

SIKS

Trường Tiểu Học và Trung Học Cơ Sở Ánh Sao
915/91A Lê Văn Lương, tổ 18, ấp 3, Phước Kiển, Nhà Bè, TP HCM 028-3781-7200,1(101)
STAR LIGHT INTERNATIONAL KINDERGARTEN & SCHOOL

SIKS Elementary

Parent / Student Handbook 2022-2023



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Respect

Responsibility

Creativity

Community

Welcome to SIKS!

This handbook was designed to help you learn what SIKS Elementary is all about. This handbook will give you basic knowledge of the policies, procedures, and programs that will affect you. Information regarding student expectancies, progress reporting, academic schedules, extracurricular programs, health services, and school supply listings are included within this handbook. Parents are asked to review its contents and to discuss items with students.

We are looking forward to another fun year at SIKS! We believe a collaboration of home and school is vital to every student's success. We are dedicated to providing a variety of opportunities for learning and success for all of our students and we know this year will be a satisfying and productive one.

Mission Statement

The mission of SIKS is to provide foundations in the Christian faith and in academics that will enable our students to become individuals who are life-long learners and problem solvers. SIKS students are provided with a nurturing, caring environment that is conducive to learning in order to produce impactful global citizens. SIKS uses an American based curriculum taught entirely in English along with Korean and Vietnamese language classes. SIKS has obtained the approval of the Vietnam Education Ministry which will allow SIKS students to enter schools around the world.

“Those who are **wise** will shine like the brightness of the heavens, and those who **lead** many to righteousness, like the stars forever and ever” Daniel 12:3

Elementary School Directory

Position	Name	Phone Number	Email
Administration Office	SIKS	(028)3781-7200 101	siksoffice@gmail.com KakaoTalk ID : siksoffice2
Principal	Mr. Izaac Murphy	(028)3781-7200	izaacmurphysiks@gmail.com
Administration	Ms. Ha Mi Ra	0372222580	siksdesk@gmail.com
Administration	Mrs. Yun Ju Young	0349838253	siksoffice@gmail.com
Administration	Mrs. Nguyen Tr. H. Nhu	0774687326	huynhnhunguyen13033007@gmail.com
Human Resources	Ms. Dao Thi Kim Mai	0975513588	kimmaivt86@gmail.com
Human Resources	Ms. Dao Thi Linh Nang	0357437703	linhnang150598@gmail.com
Human Resources	Ms. Dao Tran Kim Thanh	0707014418	daotrankimthanh@gmail.com
Accounting	Ms. Ha Eun Ok	0789109522	Siks7202@gmail.com
Admission	Mrs. Lee Young Shin	0902516746	sikscounselling@gmail.com
Korean Director	Mr. Hwang Jeong Dae	0764332724	cyclovnn@hanmail.net
English Director	Mrs. Avana Pillay	0335794288	avanapillay19@gmail.com
Grade 1A	Mrs. Ree Correll	0704492642	reegrobler@gmail.com
Grade 1B	Mrs. Natalie Fluder	0879581553	natalie.fluder@gmail.com
Grade 2A	Mrs. Sarah Clark	0947166145	sarahlait8@gmail.com

Grade 2B	Mr. Tyler Shultz	0961749910	tjshultz@gmail.com
Grade 3A	Mr. Jarryd Munslow	038 956 4414	jarrydmunslow@gmail.com
Grade 3B	Mr. Paul Headley	0977011653	paulheadley1985@gmail.com
Grade 4A	Mrs. Avana Pillay	0335794288	avanapillay19@gmail.com
Grade 4B	Mr. Matthew Watts	0382459642	siks4b@gmail.com
Grade 4C	Ms. Mahlia Villeneuve	0383102867	mahlia.siks@gmail.com
Grade 5A	Mr. Ian House	0708567077	ianjameshouse@gmail.com
Grade 5B	Mr. Travis Clark	0788987972	travisclark424@gmail.com
Grade 6A	Mr. Ivan Erasmus	084777031223	Erasmusivan10@gmail.com
Grade 6B	Mr. Rowland	0989763244	mr.rowland.siks@gmail.com
ME & QT	Mr. Kwon Oh Sang	(028)3781-7201 /103	dspjohn53@gmail.com
Korean Teacher 1-3	Mrs. Lim Seon Hwa	0793875458	narizzong@gmail.com
Korean Teacher 2-4	Mrs. Pae Woo Mi	0935249693	twojun0808@gmail.com
Korean Teacher 5	Mr. Hwang Jung Dae	0764332724	cyclovn@hanmail.net
Korean Teacher 4-6	Mrs. Lee Hae Ran	0932283906	Herawin5@naver.com
Vietnamese Teacher	Mr. Phong Duong Hong	0963228733	davidphong2802@gmail.com
Computer Teacher	Mr. Nhan Vo Danh	0932128367	danhnhandalat@gmail.com

