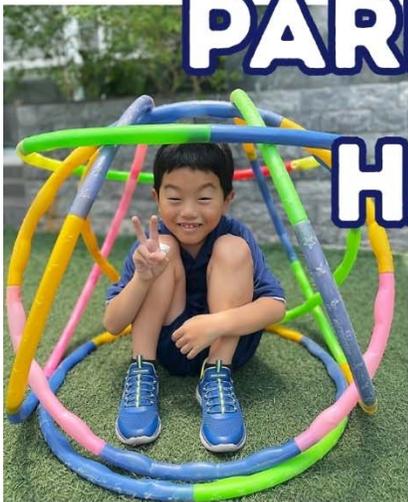


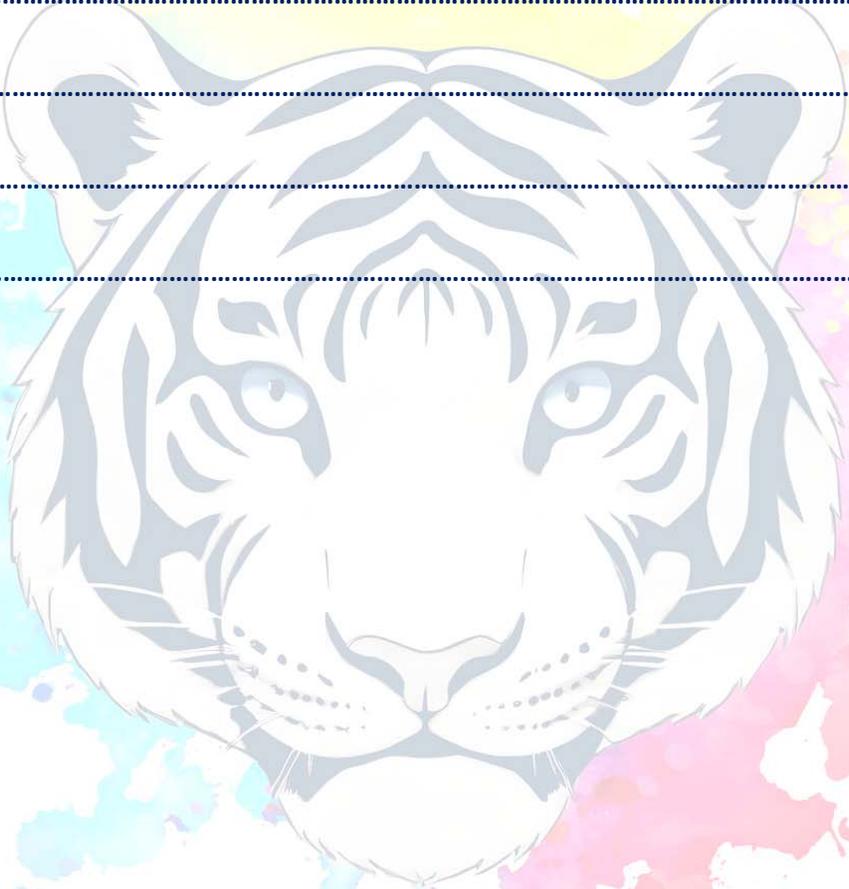


# PARENT STUDENT HANDBOOK



# Table of Contents

Welcome and Mission.....	2
Elementary School Directory.....	4
Calendar.....	6
Registration.....	7
School Policies.....	9
General Information.....	14
Student Behavior.....	18



\*This document is effective March 2, 2026.

# 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.

SIKS was founded in 2002 in Ho Chi Minh City, Vietnam. We currently have a Kindergarten, Elementary, and Junior High campus. We began as a preschool and have grown steadily over the past 2 decades thanks to our supporting parents, dedicated teachers, and most importantly, our amazing students.

SIKS is committed to the academic and personal improvement of all our students. We cherish our close relationship with parents, the community, and traditional family values. We provide a well-rounded and challenging education. We take great pride in watching the students grow and succeed academically and personally. Our students love to come to school every day and our teachers are among the most dedicated. We value respect, responsibility, creativity, and community.

# Mission Statement

We believe...

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.

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.

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.

