Korea International School

Seoul Campus

Parent/Guardian - Student Handbook
2025-2026

408 Gaepo-ro, Gangnam-gu, Seoul, Korea 06324 Phone: 82-2-3496-0509 Fax: 82-2-578-6610 kisseoul.or.kr

Dear Families,

It is my great pleasure to welcome you to the KIS Seoul Campus. Your family is now part of an exceptional learning community—one where every child is known by name, celebrated for their unique strengths, and supported in their growth.

At KIS, we believe in creating a place where students can grow, connect, and truly belong. We aim to instill confidence, nurture curiosity, and spark a lifelong love of learning that extends far beyond the elementary years.

KIS is a school of thinkers. Each day, students are encouraged to question, explore, discover, and reflect. With technology as a tool, they'll research, communicate, and collaborate as global citizens. Along the way, they'll deepen their understanding in subjects such as Language, Mathematics, Science, and Social Studies—learning not just content, but how to think critically and creatively.

In today's world, knowledge alone is not enough. Information is readily available, but true success lies in knowing what to do with that information. At KIS, we prepare students to ask meaningful questions, analyze and synthesize ideas, identify misinformation, and solve real-world problems.

Our teachers are dedicated professionals who continually seek out research-based, engaging strategies to support every learner. The curriculum is designed to be relevant, rigorous, and personalized—building on student strengths, addressing growth areas, and supporting emotional, social, and physical development.

This handbook offers a helpful overview of our policies and practices. But the true spirit of KIS can only be experienced in our classrooms, hallways, and community events. We invite you to get involved—visit, connect, ask questions, and partner with us in your child's learning journey.

We're so glad you're here. Welcome to the KIS Seoul Campus family!

Alex Ray
Seoul Campus Elementary Principal
Korea International School

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School Calendar

The school calendar is distributed to all parents at the beginning of the school year. Copies can be made from the school website. Please note holidays, early dismissal days, and other special events. The school year consists of two semesters, totaling 179 school days.

KIS Korea International School

- Beginning of Semester
- Teacher Work/No Students
- No School for Students and Teachers
- Half Day

2025–2026
Korea International School
Academic Calendar

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2025
28-31 New Faculty Orientation

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

August 2025
1-6 Full Faculty Orientation
7 New Student Orientation
8 First Day of School
15 Liberation Day
26-28 Back to School Nights

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2025
12 No School for Students/ Teacher PD Day

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2025
3 National Foundation Day
6-10 Chuseok Break
30 Parent Teacher Conferences Half Day for Studentss
31 Parent Teacher Conferences

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

November 2025
13 No School for Students/ Teacher PD day

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2025
19 Half Day for Winter Break
22-1/9 Winter Break

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2026
12 New Students Orientation
13 Semester 2 Begins

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 2026
6 No School for Students/ Teacher PD Day
16-18 Lunar New Year Break

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026
2 Observed Holiday
20 No School for Students/ Teacher PD Day
26 Parent Teacher Conferences Half Day for Students
27 Parent Teacher Conferences
30-4/3 Spring Break

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

May 2026
1 Labor Day
5 Children's Day
22 HS Graduation
25 Observed Holiday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2026
11 Last Student Day Half Day for Students Last Teacher Day

Contact Information

Korea International School Seoul Campus

408 Gaepo-ro, Gangnam-gu, Seoul, Korea 06324
Telephone: 82-2-3496-0509 Fax: 82-2-578-6610
kisseoul.or.kr

School Director
Mr. Cameron Fox
cameron.fox@kis.or.kr

Seoul Campus Principal
Alex Ray
alex.ray@kis.or.kr

SC Teaching and Learning Coach
Ms. Sarah Jones
sarah.jones@kis.or.kr

SC Counselor
Ms. Maria Patiño
maria.patino@kis.or.kr

SC Administrative Support and Registrar
Ms. Lora Roh
esseoul@kis.or.kr

Librarian
Ms. Sophie Park
sclibrary@kis.or.kr

School Bus Coordinator
Mr. Hyun Yang
scbus@kis.or.kr

School Nurse
Ms. Jay Jung
scnurse@kis.or.kr

Admissions Officer
Ms. Danny Kwon
eyinfo@kis.or.kr

KIS Mission and Educational Expectations

KIS Mission Statement

The mission of Korea International School is to inspire students with a passion for learning and cultivate the competence, self-assurance, initiative, and creativity necessary for success in the global community.

Core Values

Korea International School will create a culture of excellence through modeling our core values of:

- **Global Citizenship**
  By developing an appreciation and understanding of world cultures, communities and perspectives.

- **Integrity**
  By educating our school community to become ethical, fair, honest, and responsible citizens.

- **Adaptability**
  By providing a variety of challenging experiences that promote success and the ability to see change in a positive light.

- **Balance in Life**
  By nurturing physical, social-emotional, creative, and intellectual wellness leading to healthy self-actualization.

- **Empowerment**
  By providing opportunities to apply knowledge and skills to real-world situations fostering confidence, leadership, and responsible risk-taking.

Students will Utilize Information and Technology Effectively by:

- Accessing information and evaluating its validity and usefulness.
- Demonstrating a sound understanding and use of various technologies.
- Selecting appropriate technologies and resources to plan and produce authentic products.

Understanding and practicing safe, ethical and legal behaviors related to information and technology.

KIS DEIJ-B Commitment Statement: Diversity, Equity, Inclusion, Justice, Belonging

We believe it is essential to cultivate compassionate environments. We are committed to designing a present and a future where our community members and collaborative partners lead with diverse, equitable, inclusive, and just systems. We have the privilege and the obligation to honor and protect our intersectional community and to co-create a collaborative space of trust where all are embraced without marginalization of their authentic selves, including identifiers such as: age, national origin, race, ethnicity, linguistic diversity, ability, gender identity, sexual orientation, marital/civil partner status, and belief systems. We are committed to reimagining a space that is centered on embracing truth-telling and being accountable to the gift of each other.

We will do this through actively learning and raising awareness to disrupt systems that create explicit or implicit obstacles to the safety and belonging of our collective community.

우리는 공감과 배려로 가득한 환경을 조성하는 것이 가장 중요하다고 믿습니다. 우리 학교 공동체 구성원 모두는 다양성과 공정, 포용성과 정의를 바탕으로 더 나은 현재와 미래를 만들기 위해 최선을 다할 것입니다.

우리에게는 다양한 정체성을 가진 공동체를 존중하고 보호할 의무와 특권이 있습니다. 그리고 나이, 출신 국가, 인종, 민족, 언어, 능력, 성 정체성, 성적 성향, 결혼 상태, 신념 등에 관계없이 모두를 포용하며 그 누구도 소외시키지 않는 협력적인 신뢰의 공간을 함께 만들어 나갈 의무와 특권도 우리에게 있습니다. 우리의 새로운 공간에서는 진실을 말하는 것을 두려워하지 않고 다른 사람에 대한 책임을 지는 것을 더욱 중요하게 생각할 것입니다.

우리는 적극적으로 배우고 차별에 대한 인식을 개선하여 우리 공동체의 안녕을 저해하는 모든 장애물을 극복할 것입니다.

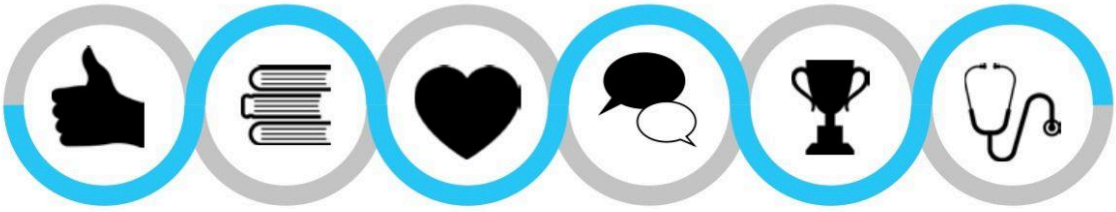
Here is a [visual/auditorial format](#).