Music Teacher 1-3	Mrs. Park Eun Sun	0931130842	esduri@naver.com
Music Teacher 4-6	Mrs. Kim Hee Kyung	0705717211	vn0319@naver.com
Guidance Counselor	Mrs. Lee Young Shin	0902516746	sikscounseling@gmail.com
ESL Teacher	Mrs. Gazella Guinarez	0937076127	ginggnrz@gmail.com
Health Services	Ms. Le Thi Kim Ngan	0373656374	lethikimngan06021994@gmail.com
Food Services	Mrs. Choi Moon Jin	0908230942	ajimechoi@hanmail.net
Maintenance	Mr. Tan Danh	0349425733	letandanh94@gmail.com
Website	www. siks.vn		

March 2022						
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Special Events	Term Vacations and National Holidays	Teachers only
March 1 - First Day of Term 1 April 26-28 - Test 1 July 5-7 - Test 2 August 29 - First Day of Term 2 October 11-13 - Test 3 December 20-22 - Test 4 February 21 - Graduation	April 11 - King Hung Day May 2-3 - Reunification Day and Labor Day May 9-13 - Spring Vacation June 6 - SIKS Foundation Day July 18-August 23 - Summer Vacation September 2 - Independence Day September 9 - Chu Seok October 17-21 - Fall Vacation December 26-January 20 - Winter Vacation January 23-27 - Tet	12:30 Dismissal - Parent - Teacher Conferences
		Term 1 Student Days 90
		Term 2 Student Days 94
		Total Student Days 184
		Total Staff Days 193

Registration

Entrance Requirements-New students will require the following documents

- SIKS admission application form
- Vaccination records (Date of inoculation record)
- Progress report from previous school
- Copies of parents' and students' passports
- 1 passport photo of the student attached to the application
- Register of overseas Korean Nationals
- Students must be interviewed before joining SIKS
- Signed Agreement with SIKS

Transfers / Withdrawals

- Transfer students will need the school records of attendance and school reports. Transfer students will also need to be interviewed by the classroom teacher and the head of school before admittance into the school.
- Students withdrawing from the school must submit the SIKS withdrawal form 7 days before the student's last day.