“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	Kakao ID	Email
Administration Office	SIKS	siksoffice2	siksoffice@gmail.com
Principal	Mr. Izaac Murphy	SIKSIZAAC	izaacmurphysiks@gmail.com
Head of Administration	Ms. Ha Mi Ra	siksdesk	siksdesk@gmail.com
Administration	Mrs. Lim Ji Young	siksoffice2	siksoffice@gmail.com
Administration	Ms. Nguyen Nhu	Huỳnh Như	huynhnhunguyen13033007@gmail.com
Accounting	Mrs. Ha Eun Ok	siksaccounting	siks7202@gmail.com
Counseling	Mrs. Lee Young Shin	sikscounseling	sikscounseling@gmail.com
Admissions	Mrs. Kim Seung Ha	siksadmission	siksadmission@gmail.com
Head of English Department	Mrs. Avana Pillay	SIKSAVANA	avanapillay19@gmail.com
Grade 1A	Ms. Cara Stirton	TeacherCara	caramichellestirton@gmail.com
Grade 1B	Ms. Kayleigh James	KayleighJ	kayleighj.siks@gmail.com
Grade 2A	Mr. Corne' Van Rensburg	Corne01	corne.siks@gmail.com
Grade 3A	Mr. Jarryd Munslow	jarrydmunslow	jarrydmunslow@gmail.com
Grade 3B	Mr. Paul Headley	paulheadley	paulheadley1985@gmail.com

Grade 4A	Mr. Tyler Shultz	TylerSIKS	tjshultz@gmail.com
Grade 4B	Mrs. Mahlia Villeneuve	mahlia	mahlia.siks@gmail.com
Grade 5A	Mrs. Avana Pillay	SIKSAVANA	avanapillay19@gmail.com
Grade 6A	Mr. Matthew Watts	open.kakao.com/me/MatthewSIKS	matthew.siks@gmail.com
Grade 6B	Mr. Rowland van der Westhuizen	RowlandvdW	mr.rowland.siks@gmail.com
ME & QT	Mr. Kwon Oh Sang	dspjohn53	dspjohn53@gmail.com
Korean G1, G2, G4	Mrs. Lim Seon Hwa	narizzong35	narizzong35@gmail.com
Korean G3, G5, G6	Mrs. Lee Hae Ran	herawin7	rossmann2006@gmail.com
Vietnamese Teacher	Mr. Phong Duong Hong	siksvietnamese070	siksvietnamese070@gmail.com
Music Teacher	Mrs. Lee Eun Ji	oboe83rinji	eunjioboe83@gmail.com
ESL Teacher	Ms. Corina Reillo	CorinaReillo050788	teacherinareillo.imc@gmail.com
Computer Teacher	Ms. Ella	msemgbaluran	ellamae.baluran07@gmail.com
Health Services	Mrs. Nam Hyun Ju	juha7711	juha89626@gmail.com
Food Services	Mrs. Choi Mun Jin		ajimechoi@hanmail.net
Human Resources	Ms. Dao Thi Kim Mai	Mai2202	kimmaivtsiks@gmail.com
Human Resources	Mrs. Nguyễn Thị Hoàn	Hoan2007	hoanggianghia2702@gmail.com
Maintenance	Mr. Ben (Loi)		dohoangquoc2210@gmail.com

No school	Special Event	12:30 Dismissal	Teachers Only	Term 1 Days 92	Term 2 Days 88	Total Student Days 180	Total Staff Days 188
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March 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	25	26	27	28
29	30	31				

2 First Day of school and G1 Opening Ceremony  
16 ASP starts  
27 Crazy Cup Day

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	25
26	27	28	29	30		

1-3 School Pictures  
13-17 Book Week  
22 Earth Day  
23-24 Open Classrooms

May 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	25	26	27	28	29	30
31						

27-5 Spring Vacation  
14 Soccer World Cup  
18-19 Parent Teacher Conferences  
29 Tiger Spirit Day

June 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	25	26	27
28	29	30				

4 Exhibition of Talents  
5 SIKS Foundation Day  
19 Culture Day  
24 Movie Day  
26 Fiction Writing Contest

July 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	25
26	27	28	29	30	31	

3 ASP Ends  
6-9 Test 1  
15 ME Show  
17 Sports Day

August 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	25	26	27	28	29
30	31					

