Any student participating in an extra curricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the following day shall also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday shall be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate in the next scheduled activity. On any school day a student must be in attendance at least one-half (1/2) day to be eligible to participate in a practice. Exceptions to these rules may be made by the building principal/designee.

vii. EARLY DISMISSAL:

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments/services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. Verification by a licensed prescriber may be required. Parent/guardian is asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out. Students will be expected to make up all class work missed.

viii. PLANNED ABSENCE:

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or at parent/guardian request are asked to complete an *Extended Absence Form*, which is available in the High School Principal's office. This should be completed by the end of the school day, prior to the student's absence, or the absence may be considered unexcused. Any student excused for an extended absence must make up all work missed as determined by his/her teacher.

B5: CELL PHONE USE POLICY

High school students may carry their cell phones on campus. Students may not use their cell phone between 7:50am and 2:45pm. Students who are using their phones during that time will have the confiscated for a period of one week.

B6: COMPUTER ACCEPTABLE USE POLICY

Computers on campus may be used only for legitimate, school-related teaching and learning purposes. KIS reserves the right to monitor computer use on campus, whether the computers are KIS or personal property. Students who do not respect this policy risk having computer use privileges suspended. Depending upon the type and level of disregard for the Computer Acceptable Use Policy, students in violation of the policy will become subject to disciplinary consequences.

The following policy applies to every KIS student using a computer on campus:

- Computers and related technology must be used only for school and education-related purposes.
- Student must not use a login and password other than his/her own.
- Student must work only on the computer to which he/she has been assigned by school staff.
- Gum, candy, food and drink are not allowed when using a computer anywhere in school.
- Student must not alter desktop settings of school computers.
- Student must not access any file or folder not belonging to him/her.
- All documents must be stored only in user's assigned folder.
- Student must not post anonymous, threatening, or offensive messages.
- Email messages must not be forged.
- Student must not download any file from the internet to a school computer without first securing formal permission from school staff.
- Student must not load any program onto a school computer without first receiving formal permission from school staff.
- Computer software copyrights and licensing agreements must be honored.
- Computers and computer-related technology must not be used for commercial gain or fraud.
- Student must not make any change in any school computer's interface or operating system.
- Student must not degrade performance capacity of any school computer or computer-related technology.
- Student is obliged to respect any additional computer and computer-related use regulation set forth school staff.
- Student will not access inappropriate sites that violate normal decency standards and are expected to report any sites they discover to school officials.

B7: (*) DISRUPTION OF THE EDUCATIONAL PROCESS

Students must comply with the reasonable instructions of the school personnel. Conduct of any type that interferes with or threatens to interfere with the educational process is prohibited and may result in disciplinary action. Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense.

B8: DRIVING TO SCHOOL

High school students are not permitted to drive cars or other motorized vehicles on or adjacent to school at any time.

B9: ELEVATOR USE

Elevators are not to be used by students. In the case of an injury, a student can request an elevator pass from the Principal for a limited period.

B10: EMERGENCY PROCEDURES

A plan has been developed which will insure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. In the event of an actual emergency or drill, students must comply with all administrative directives.

B11: ENGLISH ONLY POLICY

In an effort to promote and enhance students English speaking skills, all students at KIS are expected to speak in English at all times while on the KIS campus. We believe strongly that student use of the English language throughout the day will enhance their ability to speak effectively in a variety of settings and prepare them appropriately for their future. In addition, as an English based, US curricular school we must all communicate in a common language and that language by choice of attendance is English.

English Only Infractions (per quarter): Checks given for infractions that happen in or out of class will impact a student's participation in student activities, including **removal from extra school events, such as, Habitat for Humanity, Far East, Beimmun, Overseas Travel, Socials, Dances, Prom, Field Trips, Student Council Events, etc....** In addition school discipline will be administered.