KIS Wellbeing Charter

A Guiding Statement of Korea International School

We believe that all humans have certain inalienable rights and that the role of a school community is to teach this worldview and its meaningful application. We believe in diversity, equity, inclusion, and social justice. In accordance with the language and spirit of the United Nations Convention on the Rights of the Child, we believe:

In addition to supporting the above rights, educators and leaders strive to create conditions within our community for students, staff, and faculty to flourish. KIS is a place that teaches and celebrates elements of wellbeing:



Positive emotions | Engagement | Positive relationships | Meaning | Accomplishment | Health

KIS Seoul Campus Timings

School Day

The school day begins at 8:20 a.m. for all grades. Children need to arrive with enough time to go to class, put away their belongings, and be ready to learn. All students are dismissed from school at 3:00 p.m. School buses leave campus no later than 3:10 p.m.

On scheduled half-days all students are dismissed at 11:30 a.m. Buses are scheduled to depart for home by 11:40 a.m. and parents are asked to pick up students, who do not ride a KIS bus, at the half day dismissal time of 11:30 a.m.

All students have a daily snack and a daily recess time. Early years students (PK-KG) receive time for an additional mid-afternoon snack. Lunch begins at 12:30 p.m. (PK-Gr. 2) and 12:55 p.m. (Gr. 3-5), which is preceded or followed by a recess time.

All students arrive at school by bus or car. Should you have your child brought to school or taken home by car please make every effort to arrive on time (no later than 8:15 a.m.). **There is no student supervision prior to 7:55 a.m. each morning, so early drop off is not permitted.** On-time arrival sets a positive learning tone for the rest of the school day. Please arrive on time to pick up your child at the end of the school day (no later than 3:10 p.m.). **There is no student supervision after 3:10 p.m., so late pick up is not permitted.** Immediately following your child's dismissal from school, teachers have daily responsibilities to give feedback on assignments, record assessments, participate in faculty meetings, meet with parents, and prepare for subsequent days' lessons. Your timely arrival and pick up is greatly appreciated and expected.

After school, teachers will bring classes down to the school bus or lower field for pick up. Parents are to wait at the carpark gate of the lower field so students can be dismissed into your care. On Mondays, students may stay after school with their parent/guardian, for a supervised play on the lowerfield after dismissal. Parent/s, guardian/s, or drivers that arrive after 3:10 p.m. will be required to call the Elementary Office on the 4th floor to collect their child/children. The parent or guardian will be required to pick up the child from the guard, teacher, or staff member on duty. This practice is to ensure that every child is going home with the appropriate person. Please notify the Seoul Campus office by telephone in case of any delay in pick-up.

Should your child travel by bus, it is important to note that the assigned bus is the bus they must use. If, for some reason, you wish to have your child travel on another bus or take car transportation, **parents must notify ES Office (esseoul@kis.or.kr, 02-3496-0514) by 2:00pm**. This will give us enough time to notify teachers, buses and your child of the change.

Elementary Office Hours

The ES Office is open from 8:00 a.m. until 5:00 p.m. on all school days.

Attendance

KIS expects all students to attend school each day of the school calendar year. We further expect students who attend school each day to participate fully in each day's activities.

KIS recognizes a need for absence in the case of illness or family emergency. Please note, your child's teacher should receive a clear and acceptable explanation from the parent regarding absences. Parents should call the ES Office to report a student's absence on the morning of the absence, or as soon as is reasonably possible.

Students are permitted a maximum of 20 absences per year. Extenuating circumstances surrounding excessive absences will be reviewed on a case-by-case basis by the school leadership.

Students diagnosed with communicable diseases or showing any of the illness-related symptoms on page 8 must remain out of school until they have fully recovered. Full recovery will be determined by a physician. **Should a student's illness last five or more consecutive days, a physician's certificate will be required for readmission to school.**

In case of an accident or sudden illness during the school day, the school nurse will make every reasonable effort to contact parents. Please be certain the school registrar is informed of your most current contact information (e.g. home, business, mobile phone and emergency telephone numbers).

Upon a student's return to school, following an absence, students must bring a note of explanation written and signed by the parent. The note should be presented to your child's classroom teacher.

Long Term Absences (3 days or more)

When emergencies must take students away from school for three (3) days or more, teachers should be notified of the absence on the "Extended Absence Form." Forms are available in the Elementary Office.

Making Up Missed Work

Given the importance of your child attending classes and given the richness of their classroom learning opportunities, the school leadership does not obligate our teaching faculty to prepare assignments and/or lessons to accommodate long absences. Students and teachers are encouraged to work together to make up missing assignments and lessons upon the students' return so that learning can still be meaningful.

Late Arrivals

School starts at 8:20 a.m. and ends at 3:00 p.m. We monitor all absences and late arrivals at KIS. Please note the following information:

1. All late arrivals and absences require notification from the parent. It is essential that the parent calls the ES Office to report a late arrival or an absence.

2. Parents who drop off their child late at school, **after 8:15 am**, should:
    a. Go to the lobby.
    b. Inform the guard that the child is tardy
    c. The guard or a KIS staff member will escort the child to their classroom.

If the guard is not at the guard desk, the parent should call the ES Office at *02-3496-0514* and a KIS staff member will come down to the first floor lobby, and will escort the child to their classroom.

Learning time is precious at Korea International School. We encourage every student to attend school on a regular basis, arrive on time ready to learn, and remain in class until dismissal time. Multiple late arrivals could result in further action.

Closed Campus

KIS-Seoul Campus is a closed campus. A “closed campus” means students must remain on campus during the entire school day, including during and after school activities.

Procedures for Early Departure

To maintain a safe and secure environment, students at KIS may not leave school grounds during the school day without a registered parent or guardian picking them up from the Elementary Office. Parents must first sign a form in the office before taking their child off of the campus.

Parents who wish to collect their child before the end of the school day must notify the ES Office (esseoul@kis.or.kr, *02-3496-0514*) ***at least one hour in advance*** if a student needs to be picked up by a parent or authorized guardian during the school day, noting the date and time of pick up. The student will be collected from their classroom by a KIS staff member at the designated time and will be brought down to the school lobby (1st floor) for pickup.

For children’s safety, visitors, including parents, will not be permitted to enter campus unless they have a pre-arranged scheduled appointment with a faculty or business staff member. We do not allow parents to visit the classroom for pick up. So parents/guardians must wait at the lobby in the case of early pickups.

Please note: Parents are not permitted to drop off or pick up students directly outside the school building. Please use the car park area in front of the lower field to ensure the safety of our students.

Health Matters

School Nurse

KIS-Seoul Campus offers the services of one full-time resident nurse. Students who are injured or become ill will be accompanied or directed to the school nurse. The nurse is also available to respond to health-related questions**.** Should the need arise for health-related care external to KIS, the school is located near Samsung Medical Center, Severance Hospital, and several clinics.

Physical Examination and Medical History Requirements

All newly-enrolled students are required to have a physical examination and medical history taken, with results on file in the Elementary Office, prior to the student’s first day of enrollment. The physical examination must be repeated every three years, and as with the original examination, results signed and dated by the attending physician must be on file in the nurse’s office. A new student’s medical examination must have taken place within six months of a student’s first enrollment day at KIS. Medical history will be provided directly by parents using KIS’ standard Medical History Form.

Required Immunizations

Prior to the first day of enrollment at KIS, students must be fully immunized against the following: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and any immunizations required by law.

Tuberculosis Testing Requirements

In addition to the immunizations, a TB test (Mantoux or PPD) is required of each student prior to the first day of enrollment. If the TB test is positive, certification by a physician of a negative chest x-ray is required.

Student Need for Medication

Students may not self-medicate while on school property.