20-31 Summer Vacation  
27-15 SIKS Summer Program

September 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	25	26
27	28	29	30			

1-2 Independence Day  
3 First Day of Term 2  
14 ASP starts

October 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
25	26	27	28	29	30	31

2 Science Fair  
15-16 Spelling Bee  
19-23 Fall Vacation

November 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	25	26	27	28
29	30					

2-3 Parent Teacher Conferences  
5 Dodgeball Tournament  
11-13 G6 Class Trip  
24 National Holiday  
27 G1-5 Field Trips

December 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	25	26
27	28	29	30	31		

11 ASP Ends  
16-17 Christmas Art Shows  
22 Christmas Pizza Party  
23-1 Christmas Vacation

January 2027						
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						

11-14 Test 2  
21 Picnic  
22 Graduation

February 2027						
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						

25-26 Tet and Winter Vacation

# Registration

**Entrance Requirements**-New students will require the following documents

- SIKS admission application form
- Vaccination records (Date of vaccination 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.

**Certificate of Attendance**-This certificate may be obtained by contacting the school office with 2 days' notice. If school fees are not paid, no certificates will be given. The cost of a Certificate of Attendance is 10,000 VND.

**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.

## School Fees

- Invoices will be sent by email at the end of each quarter. Schools fees should be paid by the first of each quarter.
- The school fee can be paid in person at the SIKS.
- The school fee may also be paid by bank transfer. Account number **750500058968. Shinhan Bank. Cong ty TNHH Mam Non va Tieu Hoc Anh Sao.** 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	2/20	9,291(5%)	875	775/957/1,301	10,941/11,123/11,467
1/4 quarter	2/20	2,445	284	252/310/422	2,981/3,039/3,151
2/4 quarter	5/22	2,445	161	143/177/240	2,749/2,783/2,846
3/4 quarter	8/21	2,445	280	248/306/416	2,973/3,031/3,141
4/4 quarter	11/20	2,445	150	132/164/223	2,727/2,759/2,818

## 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 fees 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, bus, and food fees. Please forward all payment on or before the deadline date. We cannot produce certifications, documents, etc. unless payment is received.

# School Policies

## Parent and School Communication Guidelines

- **Email**

The school office will send all important information by email. Please make sure the school has your proper email address and check it regularly for important information.

- **Group Chats**

- Group chats are used for fast and easy communication between teachers and parents. Please make sure you are a part of the homeroom group chat and check it regularly for important information.
- Complaints should not be discussed in the group chat. Contact the teacher privately.
- Discussing sensitive issues in group chats can lead to misinformation and may not be helpful to students, parents, or staff members.
- Misinformation can be very damaging to the reputation of students and their families.
- Do not discuss other students in group chats throughout the community. Respect the privacy and integrity of students and their families.

- **Verify Facts**

- Before immediately believing your child's account, please take time to verify the situation by checking the facts with the teacher directly.
- Avoid sharing student, school, or teacher-related issues openly in group chats or with other parents. If you feel there is a problem, contact the teacher directly.
- The school will conduct a thorough investigation of all complaints and provide counseling and discipline if necessary.

- **Communicate with Respect**

- Maintain respect during phone or face-to-face communication.

- Although concerns about your child may arise, refrain from reacting emotionally towards school staff members. When filing a complaint, approach the conversation calmly and cooperatively. Focus on communication based on facts and work towards resolution of the conflict.
- Parents should refrain from contacting students directly without permission from their parents. Parents should not share photos or information about other students.
- Respect the professionalism of school staff members, and trust that the school will make every effort to resolve the issue.
- **Procedures for Complaints**
  - Parents must address questions or complaints at the immediate level where the issue arises.
    1. If there is problem in the classroom (students' behavior, assignments, or any incidents that take place in the classroom), parents should contact the homeroom teacher.
    2. If there are problems with administration (fees, bus, documents) parents should contact the school office. The school office cannot help resolves issues that arise in the classroom.
    3. The school principal is available any time by appointment if there are questions about staff members, policy, curriculum, serious behavioral problems, or counseling.
  - Contact staff members during school hours unless there is an emergency. Do not contact their personal numbers or go to their private residence after school hours. Avoid demanding immediate responses for non-urgent matters.
- **Resolution of Conflicts**
  - School staff members will work hard to resolve conflicts among students by conducting thorough investigations to resolve conflicts as quickly as possible. Counseling and punishment will be provided if necessary.
  - School staff members cannot resolve conflicts between parents. We cannot demand parents to make apologies to other parents.

