



SIKS

HANDBOOK

JUNIOR HIGH SCHOOL

2024-2025



<https://siksvn.com/>

WELCOME



Kim Sung Han

Principal

SIKS - JHS

Phuoc Kien, Nha Be, HCM City.

Dear Parents & students,

Welcome to SIKS Junior High School! We are excited to journey with you this year as you learn new things, build relationships with teachers and students, and establish a foundation for your success not just in school, but especially in life. As you experience success and challenges this year, we will be there to celebrate with you and give you the support that you need.

Our academic programs and school activities are designed to be both challenging and fun. Communication and involvement of the parents will be vital as the student goes through this learning process.

This handbook provides the information of what SIKS Junior High School is all about, and some guidelines to help you stay organized. Please take time to read it carefully, and feel free to ask any of your teachers throughout the school year.

We sincerely hope that this year will be a meaningful and exciting educational experience for you!

Kim Sung Han

EDUCATIONAL PHILOSOPHY

SIKS provides a positive and nurturing environment that is specifically tailored for our students.

We believe:

- That each individual student has specific needs and goals that need to be met to help them grow academically, socially, and emotionally. We teach the student, not the standard.
- There should be a strong relationship between home and school, so the best interest of the student is always met. Traditional family values are very important and we encourage collaboration between parents and teachers.
- A well-rounded and balanced education is important to helping create happy and successful students that become lifelong learners and creative problem solvers with a growth mindset.
- All students should **respect** themselves, their parents, their peers, teachers, and traditional family values.
- All students have a **responsibility** to themselves and their family to be a hardworking and productive member of the community.
- All students are born with incredible **creativity** that must be nourished and allowed to grow throughout all areas of school life.
- All students, families, and staff of SIKS are part of a **community** that will succeed and flourish only when we work together.
- That a student should wake up every day and be happy to come to school to meet their teachers and friends, and every student should go home feeling good about themselves and our school.

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our mission & curriculum

SIKS Junior High School is committed to educate through internationally-based standards in academics, and moral principles. Our school's program provides opportunities for intellectual, emotional, physical, moral, and social development to prepare the student for the challenges and responsibilities in the modern world. We attempt to be flexible in adapting our instructional program as conditions change and new needs arise. We depend upon a strong, supportive partnership between caring teachers and committed parents to ensure the proper intellectual and personal development of the student.

“And those who are wise shall shine like the brightness of the sky above; and those who turn many to righteousness, like the stars forever and ever.” (Daniel 12:3)

SIKS Junior High School provides English curriculums based on international standards, and an additional Korean curriculum for Korean students. Our curriculum is reviewed periodically and revised, if needed, to ensure that international standards and benchmarks are met.



Our subjects

ENGLISH LANGUAGE ARTS (G7-9)

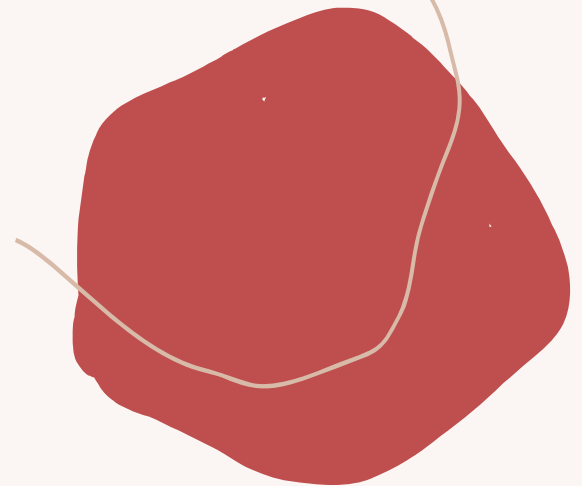
This subject encourages lifelong enthusiasm for reading, writing and spoken communication. It equips learners with transferable language skills for interrogating and producing spoken or written texts, and working collaboratively. It also develops learners' confidence, creativity and intellectual engagement. The reading, writing, speaking and listening skills support learners' overall intellectual, creative and social development. The students will:

- become confident communicators, able to apply their reading, writing, speaking and listening skills effectively in everyday situations and in studying a range of subjects
- see themselves as readers, engaging with a range of texts for information and for pleasure, including texts from different times and cultures
- see themselves as writers, using the written word clearly and creatively for a range of different audiences and purposes
- develop speaking and listening skills for effective presentation and collaboration, sharing and responding to ideas to achieve a shared understanding or goal
- develop a broad vocabulary and an understanding of how to apply grammar and linguistic conventions appropriately
- develop skills to evaluate spoken and written texts, making decisions about how convincingly they represent different values and opinions

ACADEMIC WRITING (G7-9)

This course develops the students' grammar skills in the context of writing. Based on the principle that the primary purpose of grammar instruction is to improve student writing, this program teaches the conventions of standard English and takes students through the complete writing process. The program is designed to prepare the students for international standardized tests.

