

**SIKS JHS  
2026-2027**

# HANDBOOK

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## STARLIGHT INTERNATIONAL SCHOOL

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.

<https://siksvn.com/junior-high-2/>

# 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.



# 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).

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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. SIKS is also a mission school, and we host some worship services at the school.

# 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





## 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

## KOREAN (Korean language & literature & grammar)

The Korean subject helps students deepen their command of their native language through the study of grammar, vocabulary, and effective communication. Students read and analyze a wide range of literary and informational texts (including novels, essays, poetry, and media texts) to develop critical thinking and interpretive skills. They also practice various forms of writing and speaking to express their ideas clearly and logically. Through these learning experiences, students gain a richer understanding of Korean culture, values, and the role of language in modern society.

## ICT (Information/Communications Technology)

ICT helps junior students build essential digital skills through hands-on learning. Students explore the practical use of MS Office, basic AI tools, and introductory robotics. They learn how to create documents, presentations, and simple data tasks while developing problem-solving and logical thinking.

## VIETNAMESE

The Vietnamese subject helps students develop strong skills in reading, writing, speaking, and listening in Vietnamese. They learn grammar, vocabulary, and proper communication, while also exploring Vietnamese stories, poems, and literary works. This subject helps students understand Vietnamese culture, history, and values through language and literature

## MUSIC

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.



## ART

Art helps junior students explore their creativity through drawing, painting, and simple crafts. They learn basic skills such as lines, shapes, colors, and patterns while experimenting with different materials. The subject encourages self-expression, confidence, and problem-solving. Students develop fine motor skills and learn to appreciate art from different cultures. Art also supports emotional growth and creates a fun, relaxing learning experience.

## 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 development

## NON-ENGLISH SUBJECTS

- Korean
- Korean Essay
- Korean Math
- Hanja (Chinese Characters)
- Music
- ICT
- Vietnamese
- Art

# 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.

The school will record community service hours in the progress report from the following sources:

- SIKS JHS
- NGOs
- Korean & Vietnamese government programs

# 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.
- Playing games on cellphones is not allowed
- 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 care if a student becomes ill or injured at school.
- She will inform the homeroom teacher. The homeroom teacher will notify the parents about the student’s condition.
- In emergencies, the nurse will accompany the student to a medical facility.
- The nurse will meet the parent or guardian there.
- All transportation and medical costs are the parents’ responsibility.
- Students should stay home if they have a contagious illness.
- They may return to school after being symptom-free for 24 hours.
- Parents should inform the homeroom teacher of any allergies or medical conditions.
- All medicine from home must be given by the school nurse or with a classroom teacher present.
- Parents must notify classroom teachers about any medication their child brings to school.

# SCHOOL FEES

[USD]

Quarter	Due date	Tuition	Meals	Bus (Nha be/Q7/Q2)	Total
<b>Payment full year</b>	2/20	12,540(5%)	915	775/957/1,301	14,230/14,412/14,756
<b>1/4 quarter (3~5)</b>	2/20	3,300	297	252/310/422	3,849/3,907/4,019
<b>2/4 quarter (6~8)</b>	5/22	3,300	169	143/177/240	3,612/3,646/3,709
<b>3/4 quarter (9~11)</b>	8/21	3,300	293	248/306/416	3,841/3,899/4,009
<b>4/4 quarter (12~2)</b>	11/20	3,300	156	132/164/223	3,588/3,620/3,679

1) SIKS consists of tuition, lunch, and bus fee, and is divided into four quarters per year for three months starting from the start of school in March.

2) Tuition fees include textbook fees.

3) 1 Year full payment: 5% discount

4) Scholarship for multiple children: Scholarship benefits are available if a sibling is attending our school.

(10% discount for the second child and 20% discount for the third child, applicable from JHS (Junior High School) to kindergarten.)

5) Payments are due before the start of the quarter.

6) All payment or transfer is possible by VND. Check the exchange rate with the accounting office.

7) If payments are 2 quarters late, the school will suspend the student from attending until paid.

8) If a student transfers, all expenses must be paid before any documents will be issued.

9) School expenses can be paid in person or by bank transfer.

\* Shinhan Bank: all transfers must include the student's name, class, and details of the payment.

- **(Tuition) Bank account No:** CONG TY TNHH MAM NON VA TIEU HOC ANH SAO 750-500-058968

- **(Meals & Bus Fees) Bank account No:** KIM KYUNG JA 750-500-035357

- SIKS Accounting: 028)3781-7202, 078-910-9522 (Kakao ID: siksaccounting)

- Address 1017/58 Duong B8, Lang Dai hoc Khu B, xa Phuoc Kien, Nha Be

- Open 8:00 am ~ 4:00 pm/ Lunch hour 11:30 am ~ 12:30 pm

## 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, test 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) CUP (Catch up program), EDP (English development program) & CLUB fees are charged at the start of the semester.
- 4) All invoices will be sent by email. Please check.