1. Parents/guardians of any student who needs to take over-the-counter or prescribed medication during school hours must submit one of the following:
    - a written statement from their physician
    - a written medication authorization form
    - Parent's Request to Administer Medication In School
2. Medication(s) must be clearly labeled with the student's full name, grade, and homeroom. In addition, the parents must provide the school with the below information when students need to take medicine at school.
    - Diagnosis/condition (reason for medication)
    - Medication Name, Ingredients, Dosage, Time to be given
    - Permission to administer the medicine (Parent/guardian signature)

If the parents/guardians do not agree to provide us with the details, the nurses will not administer the medication. Only a school nurse or another person authorized by the principal may administer a student's medication

Emergency Information

KIS requires current emergency medical and contact information for every student. KIS maintains an Emergency Medical Card on file for this purpose. Required up-to-date information includes name and contact telephone numbers (home and workplace) of both parents and telephone numbers (home and workplace) of two (2) persons responsible for the student in the case that neither parent can be reached.

Exclusion from School (Illness-related)

Any student who is diagnosed with a communicable or contagious illness or disease should be kept at home until fully recovered. In addition, any student showing signs and symptoms of a communicable or contagious illness at school will be sent home and his or her parent/s or guardian will be responsible for picking them up from school at the request of the school nurse. A doctor's certificate is needed in order to return to school. Students should stay home or will be sent home from school if they exhibit any of the following symptoms:

1. Fever of over 99.5°F (37.5°C)
2. Diarrhea
3. Vomiting
4. Severe cough
5. Severe wheezing or respiratory distress
6. Yellowish tint to the skin or eyes (jaundice)
7. Tearing, irritation, and redness of eyelid lining
8. Unusual spots or rashes of unknown origin

9. Infected areas of skin with yellow crusty areas
10. Severe headache and stomachache
11. Unusual behavior (crankiness, tiredness, crying more than usual, obvious general discomfort)

Allergies and Health Matters

Parents must inform the school secretary, the school nurse, and their child's teacher of any allergies and/or dietary restrictions that the child has. We will serve children food from the posted cafeteria menu (if subscribed) if not indicated otherwise. If your child is not able to eat food items found on the menu, please provide replacement food from home. Teachers will also be doing cooking activities on a regular basis, so it is important that parents communicate necessary information regarding such allergies with the child's teacher, school secretary and the school nurse for your child's wellbeing.

Expectations, Regulations, and Policies

General Student Conduct

One of the primary goals of education is to ensure that each child derives the maximum benefit from their educational experience in school. To achieve this, KIS Seoul Campus 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 toward:

1. The educational 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 for their own actions

1. The educational process:
   Students wishing to maximize the educational opportunities provided for them must:
   - attend classes regularly
   - complete and hand in all assignments on time
   - be prepared for the start of every class by being on time for lessons, having all materials ready, and demonstrate 'ready to learn' behaviors
   - observe all rules and regulations pertaining to the operation of class
   - be cooperative with class members and teachers

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

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

- Keep hands and feet to yourself
- Treat others as you would wish to be treated
- 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 community. Visitors frequently form an impression of the school from the treatment they receive while visiting the campus.

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 damage or disregard of property will be dealt with accordingly.

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. At KIS Seoul Campus, we expect students and all community members to model our core values.

   Rules and essential agreements will be:
   - Necessary
   - Clear and logical
   - Understood by the school community
   - Consistently followed

   Any student who does not follow the rules and essential agreements established by KIS Seoul Campus will be reminded of our core values by any member of the staff, and further disciplinary measures may need to be taken depending on the situation at hand. Our goal is that these rules and regulations which are based on our core values, will guide students and community members to be principled, and show integrity both in school, and out of school.

7. Acceptance of responsibility for their own actions:
   Students will be guided to accept increasing responsibility for their own actions, as they proceed through school, in a developmentally-appropriate manner. All actions that do not follow our core values and behavior policy will be addressed and parents will be notified if needed.

Seoul Campus Positive Behavior Intervention and Support Policy

KIS Seoul Campus has developed student expectations and standards of conduct that each member of the staff is responsible for teaching, modeling, and guiding for the students in the school. We use a positive-reinforcement model to recognize students exhibiting behaviors based on our core values, which personify a Seoul Campus student. Our goal is for our students to show their Phoenix Pride and Phoenix Star Behaviour everyday.

Phoenix Behavior

Phoenix Behaviors exhibit our core values and the 3 B's (Be Safe, Be Respectful and Be Responsible). The following matrix outlines the expectations we have for all our students throughout the building.

KIS Seoul Campus Student Behavior Guidelines

Seoul Campus leadership will support its students and teachers in the maintenance of an effective learning environment, so that learning can take place. All members of the school community will be made aware of what is expected of them in upholding our core values, and of the possible consequences for not adhering to our core values. In discipline situations, staff will treat students with dignity and respect, which is considerate of their circumstances. The aim of any disciplinary measure is to aid in student growth and understanding.

Guidelines:

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

2. KIS Seoul Campus expects that all students:
   - be diligent in pursuing their studies
   - attend school regularly and punctually
   - cooperate fully with everyone authorized by KIS Administration to provide education programs and other services
   - comply with the rules of the school
   - account to their teachers for their conduct, are to be held accountable for their behavior
   - respect the rights of others

3. Within the classroom, the teacher establishes and maintains an environment that is conducive to learning. Any necessary disciplinary measures must at all times be:
   - reasonable, bearing in mind the situation at hand, and the needs and age of the child
   - capable of being enforced
   - administered impartially and consistently

4. Within the School:
   The Principal is responsible for formulating and operating the school behavior guidelines, with the help of teaching faculty. Repeated breaches of reasonable standards of conduct shall be referred to the Principal. Each case will be fully investigated and the Principal, in consultation with the referring teacher, and action may be taken as is deemed necessary. Parents will be consulted when their child poses a discipline problem or when KIS leadership deems it necessary.

5. Suspension and/or Expulsion of Students:
   KIS Seoul Campus leadership takes the view that suspension and/or expulsion of students should only be used after other avenues to resolve the problem behavior/s have been explored.

Philosophy of Discipline and Restorative Practices

KIS believes a positive regard for individuals alongside restorative practices can best support students in situations involving misbehavior or conflict. We believe addressing misbehavior or harm that comes from misbehavior is a teachable moment: making mistakes is a part of personal growth and positive change. Practices that resolve conflicts, repair relationships, and build community dramatically improve school climate and strengthen the social-emotional skills of young people and adults. Instead of using punishments and rewards to influence the way students behave, restorative approaches address the underlying reasons for students' behavior and nurture their intrinsic desire to treat others with care and respect.

At KIS, we embed these practices into our community in a variety of ways. We foster community building in classroom learning, activities, and events. We encourage students to use active listening, respect differences, show inclusivity, and become aware of how their communication impacts others. Adults are also taught and encouraged to model communication skills that promote positive interpersonal interactions.

Our schoolwide approach includes professional development for teaching staff to empower equitable learning environments, develop cultural competency, and regularly use restorative practices within the classroom. These practices can include: restorative conversations, mediation processes, community service, restorative circles, social-emotional learning, or group problem solving sessions to address concerns.

Restorative practices provide opportunities for the person who caused harm to have a chance to understand the impact of their actions, be heard and understood themselves, repair the harm, and be welcomed back to the school community. KIS is committed to providing support to all students and will act in the best interest of student wellbeing.

When serious harm occurs, consequences may require a school disciplinary committee, procedures with the local education office, and/or legal/police involvement. These actions can occur alongside KIS restorative practices.

KIS protects everyone's right to privacy. If a student has an academic or discipline event, KIS shares relevant information only with that student's parent/guardian.

KIS Behaviour Policy

Safeguarding

All children are entitled to safe, secure learning and home environments. At KIS we prioritize safeguarding and promoting the wellbeing of our students. KIS is one of the only international schools in the Republic of Korea with a full-time safeguarding lead on staff.

KIS expects all staff, parents/guardians, volunteers and contracted service providers to keep vigilant for signs of possible harm or at-risk of harm to students and immediately report concerns.

All adults who work with our students at KIS agree to a code of conduct. Our safeguarding and child protection policy outlines procedures and reporting practices available on the KIS website. The code of conduct and safeguarding and child protection policy follow recommendations and requirements of the Western Association of Schools & Colleges (WASC), our accrediting agency. Safeguarding training for community members occurs on an annual basis and background checks are conducted on all staff.