- Writing Different Kinds of Essays
- Evaluating Essays
- Writing the Research Paper
- Writing Narratives
- Writing Stories and Poems
- Grammar



MATH (G7-8)/ ALGEBRA (G9)

This course covers Common Core standards on problem solving, number sense, operations, algebra and functions, probability, data analysis and statistics, measurement, geometry, and quadrilaterals.

- Algebraic Reasoning
- Integers and Rational Numbers
- Proportional Relations
- Graphs
- Percents
- Analyzing Data
- Geometric Figures
- Probability
- Equations and Inequalities

SOCIAL STUDIES

WESTERN GEOGRAPHY (G7) / EASTERN GEOGRAPHY (G8)

This course helps students learn important concepts in physical and human geography. It enables students to understand the Earth's physical and human diversity while focusing on the western (Grade 7) and eastern (Grade 8) hemispheres. Students analyze population and settlement patterns and evaluate the ways that human activities modify the physical environment. Development, standards of living, systems of government, and economic factors are also compared. In addition, students gain a rich understanding of global cultures and the historical factors that have shaped the world around them.

ECONOMICS (G9)

Economics gives students what they need to learn and interact with both theoretical and applied economics, as well as build a strong foundation of personal financial literacy.

- Introduction to Economics
- Economic systems and decision making
- Understanding markets
- Business and labor
- Money, banking, and finance
- Economic performance
- Government and the economy
- The global economy



SCIENCE (G7-8)

This course provides scientific literacy by exploring, analyzing, evaluating, synthesizing, appreciating, and understanding the interrelationships among science, technology, society, and the environment that will affect their lives, careers, and their future. The program covers biology, chemistry, physics, and earth science.

- Motion and Energy
- Interactions of Matter
- Understanding the Universe
- Geology
- Ecology
- Human Body Systems

BIOLOGY (G9)

This course covers ecology, cell biology, genetics, the history of biological diversity, the diversity of life, and the human body.

ENCORE SUBJECTS

ICT (Information/Communications Technology)

This course covers the practical application of MS Office, coding, and robotics.

MUSICAL DRAMA

In this course, students will be introduced to the basic concepts of theatre arts. Students will use various creative drama techniques to build confidence and trust, and stimulate imagination, movement, and role-play. Through theatre games and activities, students will learn to lose inhibitions and will gain trust in themselves as well as others in their groups. Students will exhibit and reinforce their skills through individual and group presentations.

PHYSICAL EDUCATION

This program focuses on team and individual sports to provide the students with appropriate social interactions and skill development while learning teamwork, sportsmanship, and execution of individual and team strategies.

ETHICS

This course focuses on the study of morality--the principles of what makes an action right or wrong, and the character traits students need to develop

NON-ENGLISH SUBJECTS

- Korean Language
- Korean Essay (Korean History)
- Korean Math
- Hanja (Chinese Characters)
- Musical drama
- Vietnamese



EXTRA-CURRICULAR ACTIVITIES

CLUBS

A variety of clubs are required to expose the students to different activities in sports, music, arts, science, and others. Participating helps the students learn teamwork, cooperation and other life skills. Such activities also help develop areas of the brain that may not be fully utilized by the usual classroom work. Our clubs aim to help the students discover their personal interests and life-long passions that may benefit them in the future.

Clubs are chosen according to the teacher's specialty, and the students' interests. Thus, the activities offered are subject to change every term.

COMMUNITY SERVICE

Community service provides students with the opportunity to help their community, to have a purposeful impact on the lives of the people they serve, and to develop social awareness and responsibility. Such service improves the students' well-being and development into responsible citizens.