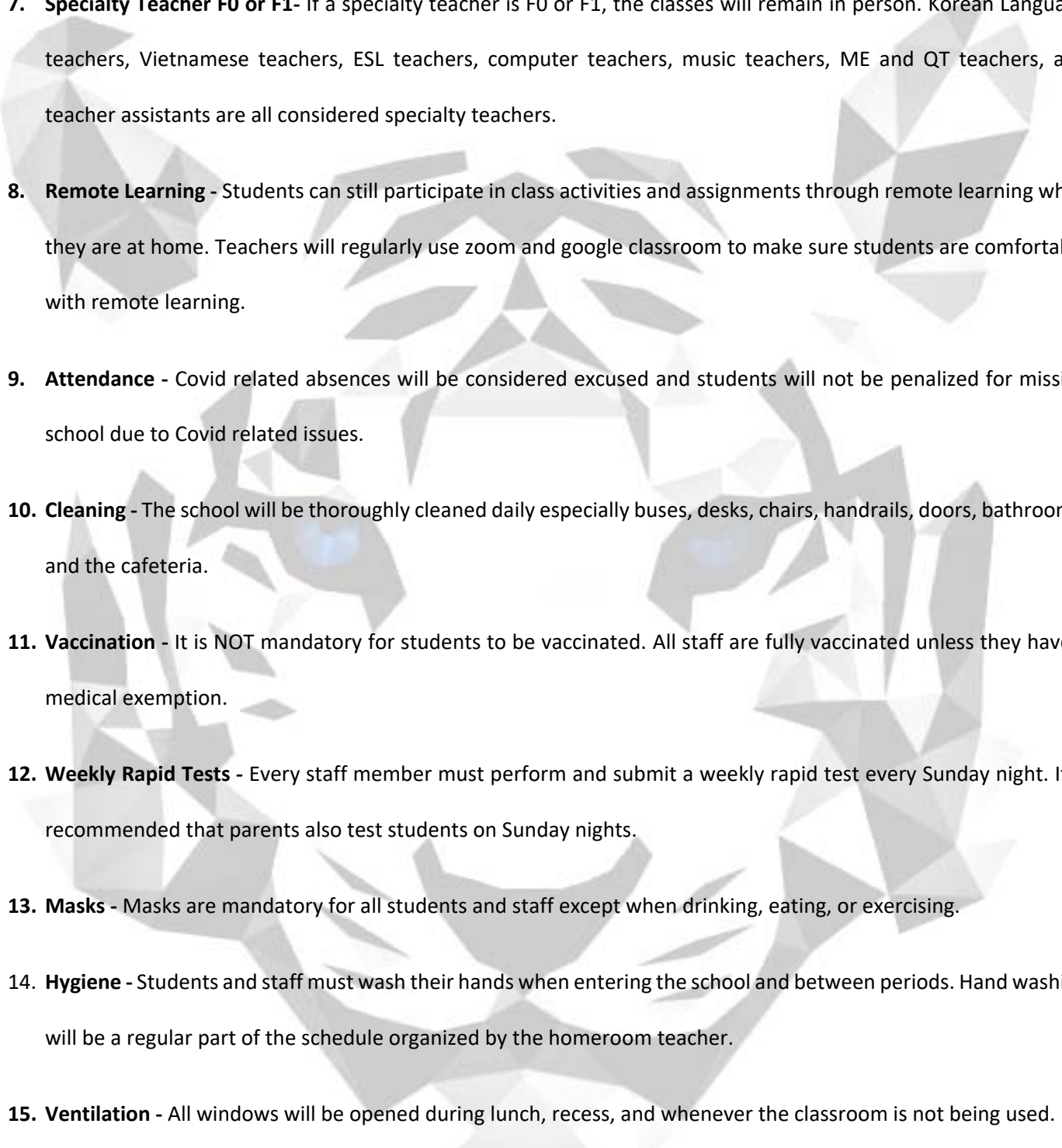
General Information

Health Services

- The school nurse is available for all students throughout the school day.
- The nurse office has first aid supplies and over-the-counter medication. The medicine will be given by the school nurse with the permission from the parents. (The permission must be given at the beginning of the semester)
- Medicine brought from home must be administered by the school nurse or classroom teachers.
- Students with allergies or chronic conditions should inform the classroom teacher.
- All students attending SIKS must have medical health insurance.

Covid Prevention Plan

1. **Responsibility of Parents** - Monitor the students' health before coming to school. Do not come to school with any symptoms of illness or if you have had contact with an F0. Be prepared to pick up the students from school if they display symptoms. Immediately inform the school if the students are F0 or F1.
2. **Symptoms at school** - If a student displays symptoms at school, the student must wait in the isolation room until they are picked up by a parent or guardian. The student must take a rapid test at home and submit the results to the school nurse.
3. **F0** - Any F0 students or staff must isolate at home. They must provide 2 negative rapid tests on day 3 and day 5. After submitting 2 negative rapid tests they can return to school.
4. **F1** - All F1 students or staff must isolate at home for 7 days (unvaccinated) or 5 days (vaccinated). They can return to school after those days and provide a negative rapid test result.
5. **Who is F1?** - All students in direct contact with an F0, all students sitting next to an F0 on the bus, and all students in a group with an F0 are considered F1. Students will stay in groups of 4 throughout the day to limit direct contact with other students.

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6. **Homeroom Teacher F0 or F1** - If the homeroom teacher is F0 or F1, the whole class will go to remote learning during the homeroom teacher's isolation period.
 7. **Specialty Teacher F0 or F1**- If a specialty teacher is F0 or F1, the classes will remain in person. Korean Language teachers, Vietnamese teachers, ESL teachers, computer teachers, music teachers, ME and QT teachers, and teacher assistants are all considered specialty teachers.
 8. **Remote Learning** - Students can still participate in class activities and assignments through remote learning while they are at home. Teachers will regularly use zoom and google classroom to make sure students are comfortable with remote learning.
 9. **Attendance** - Covid related absences will be considered excused and students will not be penalized for missing school due to Covid related issues.
 10. **Cleaning** - The school will be thoroughly cleaned daily especially buses, desks, chairs, handrails, doors, bathrooms, and the cafeteria.
 11. **Vaccination** - It is NOT mandatory for students to be vaccinated. All staff are fully vaccinated unless they have a medical exemption.
 12. **Weekly Rapid Tests** - Every staff member must perform and submit a weekly rapid test every Sunday night. It is recommended that parents also test students on Sunday nights.
 13. **Masks** - Masks are mandatory for all students and staff except when drinking, eating, or exercising.
 14. **Hygiene** - Students and staff must wash their hands when entering the school and between periods. Hand washing will be a regular part of the schedule organized by the homeroom teacher.
 15. **Ventilation** - All windows will be opened during lunch, recess, and whenever the classroom is not being used.
 16. **Isolation Room** - The nurse's room is the isolation room. All staff or students that show any symptoms of illness at school must report to the isolation room, and must be picked up by a parent or guardian.