## Attendance / Absence

- Students are expected to attend school every day.
- The following are considered excused absences from school and will not be counted in the attendance record.
  - ✓ Contagious illness with a doctor's note (flu, covid, chicken pox)
  - ✓ Death in the family
  - ✓ Emergencies
- Students must attend 66% (120 days) of school days to advance to the next grade level.
- It is the parent's responsibility to notify the homeroom 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.
- 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

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

- 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.

### **Grading**

- Students must score above 50% in all their classes in Term 2 to move up to the next grade level. Students that score below 50% will need to repeat the grade. Grades will be determined by...
  - ✓ 33% - Test scores
  - ✓ 33% - Assignments and homework
  - ✓ 33% - Effort and participation

### **Student Dress Code**

- Casual School uniforms (blue) should be worn Monday through Friday. Students are allowed to wear tiger shirts and appropriate shorts, skirts, or pants of Fridays. We recommend all students purchase 2 casual school uniforms.
- Formal School Uniforms (blue necktie) will be worn during formal and special events. We recommend all students purchase 1 formal school uniform.
- If a student wants to wear a jacket in school, they can only wear the SIKS hoodie.
- Tiger shirts and SIKS Hoodies are available in the school office.
- 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 Administration Office and the Accounting Office and the Tiger Club. Contact the school office with any questions about uniforms. The price for standard school uniforms is as follows.

<b>Formal School Uniform (special events)</b>	
<b>Shirts</b>	350,000 vnd
<b>Pants or skirt</b>	350,000 vnd
<b>Casual School Uniform (everyday)</b>	
<b>Shirts</b>	230,000 vnd
<b>Pants</b>	220,000 vnd
<b>Hoodie (optional)</b>	550,000 vnd
<b>Tiger shirt (optional)</b>	330,000 vnd
<b>Bucket hat</b>	200,000 vnd

# General Information

**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.

**Guidance Counseling Services** - SIKS provides counseling for students. Students with school or personal 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.

**Health Services**-The school nurse is available for all students throughout the school day. The nurse's 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 homeroom teachers. Students with allergies or chronic conditions should inform the classroom teacher. All students attending SIKS must have medical health insurance.

**English as Second Language Program (ESL)** – The ESL program is designed for students that require additional support in basic English language proficiency. 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. 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. 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 class is \$150 per month.

**Korean as a Second Language Program (KSL)** - Our school provides daily Korean language classes to support students in developing their Korean proficiency. However, some students continue to face difficulties in learning Korean. To better support these students, we will be launching the after-school KSL (Korean as a Second Language) program. Grades 1–3

students who have a low score on the Korean Test must join the KSL Program 4 times per week (Monday to Thursday), 3:00-3:50.

**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. 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. The ASP fee is \$10 per class and there is a \$20 materials fee.

**Saturday Sports Club (SSC)** – The Saturday Sports Club starts at the beginning of each term. SSC is from 9:00-11:30 on Saturday mornings. Students will have a great time playing a variety of sports. Non SIKS students are also welcome to join. Bus transportation is provided. You can sign up by contacting the school office, homeroom teacher, or completing the form on the website.

**Tests-** 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 an excused absence, he or she must take the test the day he or she returns to school. Students can take tests up to 1 week late if they are absent. 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 and posted on google classroom by their homeroom teachers. All weekly plans should be reviewed by parents and students for upcoming events.

**Google Classroom-** All classrooms use google classroom to post important information and assignments. Google classroom will be used in the case of remote learning. The classroom teachers will provide instruction on how to join the google classroom.

**Homework-** Homework will be given regularly by classroom teachers. The purpose of homework is to reinforce content learned in class, show parents what their children are learning in school, and help students learn responsibility. 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 closely monitored 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 cell phones.