If students or parents/guardians have any concerns about the safety, health or wellbeing of anyone in the KIS school community, please contact a trusted adult at school or a designated safeguarding team member:

- Alex Ray, SC safeguarding lead: alex.ray@kis.or.kr
- Maria Patino, SC safeguarding deputy: maria.patino@kis.or.kr

Mandatory Safety Lessons and Drills

Each year students are required to learn about a variety of topics mandated by Korean law. These topics include the following:

- Traffic, public transportation, and bike safety
- First Aid and CPR
- Disaster safety
- Self protection including prevention of school violence, sexual violence/trafficking, child abuse/neglect, and suicide
- General safety such as using electronics safely, food, and activity safety
- Addiction prevention, including substances, gaming, and digital devices
- Abduction prevention
- Human rights education

The school continues to develop lessons called KIS Safe Talks curriculum, that engage students with these topics. These age-appropriate PK-12 lessons supplement daily academic learning and co-curricular activities.

Safety drills occur regularly for a variety of emergencies to ensure students and school staff are prepared to respond quickly and appropriately. Specific drills include building fire evacuation, lockdown, shelter-in-place, earthquake, and Korean civil defense.

Positive, Healthy and Safe Peer Relationships

Korea International School is committed to the establishment and maintenance of a safe, caring, equitable, and inclusive school environment where each student can thrive. We are also committed to inclusion and respect for all people regardless of gender identity, gender expression, ethnicity, race, sexuality, abilities, religious beliefs, or immigration status. KIS understands that in order for our community to truly live the mission and core values, students must feel safe and valued at school. Students at our school have the right to expect that they will spend the school day positively and productively, free from harm. This includes free from harm from other children. The term for

harmful student interactions includes: School violence, child-on-child abuse, and bullying (for related definitions, see this Appendix).

Although child-on-child abuse and school violence are umbrella terms, it is important that families and students understand the specific definition of bullying. Bullying is behavior of an individual or group of people to intentionally cause harm to another person or people. The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines bullying through three critical components:

- *Repeated aggressive behavior* that involves unwanted, negative actions
- A *pattern of behavior* repeated over time
- Involving an *imbalance of power* and/or strength

Abusive behaviors can occur between two students of any age and gender or a group of students assaulting or harassing a single student or group of students. The impact of this behavior on students can be very distressing and have negative effects on academic achievement and emotional health and wellness. Any student can be vulnerable to these negative interactions due to the strength of peer influence, particularly during adolescence. The school considers especially vulnerable populations such as: students with learning differences; students with varying gender/sexuality identities; and minority population students.

The school greatly encourages students and families to report any and all concerns about harmful student interactions to a designated safeguarding staff member, administrator, or another trusted school staff member. It is important to give as much detail as possible and be available for follow up inquiry if needed. Although we accept anonymous information, it may be challenging for the school to follow up if inquiry is needed to provide interventions to keep students safe, and we encourage direct reporting whenever possible.

We will work with the involved students and their families to ensure safety for all involved. Confidentiality for all involved will be maintained to the extent possible given the school's obligation to respond appropriately to the matter. The school will focus on restorative practices which involve repairing relationships, resolving conflict, and building a positive community. School and counseling support will be offered to all students involved. In the event an incident is found to be a major school violence act, based on Korean legislation, disciplinary processes either through a school disciplinary committee or through the local office of education may be activated. In the event of sexual crimes, we are mandated to contact local police.

School leadership, staff, students, and families all hold responsibility to ensure a safe school community. The school will ensure the staff are trained annually about prevention and identification of any harmful student interactions. School staff will also promote a culture in which students are able to identify safe and healthy relationships, share their concerns openly, and know they will be listened to. They will educate students about the nature and prevalence of child-on-child abuse to include the following: what school violence is and how to report it.

Student and family responsibilities are as follow:

Parent/Caregivers/Guardians:

- Promote a culture at home where children can identify safe and healthy relationships, share their concerns openly, and know they will be listened to

- Report, or help their child report, concerns of child-on-child abuse promptly to the school
- Communicate openly and work closely with the school to address any concerns of child-on-child abuse with which their child may be associated

Students:

- Respect yourself and others, recognizing the rights of each individual
- Practice responsibility to help keep yourself safe, and inform a trusted adult if they have concerns regarding the safety of a peer
- Promptly report concerns of child-on-child abuse to a trusted adult at school or at home

School Bus Rules

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

1. All students, unless otherwise instructed by a bus supervisor 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 the bus supervisor, driver, or other passengers, and must respect and obey the bus supervisor and driver at all times
3. Food, beverages, and chewing gum are not allowed on the bus
4. iPad use is **not** permitted while riding the bus; students are more than welcome to read a book
5. Students need to follow additional rules determined necessary by the bus supervisor or driver for safety
6. No dangerous materials (i.e., knives, sharp items, lighters, etc.) are allowed on the bus
7. Students are expected to clean up after themselves and are responsible for any damage they cause 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 they exhibit unsafe behavior on the bus.

For minor infractions of the rules:

1. First Offense: Warning is issued
2. Second Offense: Additional warning or two-day suspension of bus privileges
3. Third Offense: Up to two-week suspension of bus privileges
4. Fourth Offense: Up to two-month suspension of bus privileges

Academic Honesty Policy

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

Acceptable Behaviors:

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

Unacceptable Behaviors:

1. Copying someone's work and presenting it as one's own
2. Copying published materials without citation and proper acknowledgment of the original author
3. Use of unauthorized notes, guides, or electronic devices during a test or quiz

Language at KIS

One of the great privileges we have as an international school is to welcome students from a diverse array of cultural and linguistic backgrounds. At KIS, we firmly believe that this diversity lends to the strength of our community. We value and honor all of the languages in our community while striving to foster a spirit of inclusivity and a shared experience for all. To this end, English is the common language of instruction across all of our campuses.

The benefits of using English throughout the day in both academic and social settings are numerous. For all students and faculty, this helps to establish a common language for communication and works to promote inclusivity. For those whose first language is not English, this provides the opportunity to enhance linguistic skills across a wide variety of contexts throughout the school day.

There will be occasions where students may need to access other languages in the classroom. Students and teachers will work together to recognize appropriate contexts where this will aid in communication and learning.

Behaviors such as swearing, bullying, and name calling in any language are not permitted and will not be tolerated irrespective of the language it is spoken in. Such unwanted and negative behavior will be addressed accordingly.

Computer Acceptable Use Policy

The KIS community demonstrates **global citizenship** with technology by honoring and respecting others, and refraining from intentionally malicious acts against another person. We understand that we are part of a greater community and act accordingly, appreciating the diverse backgrounds and traditions of those around us.

The KIS community demonstrates **integrity** with technology by celebrating those that inspire and lend to us. We incorporate fair use, crediting creators for their work, and respecting intellectual property rights.

The KIS community demonstrates **adaptability** with technology by ensuring that device usage is appropriate for the learning task at hand. We choose the digital tools and navigate online resources for learning purposes, and refrain from acts that may damage the network. We effectively problem-solve when technical issues arise, learning how our device(s) work, how to secure them, and how to properly maintain them.

The KIS community demonstrates **balance in life** by the intentional use of technology as a learning resource inside the classroom and off-campus. We understand the power of technology to connect us to a larger community, but realize the necessity of face-to-face interactions to nurture our social emotional well-being.

The KIS community demonstrates **empowerment** through the knowledge that we have agency over our online presence and privacy. We are aware of the permanency of our online actions and actively manage our digital footprint. We realize that it is our responsibility to keep ourselves safe online and cultivate a positive online identity.

KIS provides a ubiquitous, high-speed network for learning purposes. As a common resource, users should be mindful of their impact on the network and how this might affect other users' learning experiences. Content transferred over this network should be school-appropriate and all visible content on devices must be suitable for even our youngest learners.