17. Information and Instruction - Teachers will regularly instruct students on how to follow the covid prevention plan. Posters will be placed throughout school and classrooms to remind students of the Covid Prevention Plan. Homeroom teachers will discuss empathy and understanding with all students. “Hands Face Space” will be used to enforce safety throughout the school day.

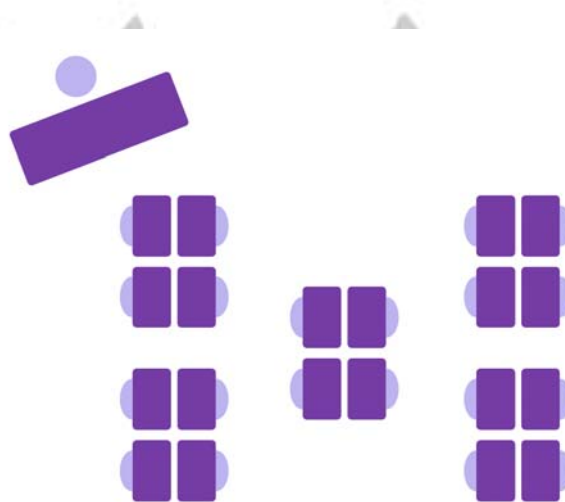


18. Temperature checks - Temperature checks will be done by teacher assistants before students can get on the bus, and when students arrive at school. Any student with a temperature above 37.5 will not be permitted on the bus or in school.

19. Monitor for symptoms - Teachers will continuously monitor all students for symptoms.

20. Guidelines for different areas of the school

Classrooms - Desks are positioned in groups of 4 to create 2 meters between each group. Each group of students will stay together for all activities throughout the school day. This will limit the amount of contact between students.



Bus - The bus will have assigned seating. Students cannot touch others on the bus.

Cafeteria - The cafeteria will have assigned seating. There are only 4 students allowed at each table. There is a divider between students. The number of students using the cafeteria at one is limited.

Halls and stairs - Students and staff must walk on the right side of the halls and stairs. Students stay with their groups.

Bathrooms - Only 2 students can use a bathroom at one time. Students stay with their groups.

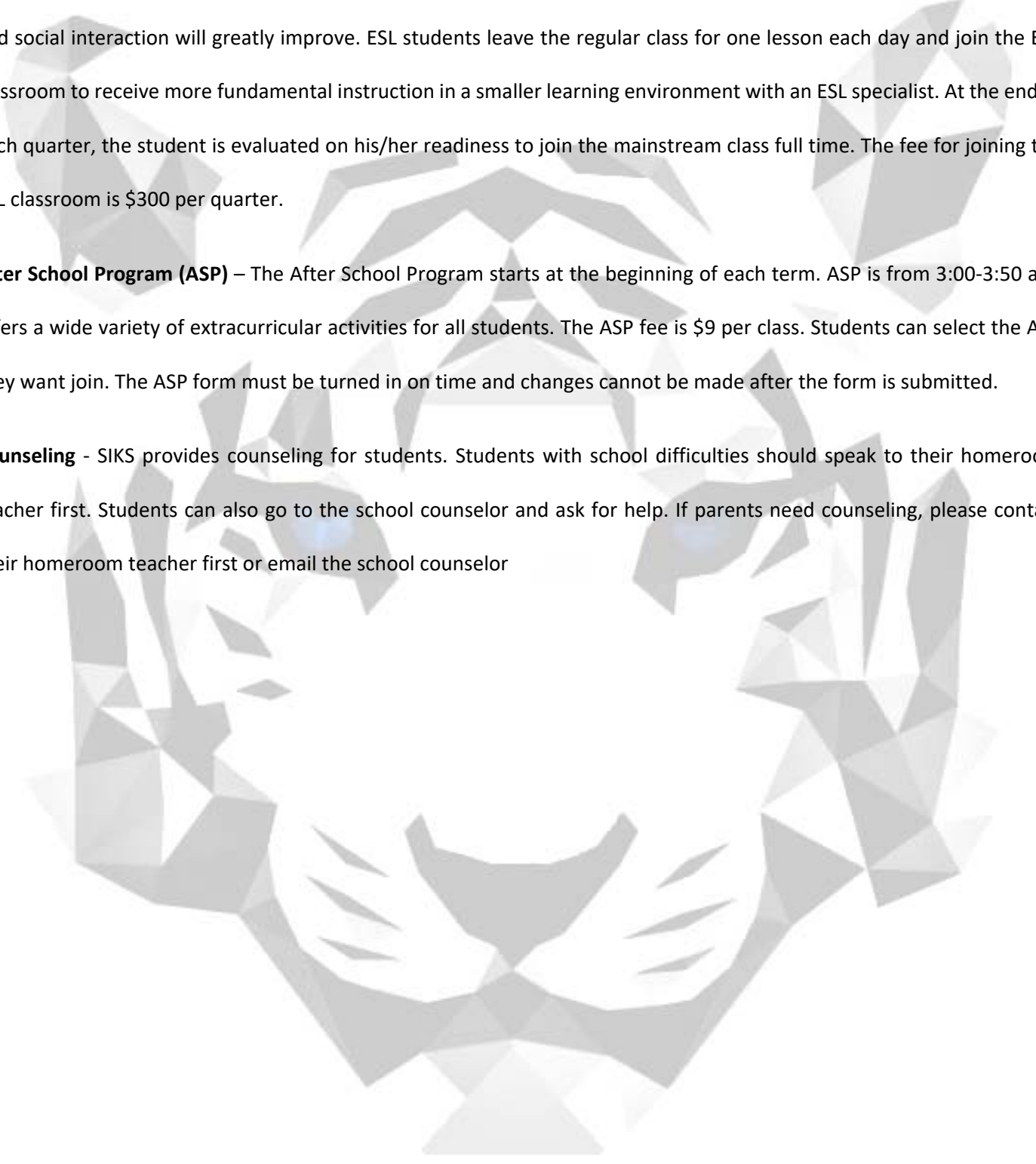
Recess - Students can have recess outside. Students can separate from their groups for outside recess but try to not make direct contact with other students.