## DOCUMENT ISSUANCE & 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).
- Free Dress Code 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 wearing makeup to school, SIKS JHS does not allow students to paint their nails or have extreme haircuts or bright-colored hair. We only permit natural hair colors, as well as light shades of black, brown, blonde, and dark orange. Other hair colors are not allowed.

## 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, is 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

- Students are responsible for taking care of school facilities, especially classroom equipment.
- Any student who damages or breaks school property must pay for repair or replacement.
- Students are responsible for any personal items brought to school.
- The school is not responsible for lost or damaged belongings.
- Students should bring lost items to the school office & will be returned after ownership is confirmed.
- The school takes no responsibility for unclaimed property.
- The school is not responsible for money lost at school.
- Cell phones must not be used during school hours & must be turned off and kept in the student's backpack.
- Any phone used or taken out during school hours will be confiscated.
- Confiscated phones will be kept in the school office until the end of the school day.

## SAFETY

- Students are not allowed to leave the campus during the school day without special permission from the office.
- Parents will be notified if a student violates this rule.
- Appropriate disciplinary action will be taken.
- The school provides 24-hour security service.
- All visitors must check in at the school office after entering the school gate.
- Parents or guardians who need to meet or pick up their child will be assisted by office staff.
- Meetings and pick-ups will take place at the school office or lobby.
- Staff and students must follow school procedures during fire or earthquake emergencies.
- Parents will be notified if students need to return home.
- The school regularly 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.
- The school does not allow internal camera footage to be sent outside.



## 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.

**Students must repeat the grade if they:**

- Are absent for more than 30% of the total school days, or
  - Are absent continuously for 10 days without an accepted reason, or
  - Are absent more than 20 days in a single term
- 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:

There are 3 types of excused absences that will be accepted and will not appear on the progress report:

- Legal infectious diseases
- Visa-related issues
- The death of a close family member or sibling (up to 5 days)

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



Students who wish to catch up on projects and homework during the Hands-on Experience period must reach out to their teachers themselves.

**NO-HOE:** during Tests, School trip, events, summer & winter camp period (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.

## ACADEMIC REPORT CARDS

Academic 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 released at the end of Term 1 and Term 2, after the final exams and the grade evaluation period (in July and January). Only then students can receive the academic report and progress report. Academic reports are not provided based solely on the midterm test results.

## EDP & CUP Programs

According to standardized test results, term exams, and teacher recommendations, your child will be required to participate in either the English Development Program (EDP) or the Catch-Up Program (CUP). The CUP includes three subjects: English, Math, and Vietnamese.

These extra school lessons are designed to help your child build a stronger foundation in English, as well as catch up with classmates in other subjects like Math and Vietnamese. More details will follow regarding the specific curriculum and plan.

Please note that participation in these programs is mandatory and will involve an additional fee.

## 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.

**If students receive 4 F grades in subjects, they will be required to repeat the year.**

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

## 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.

## 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 including team education. Students caught using Chat GPT at school will face disciplinary actions determined by the teacher and school administration.

**BEHAVIOR 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.

**STAR PROGRAM:** 1. Reading Star. 2 Global Star. 3 Elite star. For more details will be posted in JHS.

## NOTE

- The school follows all procedures according to official regulations and strives to achieve reconciliation. However, reconciliation depends on the willingness of both parties.
- The offending student must offer a sincere apology, and the affected student should also make an effort to accept it.
- If reconciliation is not achieved, additional measures will be taken, and the school will not be involved further. According to policy, any further reconciliation becomes a personal matter.
- The school does not represent either party and operates strictly according to the rules. All decisions are made under the school's authority and are not negotiable. Due to time constraints, please understand that the number of inquiries and consultations will be handled only during working hours.
- School decisions are final. Parents and students may not appeal or refuse any punishment or consequences decided by the school. Once notified of a disciplinary matter, parents will have 24 hours to come to the school for counseling only. Students and parents are asked to respect the school and refrain from spreading rumors

Under the Worker Protection Act, all participants must maintain courtesy and professionalism at all times. Conversations may be recorded and made public if necessary.

Using disrespectful language is considered verbal abuse and is protected under worker protection laws.

Response procedure:

- Communication will be stopped.
- No further contact will be accepted.
- A full faculty meeting will be held to determine next steps.

Working hours: 8:00 AM – 4:00 PM, Monday to Friday, for all email and SNS communications.

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	-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
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			
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		
LEVEL 3 OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Level 2 Dishonesty  -forging parent's or teacher's signatures	-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	
Stealing valuables in school premises			
Possession of any smoking paraphernalia at school, on the school bus, at school-sponsored events regardless of location			
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	-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		
Smoking in school premises, in public, or at a school-sponsored activity regardless of location			
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.