Digital Mobile Device Guidelines

Digital mobile devices may be used in the school building when a teacher gives **special** permission. Students must turn off and lock their phones before the start of the school day at 8:15 a.m. and may not take out their phones until they exit the school at 3:00 p.m. All communication between home and students **must** go through the school office during school hours.

Personal items like cell phones, Smart Watches, iPods, and iPads are brought to school at the student's risk. The school is not responsible for lost or damaged personal items brought to school.

Personal devices are often a distraction to learning and should be kept in bags during school hours.

KIS Seoul Campus Information and Routines

The First Few Weeks of School

The elementary years are a time for children to make friends and learn many new things each and every day. The classroom environment reflects real, relevant teaching and learning. The classroom curriculum incorporates the language learning processes (listening, speaking, reading, and writing) in a meaningful context. Every classroom encourages students to see themselves as successful and independent learners. We value the process as well as the product, and understand that all children are unique individuals. In the elementary, we will spend the first few weeks of school focusing on:

1. Creating a climate and tone of warmth and safety
2. Teaching the schedule and routines of the school day and our expectations for behavior for each of them

3. Introducing students to the physical environment and materials of the classroom and the school, and teaching the students how to use and care for them
4. Establishing expectations about ways we will learn together in the year ahead

A Typical Classroom

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

1. Small groups of students working together
2. Various activities occurring simultaneously
3. A student working individually, assuming responsibility for task completion, and evaluating their own progress
4. Teachers being used as a resource for ideas and feedback
5. Students utilizing multimedia tools
6. Students making decisions regarding the use of time
7. Students expressing their feelings, as well as ideas
8. Students collaborating and working together
9. Students sitting on the floor or in flexible seating arrangements
10. Students discussing mutual concerns and group projects
11. Same-grade and cross-grade students working together
12. Students writing/authoring their own books

A Typical Day

The daily schedule is posted in the classroom and sent home to the parents at the beginning of the year. A typical day would include the following:

Arrival
Students are greeted warmly by KIS staff, the teachers, and/or by the teaching assistants. They are escorted to their classrooms where they start practicing independence by learning to care for their things, put their bags away, and get ready to start the day. Students in the early years start their day with play in the classroom to ease the transition from home to the school environment whereas students in other classes start their day with a Morning Meeting.

Morning Meeting
Students meet together on the carpet in a large group. During this time teachers acknowledge every student, share ideas, engage in large group activities, read books, introduce the concepts of the day and build a class community.

Centers/Small Group Time (Lower Years PK-Grade 2)
Students are given several times during the day to rotate through several centers that build upon the concepts being learned. Some centers are guided by teachers while others are designed to be for independent exploration/practice and are in designed to reinforce concepts learned during whole group instruction.

Snack/Lunch Time

All students have a morning snack, and students in PK-KG have an afternoon snack. Lunch begins at 12:30 p.m. for Lower Years (PK-Gr. 2) and 12:55 p.m. for Upper Years (Gr. 3-5), and is preceded or followed by recess time.

Playground
On the playground children develop gross and fine motor skills through physical play. They also develop their social skills by learning to listen to each other, practicing conflict resolution skills, cooperate, share, take turns, negotiate, and apologize when appropriate.

Specialist Subjects
Students attend specialist classes throughout each six day rotation. Specialist classes include: Music, Art, Physical Education (P.E.), Language lab (consisting of EAL, literacy support, and Chinese), Korean, and STEM..

Bathroom Breaks
Each class will determine procedures for bathroom breaks and allow students to use bathrooms when they need to.

Rest/Quiet Time
A time when the students do not interact (nap or rest time) with other students is very important for all PK and JK children. Each day, the PK and JK classes will have a time for students to either lay on mats to rest or have time for quiet individual work. Each teacher will determine the best way to do this for their class and this will be explained further at Back To School Night.

The Seoul Campus Library

All Seoul Campus students visit the library regularly throughout the week. While in the library, students listen to stories, engage in lessons, and have the opportunity to check out 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.

Students can check out the following number of books:

- PK through Grade 3: 3 books
- Grades 4 and 5: 5 books

Students are expected to be good patrons of the library and turn their books in on time. There is no limit as 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.

Parents can check out 5 books at a time from Seoul Campus library. Parents will not be able to check out books under their children's names.

School Supplies

Please note the following items that students need to bring to school:

Clothing:
Make sure to send the proper outer clothing for your child. You can assume that we are going outdoors daily and your child needs to dress for the weather. <u>We strongly advise that you label all clothing</u> so that they can be returned home if lost. Please bring at least one change of shirt,

pants/shorts, socks and underwear for all PK-Grade 1 students. These will stay at school and should be replaced periodically as the weather changes.

All students need to wear proper play/sport shoes (not slip ons, crocks, or dress shoes) even if it is not a designated PE day as the students play outside during recess multiple times a day. They **must** also have a hat they can wear at school. This can be labeled with their name and left in their cubby at school.

PE Uniforms:
All students in Kindergarten through Grade 5 are required to have a PE uniform. Students need to wear their uniform along with appropriate footwear for days that they have PE class. The school has both summer and winter uniforms available for sale through the ES Office.

Resting Time Items (for PK and JK Only):
Please bring a small pillow and blanket which can be easily folded for storage. These will be kept at school and sent home often to be washed. Rest mats are provided by the school.

Backpacks:
Please supply your child with a backpack in which the Home/School Communication folder can be placed as well as many other objects your child may need to transport between home and school. Please note that backpacks on wheels are **NOT** recommended for students. Your child will need to bring their backpack to school daily.

Water Bottles:
Please send a water bottle with your child to school every day. Make sure it is washed at home and returned to school the next day. We do not have paper cups for students. Please label your child's water bottle with their name.

Snacks (PK-Grade 5):
Please send two snacks a day if your child is in Pre-Kindergarten through Kindergarten, and one snack only if your child is in Grade 1 to Grade 5. Our cafeteria program includes the option for the purchase of 1 morning snack per day. Parents should send nutritious snacks to school on a daily basis with their child and avoid sending junk food, gum, candy, lollipops, chocolate and unhealthy treats and unhealthy drinks. During the After-School Club sessions, sending an additional snack for your child in JK-G5 to eat in the afternoon (3:00-3:15 p.m.) is *recommended.* Kizmeal snack can be served to students who forget their snack and the fee of 3,000 KRW will be charged to parents by Kizmeal.

School Lunch

Hot lunch is served daily and is an option for all children via our cafeteria program. The lunch menu is posted on the KIS Seoul Campus website in advance. Students may also bring lunches from home if they opt not to enroll in the cafeteria program.

Seoul Campus Yearbook

At KIS, we publish an annual edition of Seoul Snapshots, a keepsake shared with all families. This publication captures student activities, field trips, the annual school musical, and the day-to-day moments at Seoul Campus, serving as a cherished memento of our community's experiences.

Emergency Procedures

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

Library and School-Owned Materials/Property

Throughout the year, students will be lent books from the library and possibly other materials from the classroom and the library. 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 book or other classroom resource, they 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 items before progress reports are released.

Cubbies

Students must use the cubby assigned to them. Parents can help us reduce potential issues at school by discouraging students from bringing valuables to school. Some items can be unsafe or too distracting for your child as well as for others. Such items need to be kept at home unless requested by the teacher. The list includes but is not limited to: toys, electronic games, toy guns, jewelry, expensive items, accessories that go on backpacks such as keyrings and charms, stickers, backpacks with rollers, money, etc.

Excused from Physical Education (PE):

Students in our PK-Grade 5 P.E. and Wellness program will participate in a variety of activities that will improve their basic sports skills and enhance their knowledge of fitness, sports, and healthy lifestyle. The goal in these classes is to develop team skills, sportspersonship, leadership, as well as increasing their level of fitness and motor skills.

We expect students who attend school to participate in all scheduled physical education activities. If, however, students are too ill to participate they must present to the teacher a signed note or email from the parents or from a physician. Attendance and participation in P.E. classes are vital to each student's progress toward individual goals. For the most part, if a child is well enough to be at school, they are well enough to participate in P.E. classes. Students in Grades K-5 must wear their KIS PE uniform and rubber-soled running shoes on P.E days. (Please note that black-soled shoes and cleats leave marks on the floor and therefore are **not** an acceptable option.)