21. Updates - The Principal will update the Covid Prevention Plan when necessary.

Remote Learning - Remote learning is when students study at home instead of in school in case of school or class closure due to Covid 19. Students will have live classes on zoom daily and also assignments to complete independently. Students will use google classroom to complete assignments. The schedule will include all classes and the curriculum will be the same as if we are in the classroom. All teachers are experienced in remote learning and can help guide you through the technical process. All students need a computer or tablet during remote learning. You must contact the homeroom teacher if you have any questions about remote learning.

Arriving at school- All students should arrive at school between 7:30 and 8:00. Any student arriving at school or leaving school by motorbike must be wearing a helmet.

Food Service-Students will receive a lunch and an afternoon snack every day. Additional food and drinks should not be brought to school unless previously permitted by the teacher.



English as Second Language Program (ESL) – The ESL program is designed for students that require additional support in basic English language proficiency. Students that join the ESL program quickly improve their basic reading and vocabulary, and they are able to successfully rejoin the mainstream class after a short time. Their grades, assignments, participation, and social interaction will greatly improve. ESL students leave the regular class for one lesson each day and join the ESL classroom to receive more fundamental instruction in a smaller learning environment with an ESL specialist. At the end of each quarter, the student is evaluated on his/her readiness to join the mainstream class full time. The fee for joining the ESL classroom is \$300 per quarter.

After School Program (ASP) – The After School Program starts at the beginning of each term. ASP is from 3:00-3:50 and offers a wide variety of extracurricular activities for all students. The ASP fee is \$9 per class. Students can select the ASP they want join. The ASP form must be turned in on time and changes cannot be made after the form is submitted.

Counseling - SIKS provides counseling for students. Students with school difficulties should speak to their homeroom teacher first. Students can also go to the school counselor and ask for help. If parents need counseling, please contact their homeroom teacher first or email the school counselor

School Policies

School Fees

- Invoices will be sent home at the end of each quarter. Schools fees should be paid by the first of each quarter.
- The school fee should be paid in person at the SIKS accounting office in Hung Vuong 2.
- The school fee may also be paid by bank transfer. Use account number **750500058968. Shinhan Bank. Cong ty TNHH Mam Non vaTieu Hoc Anh Sao** for online banking. Please submit a receipt to the SIKS accounting office.
- School Fees

Quarter	Due date	Tuition	Meals	Bus (PMH/Q.1/Q.2)	Total
Payment in full year	2/25	7,893(5%)	798	765/991/1,043	9,456/9,682/9,734
1/4 quarter (3~5)	2/25	2,077	248	237/308/324	2,562/2,633/2,649
2/4 quarter (6~8)	5/27	2,077	151	145/188/197	2,373/2,417/2,425
3/4 quarter (9~11)	8/26	2,077	251	241/312/329	2,569/2,640/2,657
4/4 quarter (12~2)	11/25	2,077	148	142/183/193	2,367/2,408/2,418