- **Step 1 (1Check) = Warning (out of class only)(in class – Step 2)**
- **Step 2 (2 Checks) = School Detention (one hour after school)**
- **Step 3 (3 Checks) = Parent Phone Call (One week suspension of all school activities) All overseas travel may be forfeited.**
- **Step 4 (4 Checks) = Parent Phone Call (One quarter suspension of all school activities) All overseas travel will be forfeited.**
- **Step 5 (5+ Checks)= Students will be sent home for each additional check.**

In Class Infractions (per semester): 5% of every grade in high school courses is based on “Participation.” Speaking in English is a part of the participation component of the classroom and students grade.

- **Each Check** = **1% reduction in participation grade**
- **3 Checks** = **Parent Conference**
- **Over 5** = **Maximum 5% reduction in grade, parent conference and school discipline.**

Students and Parents may check the status of their child on Edline in regards to the English Only Policy

B12: (*) EXPLOSIVE DEVICES

Students who possess or detonate any explosive device or incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items – generally referred to as a bomb or look-alike explosive device), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device will be subject to suspension or expulsion.

B13: (*) FALSE ALARMS

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is prohibited.

B14: FALSE ALLEGATIONS

Knowingly reporting or causing the reporting of false facts regarding misconduct or other information to school officials that are likely to cause an official response, or corroborating of such information, is prohibited.

B15: (*) FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES

School policy prohibits any person to carry the following on to school premises, school-provided transportation, or other facilities being used for school activities:

- Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk, Nunchaku sticks, throwing stars ;
- Any air gun or firearm, including any air pistol or air rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

B16: (*) FIRE/ARSON

Setting a fire on school premises or while under the authority of the school is prohibited. Police and/or fire department may be notified for which the student is responsible.

B17: FORGERY

Falsely representing or forging a parent's/guardian's, staff member's, or another student's signature on any letter to the school or on any school document or in any other way will result in discipline and/or suspension. Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

B18: FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) under circumstances where a substantial disruption of the educational process is likely to result, or does result from such activity is prohibited.

Substantial disruption from speech activities includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities;
- Breakdown of student order, including riots or destruction of property;
- Widespread shouting or boisterous conduct;
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities;
- Physical violence, fighting, or harassment of any kind among students;
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators) creating a hostile educational environment;
- Defamation or untrue statements;
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
- Speech likely to result in or encourage disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the school.

Students who violate the standards for verbal and written expression shall be subject to corrective action, up to and including suspension or expulsion.

Although the school has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. But speech activity by students is solely their own expression of views and the school does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications (such as a newspaper or yearbook), and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions), are not private speech of students.

B19: GAMBLING

Gambling on school grounds is prohibited.

B20: (*) HARASSMENT, INTIMIDATION, HAZING OR BULLYING

Students shall not engage in racial harassment, sexual harassment, or other forms of harassment, intimidation, or bullying of students or others, or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive, or abusive work or learning environment.

The policy of the school is to provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, gender (sex), national origin, religion, age, marital status, disability or any other protected class. Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and, inappropriate physical contact, bullying, and intimidation.

“Racial harassment” is behavior based on race or color and has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities, or privileges. Racially motivated behavior is discriminatory and violates school policy.

“Sexual harassment” is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, indecent exposure and other verbal, nonverbal, or physical conduct of a sexual nature. For students, quid pro quo harassment is the submission to unwelcome sexual behavior as a condition for participating in or receiving the benefits of educational opportunities, such as decisions regarding grades and participation in school program or activities. Sexual harassment can be student-to-student, student to teacher, teacher to student, male to female, female to male, male to male and female to female.

“Harassment, intimidation or bullying” also includes any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by an individual’s race, marital status, creed, age or disability, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with the student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment,
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socio-economic status, gender identity, marital status and familial status.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying are prohibited and shall be grounds for disciplinary action.

Such harassment by a student, adult, or staff member or inaction by a staff member observing such activity, shall constitute grounds for disciplinary action.

False reports or retaliation for any form of harassment, intimidation or bullying, or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section.