Participation in club and community service activities are mandatory and recorded in the student's Progress Report. Students who are absent during a school event may have their community service points reduced



SCHOOL POLICIES

ADMISSION REQUIREMENTS

- Application for Admission Form with 1 passport size photo (form obtained from the Administration Office)
- Photocopy of the student's and parents' passport
- Health Certificate from private doctor and vaccination records.
- Insurance application (obtained from the Administration office).
- Official Report Card, Progress Report, and Attendance Certificate of the previous School Year.
- Only students with foreign passports are admitted in the school in accordance to registration provisions from the Ministry of Education in Vietnam.

ADMISSION POLICIES

Students accepted should meet the following criteria:

- No communicable disease that would endanger others in school
- Normal cognitive ability and memory to perform normally when given academic tasks
- Free of mental impairment such as autism, and other learning disabilities

IMPORTANT NOTE: If the student shows signs of cognitive and learning disabilities, and other mental impairments

- The school will suspend him/her and recommend an institution that can diagnose his/her problem.
- Suspension will continue while the student is being checked and diagnosed.
- The student can attend class again after the diagnosis is submitted and shows that the student doesn't need special education.
- If the diagnosis shows that the student needs special education, the school will cancel the student's enrollment anytime within the school year without refund.
- Sufficient English and Math proficiency to perform academic expectations of the school
- A record of good behavior and satisfactory academic performance as shown in the School Report Card/Progress Report of the previous school

WITHDRAWAL FROM SCHOOL

Fill in the withdrawal form from the school office and submit it 30 days before the intended last day of the student's attendance.

Tuition fees paid every quarter are non-refundable if the student withdraws from the school before the accumulation of the quarterly payment.

ARRIVAL

Students are expected to be in school at 8:00am. School gate opens at 7:30am.

SCHOOL BUS

A school bus service is provided by the school for an additional fee (Please read "School Fees" for details on bus fees). Students are prohibited from using motorbikes as a means of transportation to school.

Students who use the bus service are to follow the rules listed below:

- Be at the designated bus stop 5 minutes early. The school bus will not wait for late students.
- Follow the instructions from the bus driver & other adult supervisors in the bus.
- Get on and off the bus orderly. Stay seated during the trip.
- Be quiet, no profanities & do not disturb others in the bus.
- No eating and drinking while inside the bus.
- Speak English at all times.
- Treat bus property with care and respect.
- Exit the bus at your stop only.
- Keep windows closed.
- Keep all body parts inside the bus.
- Be responsible for your own belongings.
- School rules and disciplinary action apply when students are inside the bus
- In the event of traffic jams or emergencies, the school may require students to switch to alternative transportation



FOOD SERVICE

The school will provide lunch and afternoon snack daily. During lunchtime, students are to be in the canteen. Students are not allowed to bring additional food and drinks unless the parents notify the school for personal reasons. Food may not be taken out of the canteen. After finishing lunch, students are responsible in returning the tray to a designated place and dispose waste in containers provided.

MEDICAL CONCERNS

The school nurse will provide appropriate care if the student becomes ill or injured while in school. She will notify the homeroom teacher, and the homeroom teacher will then notify the parents of the student's medical situation. In emergency cases, the school nurse will accompany the student to a medical facility and meet the parent or guardian there. All transport and treatment costs are the parent's responsibility.

Students should stay home if they have a contagious disease to avoid contaminating others, and remain at home until they have been symptom free for 24 hours.

Parents should notify the homeroom teacher if their child has allergies and other medical conditions that need special attention.

Medicine brought from home must be administered by the school nurse or in the presence of the classroom teachers. Parents must notify classroom teachers of any special medication that students have to bring to school.

SCHOOL FEES

Quarter	Due date	Tuition	Meals	Bus (PMH/Q.1/Q.2)	Total
Payment in full year	2/16	11,742(5%)	872	881/1,122/1,166	13,495/13,736/13,780
1/4 quarter (3~5)	2/23	3,090	282	285/371/350	3,657/3,743/3,722
2/4 quarter (6~8)	5/24	3,090	168	170/196/232	3,428/3,454/3,490
3/4 quarter (9~11)	8/23	3,090	282	285/371/390	3,657/3,743/3,762
4/4 quarter (12~2)	11/22	3,090	140	141/184/193	3,371/3,414/3,423

1) SIKS JHS school fee is composed of tuition, meals, and bus fees that are paid quarterly.

