

School Regulations

As of September 1st, 2023

Korea International School

Chapter 1. General Provisions

Article 1. (Purpose of Establishment)

Korea International School was founded to educate qualified students with a US based curriculum to cultivate them as global citizens.

Article 2. (Name of School)

The school name is Korea International School. (Hereinafter, referred to as the 'School')

Article 3. (Location)

This School is located at 408 Gaepo-ro, Gangnam-gu, Seoul, Korea.

Chapter 2. Course of Study and Admissions Eligibility

Article 4. (Course of Study)

The school accommodates a total of fifteen grades ranging from Pre-Kindergarten to Grade 12.

Article 5. (Admissions Eligibility)

A student shall be eligible for admissions in accordance with the laws of the Republic of Korea and shall meet the requirements set by the school.

Chapter 3. Number of Classes and Maximum Student Capacity

Article 6. (Number of Classes)

The kindergarten consists of 4 classes, the elementary school consists of 15 classes, and the middle school and high school consists of subject-based classes. Total number of classes are 40 classes.

Article 7. (Maximum Student Capacity)

Grade		Number of classes		Student Capacity	Total number of students
Kindergarten	PK	1		17	975
	JK	1		18	
	SK	2		40	
	Sub Total	4		75	
Elementary School	1	3		75	
	2	3		75	
	3	3		75	
	4	3		75	
	5	3		75	
	Sub Total	15		375	
Middle School	6	3	subject-based classes	75	
	7	3		75	
	8	3		75	
	Sub Total	9		225	
High School	9	3	subject-based classes	75	
	10	3		75	
	11	3		75	
	12	3		75	
	Sub Total	12		300	
Total		40		975	

Chapter 4. School Curriculum and Number of School Days

Article 8. (School Curriculum)

The school’s curriculum shall be based on the US curriculum required for US academic qualifications.

Article 9. (Number of School Days)

The number of school days per year shall be 180 days or more for all grade levels.

Article 10. (Evaluation)

- ① Assessment is carried out by required tests and at the discretion of teachers.
- ② Principal can give tests to student(s) as needed. The results of such tests can be recorded on their report cards

Chapter 5. School Years, Semesters and Holidays

Article 11. (School Years and Semesters)

There are two semesters in one school year. The first semester begins in August and ends in January of next year. The second semester begins in January and ends in June. However, Kindergarten and elementary schools can be operated in a trimester system.

Article 12. (No School Days)

- ① School closure days are as follows;
 - (1) Designated days by the school among national holidays
 - (2) Designated days by the school among public holidays
 - (3) Seasonal breaks
- ② School may grant temporary closure in case of an urgent disaster or other necessary conditions other than each number of clause ①.

Article 13. (School Opening Anniversary)

The school opening anniversary day is August 18th.

Chapter 6. Completion of Courses and Graduation

Article 14. (Completion and Graduation)

Recognition of the completion of each grade level course and graduation of all grade levels is determined by individual assessment according to each student's number of attendance days, learning development status, and behavioral

development status.

Article 15. (Repeating or Advancing a Grade)

- ① Students would need to repeat a course if they did not meet the course proficiency standards.
- ② Students may advance to a higher level grade or course if they are demonstrating progress beyond proficiency standards for a given grade level or course.

Article 16. (Diploma)

The head of school will award a diploma to students who have successfully met all attendance and graduation requirements.

Chapter 7. Admission, Re-admission, Transfer-ins

Article 17. (Documents for Admission, Re-admission, Transfer-in)

Applicants who wish to enroll, re-enroll, transfer to the school must submit the required documents.

Article 18. (Decision on Admission, Re-admission, Transfer-in)

For an applicant to be admitted, re-admitted, or transferred into the school, he/she will have successfully completed, and passed the evaluations process and have deposited tuition fees to be considered eligible for admission if there is a vacancy in student enrollment.