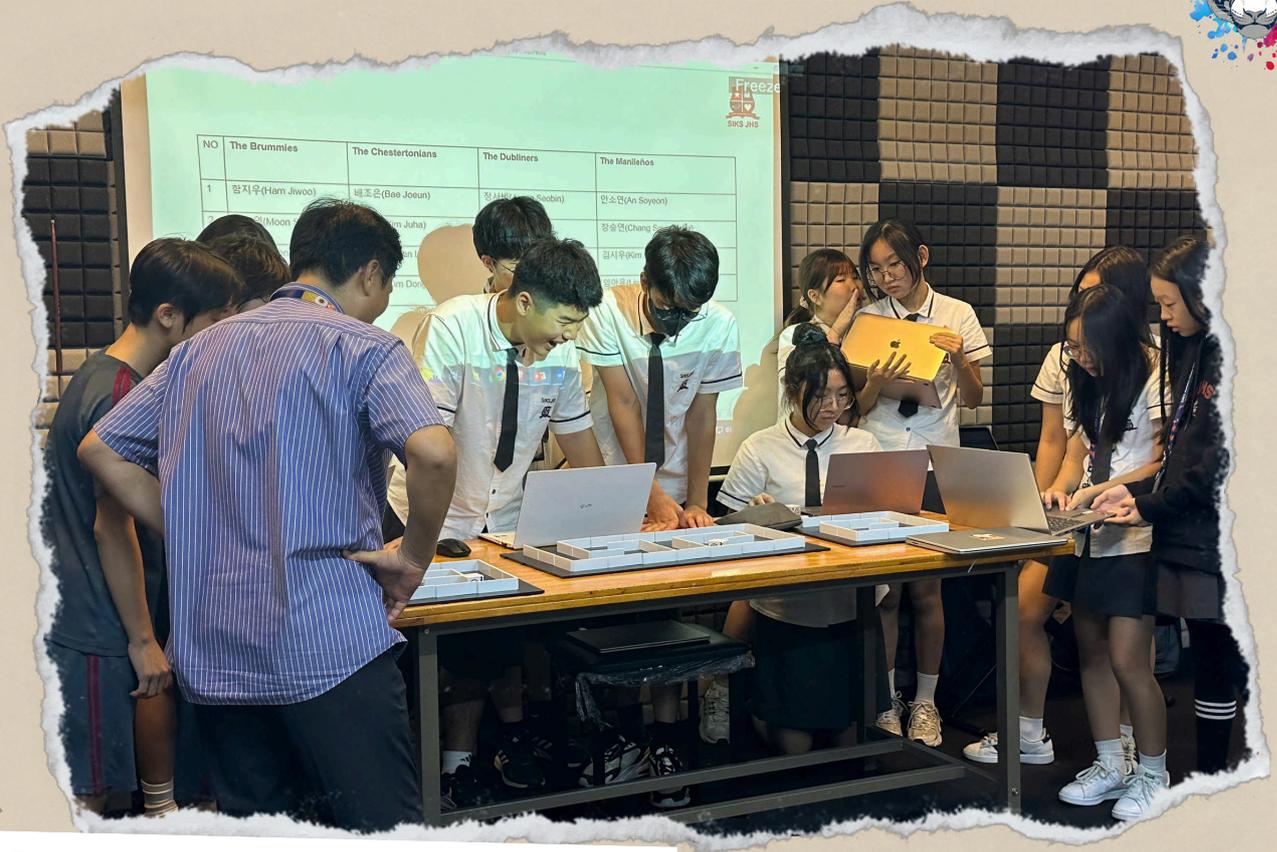
Harassment/Bullying should be reported to the homeroom teacher and other school authorities immediately. Confidentiality is assured during the investigation process.

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.



## DAILY SCHEDULE - sample

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-8:10</b>	<b>HR</b>				
<b>8:10-8:55</b>	K.Math	ICT	ELA	Vietnamese	Korean
<b>9:00-9:45</b>	ICT	ELA	Math	Ethics	ELA
<b>9:45-10:00</b>	<b>RECESS</b>				
<b>10:00-10:45</b>	Korean	Vietnamese	Soc. Studies	Science	Science
<b>10:50-11:35</b>	Soc. Studies	PE	K. Math	PE	Hanja
<b>11:35-12:30</b>	<b>LUNCH</b>				
<b>12:30-1:15</b>	CUP&SELF STUDY G9(특례국 어수학) DEBATE(MUN)	Art	HOUSE CLUB2	CUP&SELF STUDY G9(특례국 어수학) DEBATE(MUN)	K. Math
<b>1:20-2:05</b>	AW	Soc. Studies	Science	Soc. Studies	AW
<b>2:05-2:20</b>	<b>RECESS</b>				
<b>2:20-3:05</b>	Science	Math	Korean	ELA	Math
<b>3:10-3:55</b>	Math	AW	Music	AW	<b>3:10-4:20 CLUB1</b>
<b>3:55-4:00</b>	<b>Pack-up time with HR teacher</b>				





# **2026 - 2027 HANDBOOK**

SIKS JUNIOR HIGH SCHOOL