2) Admission fee, tuition, and textbook fee must be paid within 7 days (including weekend) after passing the interview.

It's possible.

3) Sibling discount (1 year payment): 1st -5% tuition, 2nd -15% tuition, and 3rd -25% tuition.

4) Sibling discount (quarterly payment): 1st child - no discount, 2nd - 10% tuition fee discount, 3rd - 20% tuition fee discount.

5) In order to receive one-year payment discounts and sibling discounts, a one-time payment is required.

6) Sibling discount covers Kindergarten, Elementary, and Junior High School.

7) Meals and bus fees are calculated according to the school calendar (excluding holidays, vacation, and teacher preparation periods).

8) Bus fees vary, depending on the distance. No charges applied during periods when bus is not used.

9) If the tuition is company paid, the payment schedule must be followed. If delayed, parents must cover payments on time.

10) For red bill issuance, please send your business card (including tax code) and parent's English name.

- Tuition Fee Acc. No: CONG TY TNHH MAM NON VA TIEU HOC ANH SAO
750-500-058968

- Bus+Meals+ASP+Textbook Fee Acc. No. : KIM KYUNG JA 750 500 035357

- SIKS Accounting : 028)5410-3034, 078-910-9522 .

- Kakao talk ID: siksaccounting

REFUND POLICY

- 1) If you cancel enrollment after passing the interview, the admission fee will not be refunded, but tuition fee will be refunded in full.
- 2) Tuition, textbook, and ASP (After School Program) quarterly fees are not refundable.
- 3) Quarterly tuition fees are not refundable when students transfer to a different school, even if he/she only attended one school day.
- 4) If you transfer within the school year after paying the full one-year tuition, the remaining quarters will be refunded, but the 5% discount will not be applied in the attended school days. Bus and food expenses will be refunded by calculating the number of days.
- 5) Transfer documents are issued after quarterly payment.

ADMINISTRATIVE MEASURES FOR UNPAID SCHOOL FEES

- 1) In the case of nonpayment of more than 2 quarters (6 months), administrative action will be applied (expulsion).
- 2) If school fees are not paid, all documents will not be issued.
- 3) If the tuition fee has not been paid, you will be notified through a letter, text message, and phone call after the 2nd week from the payment deadline.
- 4) Parents are reminded to pay the tuition within the period.

ADDITIONAL COSTS

- 1) Textbook fee, special activity fee, and material fees are charges at the start of each semester.
- 2) We will inform you of the Student insurance amount at the beginning of the school year, and student insurance is mandatory for all students.
- 3) ASP (After School Program) fees are charged at the start of the semester.
- 4) All invoices will be sent by email. Please check.

DOCUMENT ISSIRANCE & COST INFORMATION

(Please check the issuer and the amount with office.)



ACCOUNTING OFFICE CONTACT INFORMATION

- 1) Phone: 028) 3781-7202, Mobile: 078-910-9522
- 2) Kakao Talk ID: siksaccounting
- 3) Email: siks7202@gmail.com
- 4) Address: 1017/58 duong B8, Lang dai hoc Khu B, xa Phuoc Kien, Nha Be.
- 5) Business hours 8:00 am ~ 4:00 pm/ Accounting deadline is 3:30 pm (Lunch time 11:30 am ~ 12:30 pm)

CHANGE OF CONTACT INFORMATION

Student information cards will be given to students on the first day of school. These cards should be filled out accurately and returned to the school promptly. Parents should notify the school of any changes in the information on the card. Inform the school of a change in the address 10 days in advance so that the bus route and schedule will be adjusted accordingly.

The school must be able to contact the parents or guardian during school hours in case of emergency. Parents should provide the necessary and accurate contact information and should keep communication available during school hours.

STUDENT DRESS CODE

- Students are only allow to wear the official school or PE uniforms & school Hoodies. All uniform items must be purchased at the school office.
- Uniforms should be neat and in good condition (not stained or ripped).
- Casual Dress Day: Students are permitted to wear clothing of their choice, but the school prohibits the use of crop tops or revealing attire.
- Students are prohibited from coloring their hair, painting their nails, and wearing makeup to school

LANGUAGE

Students are required to use English at all times during the school day (except during Korean and Vietnamese classes).