Article 19. (Admissions Schedule)

Admission, re-admission, transfer-ins can be conducted at any time of the school year for those who have passed the admissions test. However, if necessary, the head of school may determine at his/her own discretion to conduct the procedures above within the timeframe that does not interfere with completing the school curriculum.

Chapter 8. Tuition, Admission Fee, other Expenses, Scholarship

Article 20. (Tuition, Admission Fee, Other Expenses)

- ① The following school year's tuition and admission fees and collection method must be announced by the end of April of every year by the head of school.
- ② Tuition and admission fee refunds follow the school's early withdrawal refund schedule and refund policy.

Article 20-2. (Actions against Defaulters)

If tuition fees payment has been overdue for three months or more, the school may suspend a student and request him/her to leave the school after notifying the student's parents.

Article 21. (Scholarship, Tuition Reduction/Waive)

If deemed necessary for encouraging students' academic performance and recruiting students with outstanding performance, scholarships may be granted, or tuition fees may be reduced or waived in accordance with school's internal regulations.

Chapter 9. Leave of Absence, Expulsion, Recognition and Disciplines

Article 22. (Leave of Absence)

- ① A student who intends to take a leave of absence from school shall submit an explanatory statement and obtain permission from the head of school.
- ② A student who intends to return to school shall submit an application form for returning to school to the head of school(Principal) and obtain permissions including the student's returning date.

Article 23. (Transfer-out and Withdrawal)

A student who intends to transfer out or withdraw from school must submit an

explanatory statement for withdrawal with the student's guardian's signature and an application form for transfer-out(withdrawal) and follow appropriate steps to get the head of school's approval.

Article 24. (Recognition)

The head of school may award a student who displays excellent code of behavior with excelling academic performance, who sets a good example to other students, who has contributed to school improvement, and for other exceptional reasons.

Article 25. (Discipline)

The head of school may take disciplinary actions for students if the head of school sees the need for students to be responsible for administrative and academic consequences. Disciplinary reasons and actions follow separate regulations.

- ① Academic warning will be given to students who fail to meet the academic standard.
- ② When a student violates school regulation, disciplinary action will be imposed according to the severity of the violation such as detention, limited suspension, indefinite suspension.
- ③ The head of school may order to expel a student for any one of the following reasons:
 - (1) Those who may have bad influence on others due to poor code of behavior
 - (2) Those who have received academic warning twice or more in a year
 - (3) Those who are absent frequently without justifiable reasons
 - (4) Those who shows unacceptable code of behavior as a student that disturbs classes
 - (5) Those who have severely defamed the honor and prestige of the school

Chapter 10. Organization and Duty Assignment

Article 26. (Organization)

The School organization consists of a Headmaster (Head of School), a School Director and Principals of each school and faculty. The school may have a parent committee as an external advisory body.

Article 27. (Qualifications of Principals and Teachers)

The qualifications of principals of each grade group and teachers shall be those who have a teaching certificate or equivalent a person who has at least one year of practical experience and who can be legally employed in the Republic of Korea.

Article 28. (Duties of Headmaster, School Director and Principals)

The headmaster shall direct the administrative and academic operation of schools, and the school director shall manage the academic operation and represent the school under the delegation of the headmaster. The principals of each school shall manage the overall operation of the grade group and represent each school.

Chapter 11. Amendment of School Regulations

Article 29. (Amendment of School Regulations)

- ① The head of school may revise school regulations within the scope of laws.
- ② Report to the superintendent of the Seoul Metropolitan Office of Education when the school regulations are revised.

Addendum

Article 1. Enforcement Date

1. This school regulation will be effective as of August 1, 2009.
2. This school regulation will be effective as of August 1, 2021.
3. This school regulation will be effective as of August 1, 2021.
4. This school regulation will be effective as of August 1, 2023

5. This school regulation will be effective as of September 1, 2023

Article 2. Interim measures for admission, re-admission, transfer-ins

The standards for admission, re-admission, transfer-ins are based on the enforcement date of 「Regulations on the establishment and operation of schools and kindergartens for foreigners」