Refund Policy

- Quarterly tuition fees are non-refundable. (The school cannot refund tuition if a student withdraws from the school mid-quarter. Bus and food are refundable, but there will be deductions on the used days during the quarter.)
- If paying yearly, the school accounts payment as quarterly, therefore if a child withdraws from the school on the second quarter, the third and the fourth quarter tuition fees are refunded.
- A one-month notice is required if you are planning to withdraw your child from the school. Failure to do so will forfeit refunds on tuition fees, bus, foods. Please forward all payment on or before the deadline date. We cannot produce certifications, documents, etc. unless payment is received.

Attendance / Absence

- Students are expected to attend school every day.
- The following are considered excused absences from school.
 - ✓ Illness
 - ✓ Death in the family
 - ✓ Medical / dental appointments
 - ✓ Emergencies
 - ✓ Participation in special religious services or holidays.
- Students must attend 66% (125 days) of school days to advance to the next grade level.
- It is the parent's responsibility to notify the school office or classroom teacher if a student is going to be absent from school.
- Hands-on Experience - Submit a "Hands-on Experience" paper 7 days prior to any prearranged absence to the classroom teacher (i.e. family event) and the student will not be responsible for the days missed from school. A maximum of 10 days per year can be accepted in the Hands-on Experience Program. A student may not use the program for non-prearranged absences or any other reason.
- If a student must leave school early, parents should notify the school office or homeroom teacher.
- Arrangements should be made by the student or parents to complete work missed in school when absent.
- If a student has an excused absence from school during a test, he or she will be allowed to make up the test upon their return to school. Students with prearranged absences during test days will not be permitted to take the test upon their return to school.

Change of Contact Information Status

- Student information cards will be given to students on the first day of school. These cards should be filled out accurately and returned to school.
- The SIKS Office and homeroom teacher will contact you regularly through email.

- If any of the information on the card changes (i.e. phone number, address), parents should inform the school immediately. It is important to stay in contact with the school office and classroom teacher in case of emergencies and general notifications.
- Please inform the school 10 days in advance of a change of address so the bus schedule can be changed accordingly.
- SIKS must be able to contact a parent or guardian during the day in case of emergency. Please notify the school of any change of contact information.
- Covid related absences will be considered excused and students will not be penalized for missing school due to Covid related issues.

Certificate of Attendance-This certificate may be obtained by contacting the school office with 2days notice. If school fees are not paid, no certificates will be given. The cost of a Certificate of Attendance is 5,000VND.

Student Progress Reports- SIKS keeps progress reports for all students and they may be obtained by contacting the school office with 7 days' notice. Progress Reports can only be obtained on request due to transfer. If school fees are not paid, reports will not be given. The cost of a Student Progress Report is 50,000 VND.

Term Reports-Reports will be issued twice a year which evaluate the students' classroom performance and behavior at school. Reports will be issued on the final day of term one and the final day of term 2. Term reports will not be given early. Term reports will not be reissued.

Student Dress Code

- School uniforms (including neck ties) or PE uniforms should be worn every day. Students should not wear stained, dirty, or damaged uniforms.
- Students are expected to present a clean and neat appearance.
- Flip flops, crocs, and open toe/heel shoes are not acceptable for school activities. Athletic shoes are recommended. Students should not bring inside shoes to school.

- Any student that comes to school that does not meet the dress code will not be permitted in class and parents will be contacted.
- Purchasing School Uniforms- School uniforms and PE uniforms are available for purchase in the school store, Administration Office, and the Accounting Office. Contact the school office with any questions about uniforms.

The price for standard school uniforms is as follows.

	G1-G2	G3-G6
Shirts	230,000 VND	260,000 VND
Pants	190,000 VND	210,000 VND
1 Set	420,000 VND	470,000 VND
PE Shirts	130,000 VND	
PE Pants	120,000 VND	

Tests-Midterm and Final tests will be given each term. Tests will not be given early. Tests will not be given late. If a student misses a test due to illness, he or she must take the test the day he or she returns to school. If a student is enrolled at SIKS they must take the test, even if they are a new student.

Weekly Plans-Weekly plans for the following week of school will be given to students every Friday afternoon by their classroom teachers. All weekly plans should be reviewed by parents and students for upcoming events.

Homework-Homework will be given regularly by classroom teachers. All assignments should be completed at home by the students. Parents, siblings, or tutors should not complete the homework for their children.

Participation in School Activities- All students are required to participate in all school activities and field trips unless an arrangement can be made between the classroom teacher and the parents.