Excused from Recess

All students will go out for recess everyday unless it is raining, the Air Quality Index (AQI) is high, or it is extremely hot/cold. For the most part, if a child is well enough to be at school, they are well enough to participate in outdoor recess, if properly dressed. In fact, the germs that cause colds thrive more readily in the heated indoor air, and it is beneficial to go outside and get some fresh air.

However, on those occasions when it is absolutely necessary for the child to stay indoors, parents are asked to send an email or Seesaw Message to the teacher so teachers can make the necessary arrangements.

Elevator Use

Elevators are not to be used by students, unless they are accompanied by KIS staff, parent or guardian.

Inclement Weather and Air Quality

A school day may be canceled in the event of extraordinary environmental conditions, such as rain, snow, yellow dust, and ultrafine particles (PM-2.5)/fine particles (PM-10). Such events rarely occur, but should they occur, the school will make every reasonable effort to contact parents by 6:30 a.m. that morning. SMS announcements will also be made. Check the KIS website for timely updates.

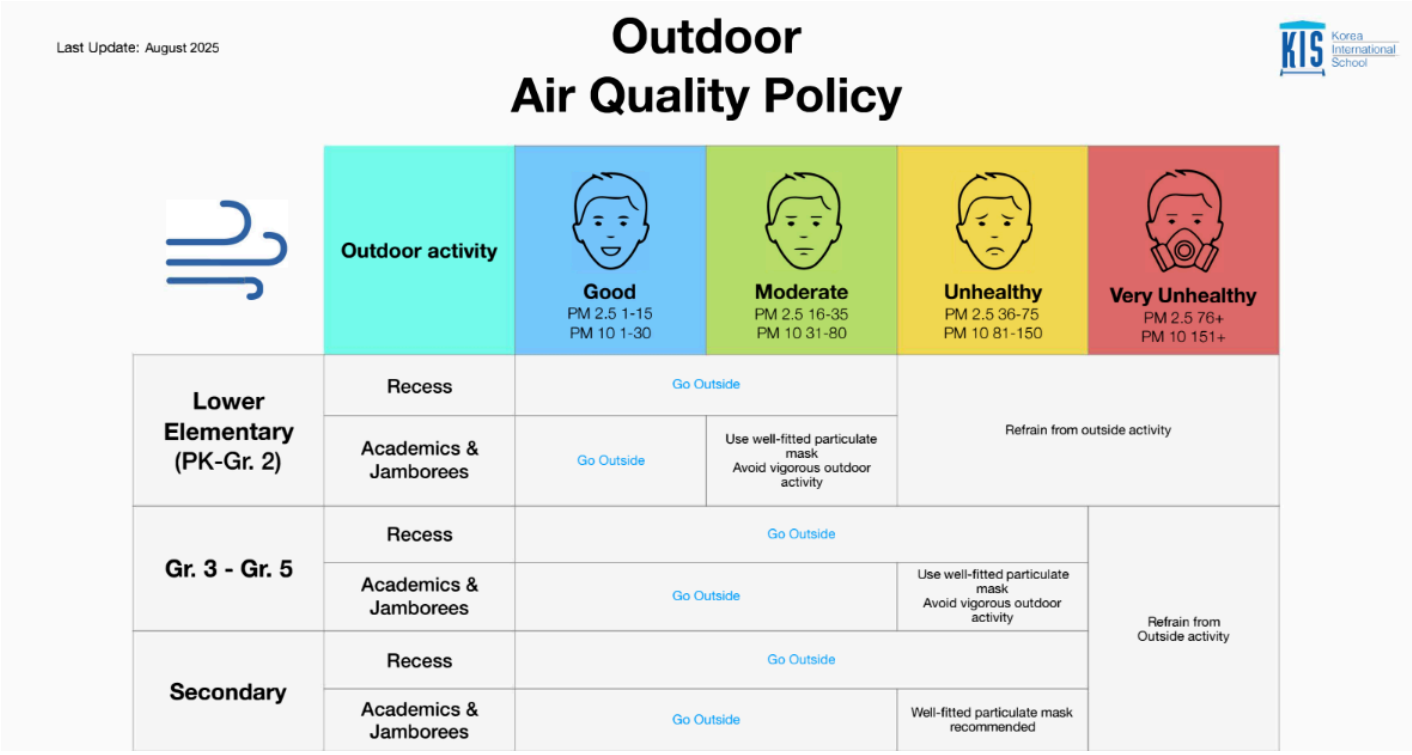
Korea International School Air Quality Policy

Our campus is equipped with HEPA filters in our HVAC system. Additionally, all learning spaces feature air purifiers for safe, healthy, indoor learning.

When the weather and air quality allow, we give students the opportunity to enjoy learning outside. Our outdoor air quality policy guides decisions about when and for how long students may participate in outdoor activities such as recess or PE class.

Air Quality

- Korea Meteorological Administration (37.48,127.06)
- Seoul Campus Weather Policy



Student Attire and Personal Appearance

KIS fully expects students to come to school ready-to-learn, and this readiness is to be reflected in their clothing choices. Examples of unacceptable choices include, but are not limited to:

1. Exaggerated, potentially dangerous ornamentation
2. Shirts with writing and/or graphics that are political and/or offensive to cultural groups
3. 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 the administration to be potentially offensive, dangerous, or unsafe for learning, may be required to change and/or immediately sent home.

Lost and Found

The Lost and Found cabinet is located in the business office on the 4th floor. All items that are found in the common areas around the school will be placed in the Lost & Found. Students are advised not to bring non-school related items to school, such as electronic games, cameras, cell phones, and so on, as they may be misplaced by the students. Lost expensive, fragile, or other found items will be kept in the Elementary Office. When expensive items such as wallets, pocketbooks, or special identification cards are lost or stolen, the student should notify the teacher immediately, who will in turn, notify the Principal's office. All unclaimed items are donated to charity at the end of each semester.

Visitor Policy

KIS students' school-age friends who are **not** KIS students may **not** visit school at any time during the school day. Parents/guardians and adult community members who wish to visit for any reason must contact the ES Office prior to arrival, following these steps:

1. Visitors, including parents/guardians, will not be permitted to escort students to class or enter campus unless they have a pre-arranged scheduled appointment with a faculty or business staff member
2. All visitors with a pre-arranged appointment must fill in the School Access Request Form and must show this to the guard before being permitted to enter the campus
3. All visitors are required to wear a visitor ID badge at all times when on campus

KIS Elementary Academic Programs, Enrichments and Activities

Student Support

At Korea International School, we are committed to creating an inclusive and equitable learning environment that values each learner's strengths and needs. To support our students effectively, our faculty and staff work closely with families through our Multi-Tiered System of Support (MTSS). Our dedicated Student Support Team (SST) leads this coordinated effort, which includes a counselor, learning support teachers, EAL (English as an Additional Language) specialists, and teaching assistants.

Learning Support:

In our commitment to academic success for all students, we offer learning support services tailored to individual needs. These services include targeted small-group interventions, and individualized Learning Support Plans.

Our programming is grounded in data-informed decision-making and targets students with academic skill discrepancies of 1-2 years below grade-level expectations. While we utilize a variety of accommodations to support diverse learning needs, we maintain a commitment to the standard curriculum for all students and **do not** offer a modified curriculum.

Learning Support Plan: Learning Support Plans (LSP) are intended for students who meet eligibility criteria determined through comprehensive testing and have not achieved sufficient progress through tiered interventions.

Accommodation Plan: Accommodation Plans are designed to support students who meet eligibility criteria determined through comprehensive testing and/or a medical diagnosis that adversely affects their educational performance in the school setting and do not require specialized instruction to address specific skill deficits.