The school does not tolerate any behavior or activity that violates this section. Discipline or other consequences for violating this section may include suspension or expulsion. It is the goal of the school to apply discipline or other corrective action that ensures harassment ends and does not reoccur. The disciplinary action will be appropriate and responsive.

Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on the other students and/or staff, mitigating circumstances, the relationship of the harasser to the victim, and the student's disciplinary history. Based on these factors a more or less severe punishment may be imposed, from school discipline to expulsion. A course on the adverse impact on others of harassment and/or diversity may be required as part of the disciplinary procedures for students. Access to school property and activities may be restricted.

Violent acts violating this section shall result in expulsion or expulsion. Violent acts include, but are not limited to behaviors or actions that are interpreted by a reasonable person to carry the potential of:

- Violence, threats of violence;
- Harming or endangering the safety of others;
- Resulting in an act of aggression; or
- Destroying or damaging property.

Hazing is defined as subjecting newcomers to unpleasant, abusive, or ridiculous treatment. Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way.

Hazing may result in suspension or expulsion.

B21: INAPPROPRIATE LANGUAGE

Inappropriate language applies to public messages, private messages, material posted on Web pages and verbal messages.

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

B22: (*) INSUBORDINATION

Students are required to obey the reasonable requests of all staff members. Willful disobedience is prohibited. Students are required to identify themselves to all staff members of the school.

Failure to do so shall be construed as insubordinate and a threat to school security.

B23: (*) INSULTS OR ABUSE

Incidents of insults or abuse between students are prohibited. Students are required to show respect for authority and any form of abuse of staff is also prohibited.

B24: LITTERING

Students may eat lunch in the cafeteria and other designated areas outdoors in approved areas on nice days provided they do not disrupt classes in session and areas remain litter-free. No eating is allowed in hallways and stairways, and students are

expected to pick up litter following lunch and leave their lunch table areas clean. Garbage cans should be used to dispose of litter.

B25: LOCKERS

Students may be assigned to lockers for specific classes. The locker is to be kept clean and secure at all times. Students are responsible for the care of lockers. Lockers are school property and may be inspected or searched without suspicion periodically as a general inspection of school property.

Lockers may also be searched if the principal/designee or assistant principal has reasonable grounds to suspect that the search will yield evidence of the student's violation of school rules. Lockers can also be searched when there is reasonable suspicion of inappropriate contents.

If a locker does not operate correctly, please notify the teacher. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year. Money, purses, or other valuable items are the responsibility of the student but may be locked in lockers during class time only.

The school accepts no responsibility for lost or stolen items. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. The privilege of using a locker may be revoked for sufficient cause.

B26: MATCHES (ETC.)

Using or possessing matches, lighters, or other fire-producing devices is prohibited and shall result in disciplinary action or suspension.

B27: MISCONDUCT / GENERAL BEHAVIOR

Students are expected to behave in a manner that is conducive to a learning environment. Behavior detrimental to obtaining a positive learning environment is prohibited.

Students involved in misconduct while under school jurisdiction or involving school property may be denied participation in school activities such as dances, assemblies, etc.

B28: PERSONAL GROOMING AND ATTIRE

KIS teachers and principal fully expect students in a college/university preparatory academy to exercise common sense in making grooming choices and in deciding what to wear to school. Examples of irresponsible choices include, but are **not limited to**:

- clothing with holes
- see-through clothes
- spaghetti-strap dresses
- cut-away or revealing shirts or blouses
- exaggerated hair styles or coloring
- exaggerated body piercing or ornamentation
- short skirts or dresses
- hip-hop style clothing

- shirts or blouses with writing and/or graphics deemed in poor taste
- items that present a safety hazard to self and others (e.g., roller shoes).
- hats or hoods inside the school buildings

Students whose clothing and/or personal grooming choices are determined by administration to be in poor taste will be summarily and immediately asked to change. If this problem continues parents will be contacted and the student will be sent home.