Cell Phones-Cell phones may be carried by the student but not used anytime at school. Cell phones must remain in the student's backpack at all times, with phones remaining silent so as to not interrupt instruction. Students may not use another student's cell phone. In the event that the phone is taken out and/or used, the cell phone will be taken and turned

into the main office for safe keeping until it can be personally returned to the student's parents. Students have access to school phones as situations warrant.

Money in School- Money for school events will be collected by the classroom teacher at the beginning of the school day. The school cannot assume responsibility for money left in desks, clothing, backpacks, or other places.

Property Accountability-Students are responsible for all property brought to school. The school cannot assume responsibility for lost or damaged items. We encourage students to leave high value items at home.

Safety and Security -SIKS works hard to provide a safe environment for children. Fire drills are performed several times a year. A security guard is on duty at all times. All entrances to the school are locked during school hours. All visitors to the school must report immediately to the main office upon arrival and wear a visitor's pass while in the school.

Toys and Video Games-Toys are not permitted in school unless granted permission by the classroom teacher. This includes video games, tablets, and smartphones.

Food-Students should not bring food to school unless prior permission is given by the classroom teacher. Do not eat food on the bus. Do not send food or cake to school for student birthday parties. Bring a water bottle and utensils every day.

Student / Class Trips-Class trips are an important part of the educational process. Students are expected to participate in all class trips.

Visitors- All visitors must report immediately to the school office upon arrival at school, and must wear a visitor's pass while in the school.

Student Behavior

Respect - all students should **respect** themselves, their parents, their peers, teachers, and traditional family values.

Responsibility - all students have a **responsibility** to themselves and their family to be a hardworking and productive member of the community.

Creativity - all students are born with incredible **creativity** that must be nourished and allowed to grow throughout all areas of school life.

Community - all students, families, and staff of SIKS are part of a **community** that will succeed and flourish only when we work together.

School Rules

Safety Responsibility Etiquette	Classroom	Follow the classroom rules.
		Respect and listen to the teacher.
		Treat peers with kindness and respect.
		Complete homework and assignments.
		Be prepared every day with necessary materials.
		Have a proper attitude in class.
		Speak English except at designated times.
		Do not go to other places during class.
		Be honest and try your best.
		Take care and be responsible for your personal items and personal spaces.
	Hall/ Stairs	Walk in the corridor and stairs.
		Walk on the right side of the stairs.
		Speak quietly.
	Recess	Listen to teachers and staff.
		Only play in designated areas.
		Do not touch other people uninvited.
		Do not use inappropriate language.
		Use balls and exercise equipment in appropriate places.
		Do not play on the stage in the auditorium.
Wash hands after recess.		

Safety Responsibility Etiquette		Only wear jackets in the classroom.
	Bus	Be on time to get on the bus.
		Maintain proper distance when you wait for the bus.
		Get on or off in order according to the teacher's instructions.
		Fasten the seat belt.
		Speak English with quiet voice.
		Don't move around from your place.
		Don't eat snacks or drinks.
		Don't throw any items in the bus. No littering.
		Sit in your assigned seat.
		Cell phones are prohibited on the bus.
	Cafeteria	Eat your own food. Don't share food or drinks.
		Speak English with quiet voice.
		Be polite to the cafeteria supervisor and staff.
		Wait your turn in line. Don't cut in line.
		Keep all food on the tray and off tables and floors.
		Sit in your assigned seat.
		All food and drink stay in the cafeteria.
		Clean up your area-table and floor.
		Wash hands before and after eating.
Leave space between you and others.		
Walk at all times.		

Student Rights and Responsibilities

- Students have a right to an education of high quality without regard to gender, race, disability, age, nationality, sexual orientation, or status of a parent.
- Students have the right to expect a safe environment conducive to learning, free from harassment, discrimination, bullying, drugs and alcohol, and other unwanted conduct.
- Students have the right to receive fair and appropriate discipline.
- Students will treat teachers, administrators, and other school staff with fairness, courtesy, and respect. Teachers, administrators, and other school staff will treat students with fairness, courtesy, and respect.

Student and School Wide Expectations- Students are expected to behave in a safe manner. They are expected to be responsible for themselves, their actions, and their property. Students are expected to treat everyone with kindness and respect.

Inappropriate Behavior-Inappropriate behavior could result in the following disciplinary actions.