English as an Additional Language (EAL):
The English as an Additional Language Department (EAL) believes that linguistic diversity is an asset to our community. In order to provide an equitable and inclusive learning environment, we offer services to meet students' different linguistic needs through in-class/coteaching and small group supplemental (pull-out) support.

Student needs are identified, and progress is monitored, through a standardized language assessment as well as classroom assessments, teacher feedback, and observations. Multilingual students who receive EAL support progress through different levels of support (Active, Monitor, Exit) as they demonstrate proficiency in English.

Our Language Policy provides comprehensive language assistance in all subjects, empowering students academically and linguistically.

Counseling

The KIS counseling program promotes learning and personal growth by offering a comprehensive, developmentally appropriate and accessible counseling program for all members of the KIS community.

Counselors are student advocates who partner with staff, students, and parents/guardians to foster an inclusive and collaborative learning environment. All students should feel welcome, safe, cared for, and valued within the KIS community.

Our comprehensive counseling program introduces and reinforces the knowledge and skills necessary to academic, social-emotional, and personal growth. We want each student to realize their potential as a unique person. Counselors are also responsive to individual student needs. We believe all children are capable of change and growth.

The counselors at KIS use the International School Counseling Model as a guide for supporting students. Counselors also follow the ethical guidelines concerning confidentiality outlined by the American School Counselors Association.

House Team System

The House Team system comprises four teams: Water, Fire, Earth, and Wind. The House Team concept is a positive behavior, team-building, spirit-building program designed to bring out the best in students athletically, behaviorally, socially, 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. When new students come, they are placed in an appropriate House and that, as mentioned, becomes their permanent House.

Houses are made up of students from all grades, and when events take place students may break into Houses, not into grades or classes. Academic staff are members of Houses as well, and they take active roles in the House events.

After School Clubs

KIS Seoul Campus offers a variety of After School Clubs (ASCs) to students in grades JK-Gr. 5 throughout the school year. ASCs vary depending on outside providers, teacher strengths, interests, availability and other factors. Sign-up forms are generally distributed at the beginning of each semester for those grade levels that may be eligible for ASCs. ASC fees (when necessary) vary by club and are indicated on the sign-up sheet.

All elementary students who are not enrolled in ASCs are expected to leave campus when school is dismissed at 3:00 p.m. They are not permitted to remain on campus unsupervised, while waiting for the dismissal of siblings.

Field Trips

Educational field trips are a great way for students to apply what they learn in the classroom to real life experiences. Prior to each field trip, the teachers will complete a detailed packet of information that clearly describes how the excursions are connected to classroom learning. Every effort is made to ensure that the students do not go on the same field trips from year to year.

Korea International School will cover all transportation costs associated with the field trips, including insurance, fuel, parking, and bus driver cost. Parents are responsible for the entrance/admission fees for the students and lunch, when applicable. Students must ride to and from the trip in school-provided transportation or the permission slips are not valid. Providing lunches for the teachers and/or bus drivers is not expected or necessary.

Parent Volunteer Guidelines

Teachers may request that parents attend classroom or school events as volunteer helpers. Following are guidelines for parents when they attend such events.

1. We ask that parents always try to think in terms of “What if every child did this;” insist on respectful, responsible, and safe behavior at all times

2. It is easy for grown-ups to socialize and forget that they are the most helpful when they help supervise the students and reinforce expectations
3. If a particular child does not respond to parent requests, the parent should inform the teacher
4. There is often a tendency for a parent to “hover” around their own child; parents are the most helpful when they assist everyone, not just their own child

Birthdays

Due to allergy issues, we will **not** be able to have food brought in from home to share for birthdays. If students wish to share the birthday snacks with their classmates, it is available for families to purchase through our cafeteria 'Kizmeal' so that it is free of allergy. Students are **not** allowed to bring gifts, presents, etc. to the class on their birthday as this can create distractions as well as inequality. Should a student bring gifts or snacks from home, they will have to be returned and not distributed. Please note that teachers will only distribute invitations to off-campus birthday celebrations if all students in the class are invited. If a celebration includes only specific students, families should distribute invitations outside of school.

KIS Elementary Families, Family Groups, and Organizations

Communication with Families

Effective communication between families and the school is a vital part of our program. KIS encourages parents/guardians to call or come in regularly to the school for events, celebrations of learning and conferences. We support open communication between the school, administration, classroom teachers, and parents/guardians. This is achieved in a variety of ways:

Teacher-Family
All teachers distribute classroom newsletters or online updates explaining past and future activities, areas of study, and events in the classroom. Should a teacher need to speak with a parent/guardian regarding a more serious matter, a phone call will be made to either discuss the issue by telephone, or to arrange a convenient time to meet in person.

Family Orientation
Parents/guardians of all students are invited to Back-to-School Night in August. Teachers provide information about the goals and objectives of the academic and special programs. Teachers will also discuss classroom expectations and school-wide behavior expectations .

Seoul Website
Check the school website (kisseoul.or.kr) for regular updates to the homepage. When new information is posted, we will communicate to families.

School - Parent/Guardian
We encourage parents/guardians to read weekly school communication sent via email/Seesaw to keep up-to-date with the latest developments at the school.

Parent/Guardian – Teacher
There are several ways to communicate with your child’s teacher such as written notes sent with the child, Seesaw messages, e-mails, or face-to-face dialogue. It is **not** appropriate for a parent/guardian to enter a classroom while the teacher is instructing to discuss an issue. Likewise, it is not effective to approach a teacher in the hallway, after school during dismissal time, or during

other transitions and expect their full attention. If you wish to discuss a matter with a teacher in person, the best approach is to schedule a meeting with the teacher so they can better give you their full attention. **Please do not contact the Business Staff or School Secretary when classroom questions arise. Teachers should always be the first point of contact within the school by a parent/guardian.**

Parent/Guardian-Educator Partnerships

"Some of the major benefits of parent involvement include higher grades and test scores, better long-term academic achievement, positive attitudes and behavior, more successful programs, and more effective schools."

-- National Committee for Citizens in Education

One recurring characteristic among all quality schools is active parent/guardian involvement. Parent/Guardian-Educator partnerships are highly valued at Korea International School, and all parents/guardians are encouraged to volunteer their services in some manner during the school year. The PTO solicits assistance throughout the school year.

The following is a general illustration of possible parent/guardian volunteer opportunities at KIS. Throughout the school year, there may also be additional events and activities that are not included on the list:

Volunteer opportunities requiring yearly commitment:

- Classroom representatives
- PTO board member positions

Volunteer opportunities requiring job completion:

- PTO supported Saturday event such as, Picture Day, International Carnival, Grade 5 Transition Ceremony

Volunteer opportunities requiring a one-time commitment:

- Learning celebrations
- Guest speakers

Seoul Campus Parent/Guardian Liaison Group

Seoul Campus Parent/Guardian Liaisons are volunteers who have a desire to support the rich learning environment established at our school. They help promote the school wide expectations and classroom goals. They strive to positively impact the school climate and overall sense of community. It is our expectation that all Parent/Guardian Liaisons are positive role models when working with staff, parents, and students.

Responsibilities:

- Organize parent/guardian support for school wide activities (i.e. International Day and Children's Day)
- Facilitate communication between teachers and parents/guardians
- Promote the harmony and positive environment of the classroom and school
- Encourage PTO membership and attendance

The goal of this program is to create a volunteer opportunity that will be mutually beneficial to our parent community and the school. We believe that a strong parent/guardian-school relationship will help foster a safe, supportive, and enriched learning environment.

Parent/Guardian-Teacher Organization (PTO)

KIS-Seoul Campus has a Parent/Guardian-Teacher Organization that serves to encourage interaction between teachers and parents/guardians, sponsor school events, and support the school in its commitment to achieve the school mission and vision. All parents/guardians and teachers are encouraged to become active PTO members. PTO meetings and Parent/Guardian Meetings are generally held monthly, and meeting agendas are communicated to parents/guardians in advance of the meetings.