Foul language, in English or any language, are prohibited not just during school days in school grounds, but in public as well. Any student caught using foul language in school or in public will be dealt with the corresponding disciplinary action.





PROPERTY ACCOUNTABILITY

The student is responsible for any property brought to school. The school is not responsible for any lost or damaged items. Students should bring any lost and found items to the school office. Lost property will be returned to the students after ownership of the item is confirmed.

The school takes no responsibility for lost or unclaimed goods.

The school is not responsible for money lost while in school.

The student is allowed to bring cellphone to school, but it should not be used during school hours. Cell phones should be placed in the student's backpack, and must be turned off. Cell phones taken out of the backpack or used while in school will be confiscated, and will be kept in the school office until the end of the school day.

SAFETY

No student is allowed to leave the campus at any time during the school day unless given special permission from the office. Parents will be notified, and the corresponding disciplinary action will be given to any student violating this policy.

The school provides 24-hour security service. All visitors must check in with the school office after entering the school gate. Parents or guardians needing to speak to or pick up their child will be assisted by an office staff to meet the student at the school office or lobby.

Staff and students are to follow school procedures in the event of fire, or earthquake. Parents will be notified if students need to return home. The school periodically conducts fire and earthquake drills to practice evacuation procedures.

SCHOOL PHOTOS AND VIDEOS

- Photos/videos of students during school hours and school activities are considered school or educational records
- The school will use such photos in the school's website and youtube channel for the purpose of informing the students and parents about the school's activities and events
- The school will post such photos/videos even without the student's and parent's permission

ACADEMIC INFORMATION

ATTENDANCE

Regular attendance ensures that the student receives quality education. The school encourages the parents to make the student understand its importance by:

- Avoiding family vacations during the school year.
- Making non-urgent medical and dental appointments after school hours.
- Developing good habits of regular attendance and consistent punctuality.
- Three instances of arriving late or leaving school early will be considered equivalent to one full day of absence
- Parents should take note of the advantages associated with both 12-year and 3-year study abroad programs for Korean students intending to enter a Korean university after high school graduation. It is essential to carefully consider and understand your child's educational pathway to ensure they do not miss valuable opportunities.

Conditions for Excused Absences:

In the case of a family death or the wedding of a close family member or sibling, students are eligible for a 5-day excused absence without any impact on their progress report. Please provide evidence for any absences beyond this duration

To qualify for promotion to the next grade level, the student is required to attend school for at least 70% of school days.

Parents should notify the school office or the homeroom teacher if the student cannot attend school or needs to leave school before dismissal.

Special arrangements can be made by the parents and the teacher for the student to complete missed schoolwork during absences. The school and the teacher have the right to refuse such arrangements depending on how valid the excuse is for the absence.

HANDS-ON EXPERIENCE PROGRAM (HOE)

The Hands-on Experience Program gives students the privilege to have a prearranged absence for a family event, and not be responsible for the missed school days.

- A maximum of 10 days per year.
- The experience during the family event should be written
- By the student and submitted 7 days after the said event.
- The program cannot be used for non-prearranged

No HOE: during Tests, School trip, events & the last 3 weeks before closing the semester.

CERTIFICATE OF ATTENDANCE

The certificate of attendance will be provided if school fees are paid. The parents should request for the certificate 2 days in advance. The cost is 10,000vnd.

STUDENT PROGRESS REPORT

The school keeps a progress report of the student. Request a copy from the school office 5 days in advance. A copy will only be released if the student intends to transfer to another school, and if school fees are paid. One copy costs 50,000vnd.

TERM REPORT CARDS

Term report cards evaluates the student's performance and are issued twice a year. They are released at the end of term 1 and term 2. They are not issued on request.

GRADING SCALE

Students are expected to strive for academic progress. According to the entrance tests, the students who have under-standard grades in Math, English, Vietnamese require to take extra classes in "Catch up program" (CUP) A school year average grade of D- from all subjects is the minimum requirement to promote the student to the next grade level. Students with a school year average below D- will repeat their current grade level for another year. During the test periods, absent students will be graded according to the lowest score achieved in class.