B29: PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing and inappropriate displays of affection are not allowed.

B30: SCHOOL BUS USE POLICY

Morning Pick-Up Procedures

Student need be on time at designated bus stop. Drivers are not permitted to wait for late arrivals. The Bus Coordinator will notify parents before the start of the school year regarding the time the student must be at the pick-up site. Should student miss the bus, parent will need to arrange transportation to school that day.

When student exits bus upon arrival at school, student must proceed directly to in front of the school. Students will remain outside the building until 7:50 a.m. In event of inclement weather, teachers will direct students to a dry location.

Afternoon Drop-Off Procedures

School Busses will leave school promptly at 3:00 p.m. On days when students participate in after-school activities, busses will leave promptly at 5:15 p.m. Should student miss bus departure, parent will need to arrange student's transportation from school.

School Bus Rules

All students need to adhere strictly to the following bus rules:

7. Students, unless otherwise instructed by bus monitor or driver, must sit in their assigned seats with their seat belts securely fastened at all times.
8. Students may not engage in any activity or behavior disruptive to bus monitor, driver, or other passengers, and must respect and obey bus monitor and driver at all times.
9. Food, beverages, and chewing gum are NOT allowed on the bus.
10. Students need to follow additional rules determined necessary by bus monitor or driver for safety.
11. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus.
12. Students are expected to clean up after themselves and are responsible for any damage he/she causes to the bus.

Consequences for failure to respect bus rules.

A student will be dismissed from the bus service for any major infraction of the rules or when he/she is exhibiting unsafe behaviors on the bus.

For minor infractions of the rules:

First Offense: Warning is issued.

Second Offense: Two-day suspension of bus privileges.

Third Offense: Two-week suspension of bus privileges.

Fourth Offense: Two-month suspension of bus privileges

B31: SCHOOL PROPERTY

Students may not damage school property or other property while under school jurisdiction and will be subject to suspension or expulsion. The student, parent/guardian shall be liable for damages. All students are expected to respect and care for all property of the school, including building facilities, technology equipment, desks, chalkboards/white boards, books, lavatories, lockers, etc. Any student found damaging, losing or defacing school property will be required to pay for the damage or loss. Student grades, transcripts, and diplomas will be withheld until all costs from damages have been paid.

B32: SKATES/SKATEBOARDS, IN-LINE SKATES, SCOOTERS, WHEELED SHOES, ETC.

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards, scooters, wheeled shoes etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated.

B33: (*) STUDENT LEADERSHIP

Given that student leaders serve as “role models” for other students and as representatives of their schools, those students participating in leadership classes (and other classes that require participation in extra-curricular activities) must comply with the requirements of the School Leadership Code at all times. Violation of that Code will result in removal from not only the leadership position or other extra-curricular activity, but also from the leadership class or related class and may result in a failing grade.

B34: (*) THEFT OR POSSESSION OF STOLEN PROPERTY

Theft or possession of stolen property may result in suspension. The student will be required to replace or pay for the stolen item(s).

B35: TOBACCO USE AND POSSESSION

Students of any age may not smoke, consume, use or possess tobacco products at any time while on or around school property or during the school day or at any school sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or within visual distance of any school grounds.

Violations of this rule are cumulative on a one-year basis.

School discipline or up to a three (3) day suspension from school.

B36: VALUABLES AT SCHOOL

Large sums of money and other valuable items should be left at home.

Articles of value for class display should be locked in a teacher's cabinet or checked in at the office. Audio devices, tape recorders, cameras, and other distracting items are not to be brought to school. The school assumes no responsibility for loss to student's personal property.

B37: (*) VANDALISM

All students are expected to respect and care for all property of the school, including building facilities, desks, chalkboards/white boards, books, lavatories, lockers, etc. Any student damaging, losing or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of School property, student, or staff property at any time is cause for suspension or expulsion.

Student transcripts may be withheld until all costs from damages have been paid.