**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. If students are unable to join a class trip, please discuss with the classroom teacher.

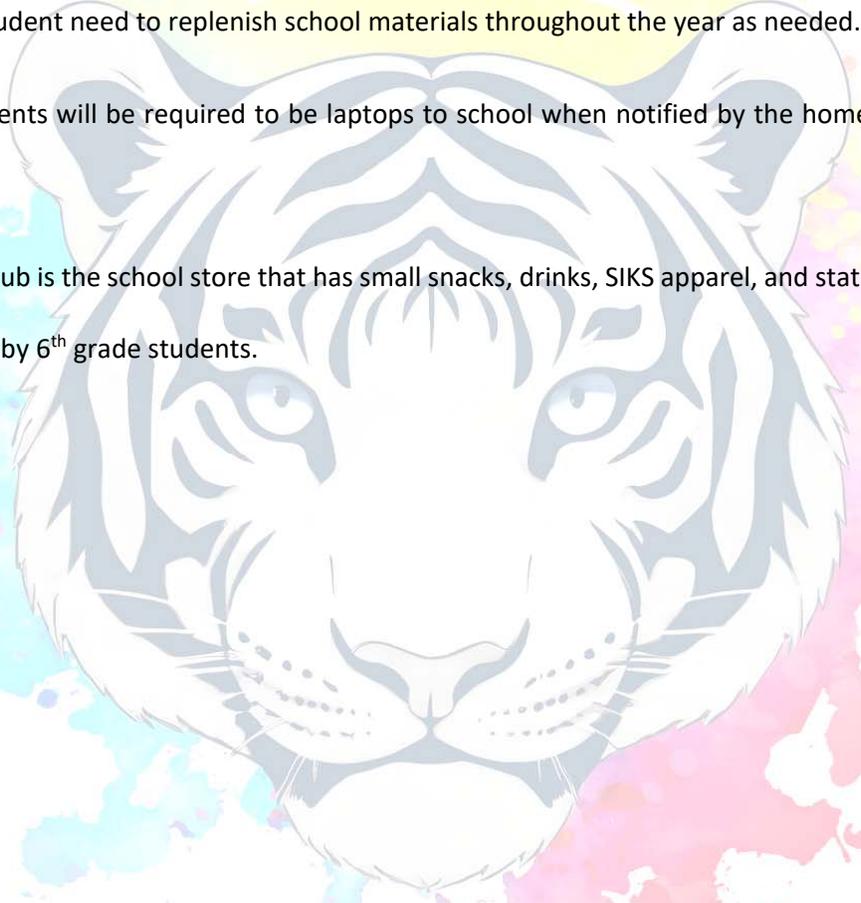
**Visitors-** All visitors must report immediately to the school office upon arrival at school, and must wear a visitor's pass while in the school.

**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** – Students are responsible for their own school supplies. 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.

**Laptops** – Grade 6 students will be required to be laptops to school when notified by the homeroom tacher for school assignments.

**Tiger Club** – The Tiger Club is the school store that has small snacks, drinks, SIKS apparel, and stationary that students can purchase. It is operated by 6<sup>th</sup> grade students.



# Student Behavior

## 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. Students should never touch another with permission.

**Respect** - all students should **respect** themselves, their parents, their peers, their 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 Safety Rules

<b>Classroom</b>	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 at all times except during Korean classes.
	Be honest and try your best.
	Take care and be responsible for your personal items and personal spaces.
<b>Hall/ Stairs</b>	Walk in the hall and stairs.
	Walk on the right side.
	Speak quietly.
	Do not touch other students art work.
<b>Recess</b>	Listen to teachers and staff.
	Only play in designated areas.
	Do not any touch other people uninvited.
	Do not use inappropriate language.
	Use balls and exercise equipment in appropriate places.
	Wash hands after recess.
<b>Bus</b>	Be on time to get on 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.

<b>Cafeteria</b>	Don't share food or drinks.
	Speak English with quiet voice.
	Be polite to the cafeteria supervisor and staff.
	Do not cut in line.
	Keep all food on the tray and off tables and floors.
	All food and drink stays in the cafeteria.
	Clean up your area-table and floor.
	Wash hands before and after eating.
	Walk at all times.