GRADE BOOK

SIKS JHS provides a grade book accessible via a Google Excel file. Parents are required to have a Gmail address to log in and monitor their child's academic progress at school. We consistently update information on their study abilities and quiz scores for each subject in the grade book. For access, please reach out to your child's homeroom teacher.

GRADE	RANGE
A+	97-100%
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59



SCHOOL DISCIPLINE

Behavior, both positive and negative, affects the learning process of the student and fellow students. The school corrects negative behavior, and rewards positive ones. We provide both nurture and discipline for the students. Students caught using **Chat GPT** at school will face disciplinary actions determined by the teacher and school administration.

Pink card: A monitoring system for teachers to ensure all students are meeting the standards expected of them in regards to both effort & behavior. Students caught misbehaving cannot be compared with others; you can only explain the issue in the context of your own actions.

NOTE

The school follows procedures according to the rules and strives to achieve reconciliation.

Nevertheless, it is up to both parties whether to reconcile or not.

The offending student side should sincerely apologize to reach reconciliation, and the affected student side should also show an effort to embrace it.

If reconciliation is not reached, additional measures will be taken, and the school will no longer be involved. As per policy, any further reconciliation is considered a personal matter.

The school does not represent either party and operates according to the rules.

All decisions are the authority of the school and are not coordinated. Due to time constraints please keep in mind the number of inquiries and consultations within working hours (8:00 AM - 4:00 PM).

School decisions are final. Parents and students cannot appeal or refuse any punishment or penalty the school decides to impose. Upon being informed of the disciplinary matter, parents will have 24 hours to come to the school for counseling & only. In accordance with the Worker Protection Act, the school kindly request that all participants maintain a tone of courtesy and professionalism throughout the session.

Working period from 8:00 AM to 4:00 PM, Monday to Friday, by email or SNS all contacts.



LEVEL 1 OFFENSE	DISCIPLINARY ACTION		
	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Disrespect -rudeness towards teachers and staff -demeaning language -refusing to follow teacher's or school's instruction Foul language (written, verbal, online in any language) and gestures Significantly disrupting class or any school activity with misbehavior Embarrassing other students (written, verbal, online) Isolating other students Poor sportsmanship	-verbal warning -counsel -parents notified by email	-parents notified by email -conference with parents -suspension (no make up for missed schoolwork) -offense permanently indicated in report card and progress report	-parents notified by email -conference with parents -expulsion -tuition not refunded for the quarter in which the incident happened -offense permanently indicated in report card and progress report
LEVEL 2 OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Level 1 Academic dishonesty -any form of cheating during tests -copying another student's work -plagiarism (taking someone else's work or ideas from print or digital publications and claiming them as one's own)	-verbal warning -counsel -parents notified by email -conference with parents -no score given (also for 2nd and 3rd incidents)	-parents notified by email -conference with parents -suspension (no make up for missed schoolwork) -offense permanently indicated in report card and progress report	-parents notified by email -conference with parents -expulsion -tuition not refunded for the quarter in which the incident happened -offense permanently indicated in report card and progress report
Level 1 Dishonesty -lying -stealing inexpensive materials in school premises	-verbal warning -counsel -parents notified by email -conference with parents	-offense permanently indicated in report card and progress report	-offense permanently indicated in report card and progress report
LEVEL 3 OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Level 2 Dishonesty -forging parent's or teacher's signatures Stealing valuables in school premises Possession of any smoking paraphernalia at school, on the school bus, at school-sponsored events regardless of location	-parents notified by email -counsel -conference with parents -suspension (no make up for missed schoolwork) -offense permanently indicated in report card and progress report	-parents notified by email -conference with parents -expulsion -tuition not refunded for the quarter in which the incident happened -offense permanently indicated in report card and progress report	
Vandalism -defacing or destroying school's or another student's property	-parents notified by email -counsel -conference with parents -suspension (no make up for missed schoolwork) -offense permanently indicated in report card and progress report -parents required to pay for damages or replacement		





LEVEL 4 OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Level 2 Academic dishonesty -stealing test paper and other information from the teacher's and school's files -altering scores and grades in teacher's files			
Smoking in school premises, in public, or at a school-sponsored activity regardless of location	<ul style="list-style-type: none"> -parents notified by email -counsel -conference with parents -expulsion -tuition not refunded for the quarter in which the incident happened -offense permanently indicated in report card and progress report 		
Possession or consumption of alcohol in school premises, in public, or at a school-sponsored activity regardless of location			
Harassment and bullying in any form, including cyberbullying on social media and other electronic means (refer to the page on "Anti-bullying Policy" for definition of "bullying" and "harassment")			
Possession of any dangerous weapon.			
Possession, use, or distribution of illegal substances			
Possession, or distribution of indecent material, print or digital			
Physically assaulting a staff, or student.			
Public display of affection in school premises			





ANTI-BULLYING POLICY

The school believes that all students have the right to feel safe, secure, and respected in school. The school has no tolerance to any threat of bullying or harassment. Students should also feel safe when reporting incidents to staff members.