Process for Parent/Guardian Concerns

Korea International School is committed to open and honest communication and problem solving. When conflicts and/or concerns arise, parents/guardians are asked to go directly to the faculty member and attempt to resolve the concern. Both parties should be open to hearing the other's point of view. For those parents/guardians with limited English-speaking abilities, a translator can be provided. Most of the time, resolution can be reached at this step. If the faculty member and parent/guardian cannot successfully resolve the concern, then either party may request that the Principal help with the problem-solving. Our goal is to maintain open and positive communication between home and school, so that our students can be successful learners. **Please do not contact the Business Staff or School Secretary when classroom questions arise. *Teachers* should always be the first point of contact within the school by a parent or guardian.**

Withdrawal from KIS Policy

Parents/guardians are expected to make a good faith effort to **contact KIS within two weeks of their intention to withdraw their child**. This advanced notice allows reasonable time to prepare the student's records.

Parents/guardians are 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, library fees/book return must be met before school records will be released.

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

Transfer Requests

The standard pathway for students completing Grade 5 at the Seoul Campus is Grade 6 at Pangyo Campus is subject to review by the Pangyo Transfer Admissions Committee. The committee will carefully evaluate each student's learning profile and any support needs. While every effort will be madem to accommodate students, placement remains contingent on the school's ability to meet the academic, behavioral, and social-emotional needs of each applicant within the resources available.

If any families wishes to transfer their child to the elementary school at Pangyo Campus, their first step is to arrange a meeting with the Seoul Campus Principal to discuss their request. The

parent/guardian acknowledges and agrees that if a student transfers to Pangyo Campus from Seoul campus during the elementary years, they must submit required documents to Pangyo Campus and pay application, registration, and entrance fees for the application and admission process.

Teacher Gifts

Per the improper solicitation and graft act (Kim Young Ran Law), any gifts or food items of monetary value provided by a student or parent/guardian to the teacher are prohibited. Any questions about this prohibition should be addressed to your administrator for clarification.

KIS Elementary Grades, Progress Reports, and Student Matters

Student Conferences

Student conferences are conducted twice per year (fall & spring), and at least one parent/guardian participation is **required** at every conference. All conferences are conducted in English.

Pre-Kindergarten - Junior Kindergarten Curriculum and Grading

Subjects

- English Literacy
- Math
- Social Studies
- Science

Global Proficiencies

- Collaborators
- Self-directed Learners
- Critical Thinkers
- Quality Producers

Specialist Subjects

- STEM
- Art
- Physical Education
- Music
- World Language

Elementary Curriculum and Grading (Grades K - 5)

Subjects

- English Language Arts
- Math
- Social Studies
- Science integration (when appropriate)

Learner Attributes

- Collaborators
- Self-directed Learners
- Critical Thinkers
- Quality Producers

Specialist Subjects

- STEM
- Art
- Physical Education
- Music
- Chinese
- Korean

Progress Reports

Progress reports are issued two times each year. All student reports will be completed and issued at designated times throughout the year and no sooner. A student must be present at least half of any reporting period to receive a full report. An interim report may be issued if a full report cannot be completed. Adequate attendance is required so all assessments can be completed. Reports are obtained through PowerSchool. Information on how to access these will be provided to parents/guardians via email.

Home learning Policy

Home learning can be assigned to help students develop learning habits and achieve academic competency. All assignments submitted must be a student's own work. Home learning is not to be assigned over long breaks or holidays.

Teacher Responsibilities:

1. Design home learning 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
2. Explain home learning assignments so that students understand what is expected of them
3. Post or record home learning assignments so students know the expectations
4. Monitor the completion of home learning assignments
5. Provide feedback on home learning when appropriate
6. Communicate with parents/guardians when home learning is not completed on a regular basis

Student Responsibilities:

1. Ask questions if the home learning assignment is not clear
2. Complete all home learning assignments independently to the best of your ability, with minimal assistance from parents/guardians or tutors
3. Do not copy assignments from friends or allow others to copy from you
4. Complete home learning assignments according to the same quality standards as expected in class
5. Complete and return or submit home learning in a timely manner as requested by the teacher
6. Work with the teacher in advance, if known circumstances prevent students from completing the home learning on time

Parent/Guardian Responsibilities:

1. Create a study area at home for the student to do home learning and provide the necessary supplies

2. Establish specific times and routines for home learning
3. Assist your child only if they want help or have specific questions
4. If assistance is needed, help your child arrive at the answer on their own rather than provide the answer
5. Communicate with the teacher if your child is consistently unable to complete their home learning assignments

Home Learning Guidelines:

One of our core values at KIS is **balance in life**. It is important for us to strive for a healthy balance of time devoted to work, rest, recreation, and family time. While at school, students are involved in a host of activities that assist in the development of the whole child. At the end of a long day, it is essential for children to have time to relax, rest, and have fun with family and friends. It is also important for children to have some self-determinant free time. This helps them to become independent, creative, and confident people.

Current research concerning home learning for elementary age students emphasizes the importance of home learning tasks that are meaningful and connected to the learning in the classroom. Home learning is not punitive and is not assigned for the sake of providing "busy work." Home learning should be purposeful and relevant to student learning.

Reading is an essential part of development for children in Elementary School. Providing your child with daily opportunities to interact with text is critical to improving reading fluency and comprehension. Additionally, it helps build vocabulary and develop writing skills. Therefore, we encourage all of our students to read or be read to each and every night at home.

Home learning is given to support work, projects, and research undertaken during the school day. It is connected to what is happening in the classroom and has a clear purpose. Some projects may be open-ended: a culminating activity or art project, for example, that may be completed over the span of many nights.

Home learning should not be a stressful exercise. It should be a time to reinforce or extend the learning happening in the classroom, and serve as a way for parents to connect with the learning happening at school. As we are a project-based learning community, there will most likely be times when your child will have work to do at home that is associated with the completion of a culminating activity. Time is typically given for students to complete tasks in class. Learning to manage one's time, meet deadlines, and stay organized are essential life skills that we teach explicitly. Home learning can serve as a key component for that learning.

Home learning is **not** to be assigned over long breaks or holidays.

Tutors: Occasionally parents/guardians may use the services of tutors to help support their child with home learning and/or classroom assignments. We recommend that tutors follow the Korea International School curriculum. Tutoring will be the most helpful when it is focused and helps the students achieve the standards and benchmarks used by the school. Please contact your child's homeroom teacher for further details.

Our Understanding: home learning is an important part of the educational process; however, we believe that home learning is not the most important thing students should be doing after school. Just as teachers need a break from teaching and parents/guardians need a break from parenting, students also need a break from schoolwork. Our hope is 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 subject areas.

Here are some tips students might follow:

1. Ask clarifying questions
2. Keep a log of assignments given
3. Use a Student Agenda
4. If a teacher asks for something to be done, do it and then hand it in
5. Keep all of the notes for each subject together, and in a binder rather than in a folder
6. Keep cubbies/lockers tidy
7. Take all required materials to classes
8. You can remember important ideas from what you heard or read; sometimes diagrams help as well
9. Spend some time every day reviewing or reading
10. Learn how to take tests: practice reading instructions carefully, go on to easier questions first, and show all of the steps or rough work to get partial marks
11. Ask questions about home learning before leaving the school
12. Try to understand work rather than memorize it
13. Always do your best

See your child's Homeroom Teacher if more information is required about study skills.

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, and so on. Final class lists are posted during Orientation Day in early August.

KIS Elementary Forms and Parent Documents

Academic Year 2025-2026
Parent/Student Handbook
Acknowledgement Form

Handbook Changes
Changes in the student handbook may be made during the school year by the school administrators. Such changes will be made known to students.

* You may simply access the document by scanning the **QR code** at the top of the page.

* Please complete and return this form to the Seoul Campus Elementary Office.

_____ _____
Student Name (Please print) Grade

_____
Parent/Guardian Name (Please print)

Our signatures indicate we have received, read, understand, and agree to abide by all Policies set forth in the Korea International School Academic Year 2025-26 Parent/Guardian & Student Handbook

_____ _____
Student's Signature Date

_____ _____
Parent/Guardian Signature Date