Level 1		
Behavior	Description	Disciplinary Action
Responsibilities	<ul style="list-style-type: none"> No homework Disrupting class Unprepared for school (3 times) Not speaking English Wrong location during school class or program Not following school rules 	<ul style="list-style-type: none"> Apologize and reconcile Separate from each other Verbal warning Stand in the back of the classroom or outside classroom Extra written work No recess Restricted use of school facilities and equipment Send short message to parents Collective punishment
Safety	<ul style="list-style-type: none"> Not following safety or behavior rules Break the bus rules 	
Violence	<ul style="list-style-type: none"> Using bad language Using hands or feet inappropriately Disrupting other students 	
Management by Classroom teacher and Korean teacher		

Level 2		
Behavior	Description	Disciplinary Action
Responsibilities	<ul style="list-style-type: none"> Persistent level 1 issues Absent from class/school or compulsory school event Persistent failure to follow instructions/complete set tasks in classroom or complete homework. Persistent failure to meet behavior expectations of school Cheating and plagiarism 	<ul style="list-style-type: none"> No recess Extra written work Return home Writing essay about wrongdoings with parent signature Apology letter with parent signature Restricted use of school facilities and equipment Loss of privileges (activities, events) Send the official letter to parents Bus ban Pay for facility damage Parent meeting (if necessary)
Safety	<ul style="list-style-type: none"> Consistent unsafe behavior Break the bus rules (3 times) 	
Violence	<ul style="list-style-type: none"> Persistent level 1 issues Profanity (any language) Disrespectful to teacher, staff, or adult 	

	<ul style="list-style-type: none"> ● Racial slur, gossiping, taunting, insulting, name-calling, threats, intimidation, verbal abuse ● Severe Bullying, cyber bullying /provoking other students ● Misuse of any school property/ equipment ● Minor incidents of fighting ● Major insolence or rudeness to staff ● Graffiti and/ or vandalism ● Theft ● Violence in the bus 	
Management by Classroom teacher and Guidance Counselor		

Level 3		
Behavior	Description	Disciplinary Action
Responsibilities	<ul style="list-style-type: none"> ● Persistent level 2 issues ● Refuse to follow teacher's instructions and classes ● Refuse to follow school rules 	<ul style="list-style-type: none"> ● Recorded in school record ● Suspension Conference by disciplinary committee ● In or out of school suspension ● Parents conference ● Get student counselling and submit result to the school ● Repeat a grade
Safety	<ul style="list-style-type: none"> ● Persistent disruptive, disrespectful or unsafe behavior 	
Violence	<ul style="list-style-type: none"> ● Persistent level 2 issues ● Insult or assault teacher ● Racism and/or derogatory remarks ● Group bullying /provoking other students including cyber bullying ● Intent to humiliate and hurt others by spreading information about someone, true or not. In any oral or written form such as text messages and social media ● Inappropriate physical behavior towards other students ● Any form of sexual misconduct or abuse ● Fighting and physical violence ● Behavior that brings discredit to the school 	
Management by Principal, Head Teachers, Homeroom teacher, and Guidance Counselor.		

Level 4		
Behavior	Description	Disciplinary Action
Responsibilities	<ul style="list-style-type: none"> ● Total learning failure ● Refuse schooling 	<ul style="list-style-type: none"> ● Recorded in school record

Safety	<ul style="list-style-type: none"> ● Total disregard for safety or behavior rules 	<ul style="list-style-type: none"> ● Disciplinary committee conference ● Parents contacted ● External suspension ● Permanent Expulsion ● Legal Action
Violence	<ul style="list-style-type: none"> ● Level 3 issue replay 	
Management by Principal, Head Teachers, Homeroom teacher, and Guidance Counselor.		

Anti-Bullying-Any form of bullying will not be tolerated at SIKS. The faculty at SIKS will look into any reported incidents of bullying and will respond accordingly. Any students bullying other students will be subject to firm disciplinary action.

SNS and Social Media Guidance-Talking in social media group chat rooms is the same as what happens in the classroom. Therefore, the act of creating a group chat room to criticize, swear, or spread rumors is regarded as the same behavior in daily life. In particular, not only those who actively made group talks to slander the person except for one person, but also those who participated are considered to have participated even if they did not say a word. In group chat rooms, other students' gossip, swearing, slander, and rumors are also taken as discipline according to the school rules.

Language-English is to be spoken at all times unless in Korean class or when speaking with a Korean teacher. The purpose of this is to improve the student's English ability, and to not exclude non-Korean speaking students in social activities. This includes at lunch, at recess, and on the bus. Any students using inappropriate or foul language will receive immediate disciplinary action.

School Materials – All students must be prepared for school every day. It is the responsibility of the students to have all necessary material. The list of materials will be provided by the homeroom teachers. Student need to replenish school materials throughout the year as needed. School materials are available in the school store.

*This document is effective March 1, 2022.