Definition (from the National Bullying Prevention Center): Harassment/Bullying is an intentional behavior that hurts, harms, or humiliates a student, either physically or emotionally, and can happen while at school, in the community, or online. Those bullying often have more social or physical "power," while those targeted have difficulty stopping the behavior. The behavior is typically repeated, though it can be a one-time incident.

Examples of Harassment/Bullying:

- Racial slur, gossiping, taunting, insulting, name-calling, threats, intimidation
- Deliberately isolating someone with the intent to humiliate and hurt
- Physically hurting someone
- Spreading humiliating information about someone, true or not, in any written form including all electronic means such as text messages and social media.

Harassment/Bullying should be reported to the homeroom teacher and other school authorities immediately. Confidentiality is assured during the investigation process.

Harassment/Bullying is considered a serious offense and will be dealt with accordingly. Such behavior may result to expulsion from the school, and the offense permanently indicated in official school records.





JUNIOR HIGH SCHOOL DIRECTORY 2024

SCHOOL OFFICE	Ms. Ha MiRa	037-222-2580	siksdesk@gmail.com
Korean	Mrs. Yun JuYoung	034-983-8253	siksoffice@gmail.com
English	Ms. May Nguyen	076-319-4206	may.siks01@gmail.com
Transportation Inquiries Facility Control System	Ms. Ngoc Tran	033-4076-986	ttbngoc2016@gmail.com
ACCOUNTING OFFICE	Ms. Ha EunOk	028-5410-3034	siks7202@gmail.com
HOMEROOM G7A ENGLISH HEAD TEACHER (ELA)	Mr. Nicholas Santalucia	076-970-2112	siksnick@gmail.com
HOMEROOM G7B (SCIENCE)	Mr. Abbas Merali	070-825-5737	siksabbas@gmail.com
HOMEROOM G8A (SOCIAL STUDIES)	Mr. Cian Foley	077-2903-420	sikscian19@gmail.com
HOMEROOM G8B (AW)	Ms. Rebecca Lucy Cartwright	088-9251-192	rebecca.siks01@gmail.com
HOMEROOM G9 (MATH)	Mr. Rheyhan Sabroso	+447-999-775-781	siksrehan@gmail.com
ICT TEACHER	Mr. Park YoungChun	0902-311-008	ictcenter.vn@gmail.com
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JHS DIRECTOR	Ms. May Nguyen	037-3403-408	may.siks01@gmail.com
VICE PRINCIPAL/ KOREAN TEACHER	Mrs. Koo BongGyung	070-3032-350	godbohn@gmail.com
PRINCIPAL	Mr. Kim SungHan	093-7891-583	siksk02@gmail.com



DAILY SCHEDULE –sample

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	HR				
8:10-8:55	수학	ICT	ELA	Vietnamese	국어
9:00-9:45	ICT	ELA	Math	국어	Science
9:45-10:00	RECESS				
10:00-10:45	국어	Vietnamese	Soc. Studies	Ethics	Science
10:50-11:35	Soc. Studies	PE	수학	PE	한자
11:35-12:30	LUNCH				
12:30-1:15	HOUSE CLUB2	CUP E&M SELF S&A	HOUSE CLUB2	CUP E&M SELF S&A	수학
1:20-2:05	AW	Soc. Studies	Science	Soc. Studies	AW
2:05-2:20	RECESS				
2:20-3:05	ELA	Math	Science	ELA	Math
3:10-3:55	Math	AW	Musical Drama	AW	3:10-4:20 CLUB1
3:55-4:00	pack up time with HR teacher				



2024 - 2025 HANDBOOK

SIKS JUNIOR HIGH SCHOOL