**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.

**Sexual Misconduct**- Students cannot touch other people without their permission or consent. If someone touches you inappropriately without your consent, tell them to stop, inform the teacher or a trusted adult immediately. Sexual misconduct will not be tolerated and offenders will be severely disciplined.

**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.

**Inappropriate Behavior**-Inappropriate behavior could result in the following disciplinary actions. Punishment is decided by the classroom teacher and school principal and based on the following chart.

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

Level 2		
Behavior	Description	Possible Disciplinary Action
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Persistent level 1 issues</li> <li>Absent from class/school or compulsory school event</li> <li>Persistent failure to follow instructions/complete set tasks in classroom or complete homework.</li> <li>Persistent failure to meet behavior expectations of school</li> <li>Cheating and plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>No recess</li> <li>Extra written work</li> <li>Return home</li> <li>Writing essay about wrongdoings with parent signature</li> <li>Apology letter with parent signature</li> <li>Restricted use of school facilities and equipment</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>Consistent unsafe behavior</li> <li>Persistently breaking the bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Loss of privileges (activities, events)</li> </ul>
<b>Violence</b>	<ul style="list-style-type: none"> <li>Persistent level 1 issues</li> <li>Profanity (any language)</li> <li>Disrespectful to teacher, staff, or adult</li> <li>Racial slur, gossiping, taunting, insulting, name-calling, threats, intimidation, verbal abuse</li> <li>Severe Bullying, cyber bullying /provoking other students</li> </ul>	<ul style="list-style-type: none"> <li>Send the official letter to parents</li> <li>Bus suspension or ban</li> <li>Pay for facility damage</li> <li>Parent meeting (if necessary)</li> </ul>

	<ul style="list-style-type: none"> <li>● Misuse of any school property/ equipment</li> <li>● Minor incidents of fighting</li> <li>● Major insolence or rudeness to staff</li> <li>● Graffiti and/ or vandalism</li> <li>● Theft</li> <li>● Inappropriate touching</li> </ul>	
<b>Management by Classroom teachers</b>		

<b>Level 3</b>		
<b>Behavior</b>	<b>Description</b>	<b>Possible Disciplinary Action</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● Persistent level 2 issues</li> <li>● Refuse to follow teacher's instructions and classes</li> <li>● Refuse to follow school rules</li> </ul>	<ul style="list-style-type: none"> <li>● Writing essay about wrongdoings with parent signature</li> <li>● Apology letter with parent signature</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>● Persistent disruptive, disrespectful or unsafe behavior</li> <li>● Intentionally damaging school property</li> </ul>	<ul style="list-style-type: none"> <li>● Recorded in school record</li> <li>● Suspension conference by disciplinary committee</li> <li>● In or out of school suspension</li> <li>● Parent meeting</li> <li>● Get student counselling and submit result to the school</li> </ul>
<b>Violence</b>	<ul style="list-style-type: none"> <li>● Persistent level 2 issues</li> <li>● Insult or assault teacher</li> <li>● Racism and/or derogatory remarks</li> <li>● Group bullying /provoking other students including cyber bullying</li> <li>● 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</li> <li>● Inappropriate physical behavior towards other students</li> <li>● Any form of sexual misconduct or assault</li> <li>● Fighting and physical violence</li> <li>● Behavior that brings discredit to the school</li> </ul>	<ul style="list-style-type: none"> <li>● Pay for facility damage</li> <li>● Repeat the grade</li> </ul>
<b>Management by Principal and classroom teachers</b>		

Level 4		
Behavior	Description	Possible Disciplinary Action
Responsibilities	<ul style="list-style-type: none"> <li>• Total learning failure</li> <li>• Refuse schooling</li> </ul>	<ul style="list-style-type: none"> <li>• Recorded in school record</li> <li>• Disciplinary committee conference</li> <li>• Parents meeting</li> <li>• In or out of school suspension</li> <li>• Permanent Expulsion</li> <li>• Legal Action</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Total disregard for safety or behavior rules</li> </ul>	
Violence	<ul style="list-style-type: none"> <li>• Persistent level 3 issues</li> </ul>	
Management by Principal and classroom teachers		

